

Lessees and Unleased Freehold Notification Letter

[Date]

Dear [Sir/Madam]:

[APPLICANT NAME]
[SPECIAL [GAS/OIL] WELL SPACING]
[FIELD (s)]
[FORMATION(s)/POOL(s)]
[DLS LAND DESCRIPTION]

[Applicant/Consultant on behalf of Applicant] will be applying to the Energy Resources Conservation Board (ERCB) under [section] of the *Oil and Gas Conservation Act* [and/or] [section] of the *Oil and Gas Conservation Regulations* to change the subsurface well spacing for the production of [gas/oil] from the [formation(s)/pool(s)] in the noted lands [list lands in the above title and/or provide attachment/map]. ERCB Directive 065: Resources Applications for Oil and Gas Reservoirs requires that all mineral owners within the applied-for formation in the area of application and one (1) drilling spacing unit (DSU) surrounding the area of application receive notification of a well spacing application.

[Applicant/Consultant on behalf of Applicant] proposes that within the area of application, the existing [gas/oil] well spacing be changed from [the current spacing in place] to the following:

Example 1: Holding

Establish a holding constituting [DLS land description] for the production of [gas/oil] from the [applied-for formation(s)/pool(s)] subject to:

A producing well will be at least [X] metres from the boundaries of the holding.
There will be a maximum of [X] producing wells per pool per [DSU size].
A producing well will be at least [X] metres from other wells producing from the same pool. (Only applicable if requesting an interwell distance.)
The following well UWIs [XX/XX-XX-XXX-XX-WX] will be exempt from the [buffer zone and/or interwell distance].

Example 2: Rescind Special DSU(s)

Re-establish standard drilling spacing units in accordance with Part 4 of the *OGCR* of [DSU size] [and if applicable orientation], with the target area being [target area(s)] for the production of [oil/gas] in the [applied-for formation(s)/pool(s)] in [DLS land description].

[Brief Discussion of Reason for Application]

Any concerns and/or questions regarding this application are to be directed to [applicant contact person and phone number]. You may also send your concerns in writing to [applicant's address] or by fax or e-mail within 15 working days from the date of this letter. [Applicant] will contact you to discuss your concerns. Should your concerns remain unresolved, they will be included as a submission to the application when filed with the ERCB.

Under Section 13 of the *Energy Resources Conservation Board Rules of Practice*, all documents filed with the ERCB in connection to an application must be placed on the public record, which may be accessible on the Internet. As such, you should not include any confidential or sensitive personal information (e.g., health issues, financial position, family issues) in documents submitted to us or the

ERCB that you do not want to appear on the public record. However, any party may, before filing the document, submit a request to the ERCB for confidentiality of documents under Subsection 13(2). The ERCB may grant a request for confidentiality on any terms it considers appropriate, subject to the *Freedom of Information and Protection of Privacy Act*.

In the absence of a response on or before [date—at least 15 working days from the mailing date of this letter], we will proceed to file the application with the ERCB.

After the application has been registered with the ERCB, copies can be obtained by contacting the undersigned or can be viewed electronically by accessing the [IAR Query](#) through Quick Links on the ERCB Web site at www.ercb.ca.

Any questions regarding the ERCB process should be directed to the ERCB Customer Contact Centre at 403-297-8311 or 1-855-297-8311 (toll free).

Yours truly,

[Applicant]