



# Permanent Road Closure

## Application for Permanent Road Closure

**Application Date:** \_\_\_\_\_

The following information is required in order to facilitate the review of the application for road closures.

### Property Information

**Name of Public Road**

\_\_\_\_\_

**Legal Description of Property** (all/parts of)

Lot  Block  Registered Plan   
  $\frac{1}{4}$  Sec.  Twp.  Rge.  W  M

### Applicant Information

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Purpose of Road Closure

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Signature and Date

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

### Application Information (for office use only)

**Application #** \_\_\_\_\_

Fees \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

PD File # \_\_\_\_\_ Agenda Report #: \_\_\_\_\_

Date App Complete \_\_\_\_\_

Referrals Sent \_\_\_\_\_

Council 1<sup>st</sup> Reading: \_\_\_\_\_ 2&3 Reading: \_\_\_\_\_

Council Decision: \_\_\_\_\_

Motion #: \_\_\_\_\_

Notification: \_\_\_\_\_

Attachments: \_\_\_\_\_

Bylaw Number: \_\_\_\_\_

File Closed Date: \_\_\_\_\_

### Conditions of Approval (Office Use Only)

Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

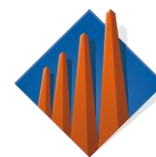
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Collection and Use of Personal Information:

The personal information being collected on this form is for the purposes of processing and acting upon this application in accordance with the Municipal Government Act, and is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act (FOIP). The City will not share your personal information for purposes outside of those stated without your permission in writing, unless there is a specific exemption stated in the Municipal Government Act.



	WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS
<p><b>PLEASE NOTE THESE ARE GENERALIZED LISTS; ADDITIONAL INFORMATION MAY BE REQUIRED</b></p>	<ul style="list-style-type: none"><li>• Applicants should be fully aware that a successful application to close and road, alley or walkway may result in additional costs to the applicant, over and above the initial application as follows:<ul style="list-style-type: none"><li>▪ Any required Environmental Assessments</li><li>▪ Expenses for legal and surveying costs</li><li>▪ Expenses for the relocation and/or removal of sewer and water lines, gas mains, telephone line and hydro lines</li><li>▪ Purchase price at market value of the lands to be conveyed</li></ul></li></ul>
	ALBERTA PROCEDURE
<p><b>PLEASE NOTE THESE ARE GENERALIZED LISTS; ADDITIONAL STEPS AND INFORMATION MAY BE REQUIRED</b></p>	<ol style="list-style-type: none"><li>1. Submit completed Application;</li><li>2. City conducts 21 day Referral Period - Notice sent to affected property owners and technical review by City Departments and external agencies;</li><li>3. Land Division assumes file to negotiate sale;</li><li>4. Sale Agreement between City and the Applicant is put in place;</li><li>5. Application is finalized. Agenda Report and Bylaws prepared. Goes to Council for 1<sup>st</sup> reading;</li><li>6. Advertised in public newspaper for 2 consecutive weeks;</li><li>7. Package sent to Minister of Alberta Transportation to sign the Bylaw;</li><li>8. Public Hearing held, followed by Council Meeting with 2<sup>nd</sup> and 3<sup>rd</sup> (final) readings;</li><li>9. If Council Approves Closure Bylaw:<ol style="list-style-type: none"><li>a. Finalization and execution of sales agreement</li><li>b. Registration of Easements and Consolidation Plans at Alberta Land Titles</li></ol></li><li><b>10. PROCESS COMPLETE</b></li></ol>
	SASKATCHEWAN PROCEDURE
<p><b>PLEASE NOTE THESE ARE GENERALIZED LISTS; ADDITIONAL STEPS AND INFORMATION MAY BE REQUIRED</b></p>	<ol style="list-style-type: none"><li>1. Submit completed Application;</li><li>2. City conducts 21 day Referral Period - Notice sent to affected property owners and technical review by City Departments and external agencies;</li><li>3. Land Division assumes file to negotiate sale;</li><li>4. Sale Agreement between City and the Applicant is put in place;</li><li>5. Application is finalized. Agenda Report prepared. Goes to Council for intent to close the road only;</li><li>6. Ministry of Saskatchewan Highways and Infrastructure asked for approval;</li><li>7. If Ministry approves, Bylaw sent to Council for 1<sup>st</sup> reading;</li><li>8. Advertised in public newspaper for 2 consecutive weeks;</li><li>9. Public Hearing held, followed by Council Meeting with 2<sup>nd</sup> and 3<sup>rd</sup> (final) readings;</li><li>10. If Council Approves Closure Bylaw:<ol style="list-style-type: none"><li>a. Finalization and execution of sales agreement</li><li>b. Registration of Easements and Consolidation Plans at Saskatchewan Land Titles</li></ol></li><li><b>11. PROCESS COMPLETE</b></li></ol>

Item	Application Requirements for Submissions
<input type="checkbox"/> <b>Application Fee</b>	<ul style="list-style-type: none"> <li>As per fee Schedule</li> </ul>
<input type="checkbox"/> <b>Owner Authorization Letter</b>	<ul style="list-style-type: none"> <li>A letter of authorization from the registered landowner (if applicant is not the property owner)</li> </ul>
<input type="checkbox"/> <b>A Complete Application Form</b>	<ul style="list-style-type: none"> <li>Complete application includes signature, payment and all necessary information in regards to the subdivision filled out. Application <b>MUST</b> be dropped off in person or emailed. Faxed and illegible applications will not be accepted.</li> </ul>
<input type="checkbox"/> <b>Certificate of Title</b>	<ul style="list-style-type: none"> <li>1 Certificate of Title or Land Title Search of the property, obtained no more than 30 days prior to the date of application. The Title search can be obtained from Alberta Registries (SPIN) Or Information Services Corporation (ISC) in Saskatchewan;</li> <li>If a current land title is not provided, the City can do so on your behalf for an additional fee of \$20.</li> </ul>
<input type="checkbox"/> <b>Plan of Proposed Road Closure</b>	<ul style="list-style-type: none"> <li>Signed and Sealed, showing existing and proposed easements and existing buildings;</li> <li>The Plan must be an original;</li> <li>A reduced copy of this plan, not larger than 11X17 must also be submitted.</li> </ul>
<input type="checkbox"/> <b>Digital File</b>	<ul style="list-style-type: none"> <li>An AutoCAD compatible format to accompany all applications by Plan. Email to: <a href="mailto:planning@lloydminster.ca">planning@lloydminster.ca</a></li> </ul>
<input type="checkbox"/> <b>ERCB Information (Alberta) or Digital Well Log Data Base Information Saskatchewan</b>	<ul style="list-style-type: none"> <li>Information concerning active or abandoned oil and gas wells on the property.</li> </ul>
<b>Notes:</b>	<ul style="list-style-type: none"> <li><b>Application Fees are non-refundable. Once application processed, no fees will be reimbursed.</b></li> </ul>