



ROAD CLOSURE APPLICATION

Municipal District of Greenview No. 16

4806 – 36 Avenue, Box 1079, Valleyview, AB T0H 3N0

www.mdgreenview.ab.ca

planning@mdgreenview.ab.ca - 780-524-7639

Applicant Information

Name: _____		Email: _____	
Address: _____			
Town: _____		Postal Code: _____	
Primary Phone: _____		Other Phone: _____	
Registered Owner <i>(if different from applicant)</i> _____	Registered Owner's Email: _____		Owner's Phone: _____

Application Information

Legal Location of Landowner's Properties Adjacent to Road

(Only fill out the land that is directly adjacent to the proposed road closure)

LSD/QTR: _____ SEC: _____ TWP: _____ RGE: _____ M: _____ or Plan #: _____ Block: _____ Lot: _____

Legal Description of Road to be Closed

The subject road closure is located immediately _____ of my property
(SW, S, SE, E, NE, N, NW, W)

Please Identify the Purpose of the Road Closure/Intended Use of the Road

(Please Note: This application is only for road closures and/or consolidation)

Is there a road use agreement/road allowance license affecting this road? ☐ Yes ☐ No

Is there a subdivision associated with this road closure? ☐ Yes ☐ No

Is this road developed? ☐ Yes ☐ No

Are there wetlands on the road allowance? ☐ Yes _____ ☐ No



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Please Attach a Drawing of the Affected Roads in Relation to the Owned Parcels



Checklist

The following documentation is required to be Submitted with this Application

- ☐ **Map** showing the requested area for road closure and the applicant's property
- ☐ Copy of **Certificate of Title** or other proof of ownership authorization
- ☐ **Non-refundable application fee** as established by the Schedule of Fees

Note: Applicants should be aware that a successful road closure application will result in additional costs to the applicant, over and above the initial application, including land purchase and associated legal costs, surveying costs, any required environmental assessments, relocation and/or removal of water/sewer/gas/telephone/power lines, and case specific costs

FOR ADMINISTRATIVE USE ONLY

Application No.: _____ Roll No.: _____

Fees Submitted: _____ Date Paid: _____

Receipt No.: _____

Declaration

I/we hereby declare that the information submitted is, to the best of my/our knowledge, factual and correct relating to this application for road closure.

Note: If the applicant is not the registered landowner, the signature of the landowner(s) is required.
ALL landowners must sign the application

Date: _____ **Applicant:** _____

Date: _____ **Registered Owner:** _____

The personal information on this form is collected under the authority of s4(c), s12(1)(a)(b)(c) and s13(1)(a)(b)(c) of the Protection of Privacy Act (POPA). We collect only what is necessary to respond to your request and to share the information with internal departments that relate to your application. Your name and the nature of the application may be disclosed to the public upon request and at a Public Council meeting. If you have questions about the collection, use or disclosure of your personal information, please contact Greenview's ATI Coordinator at 780-524-6079 or atia@mdgreenview.ab.ca.

WHAT YOU SHOULD KNOW ABOUT THE ROAD CLOSURE PROCESS

Applicants should be fully aware that a successful application to close a road will result in additional costs to the applicant, over and above the initial application as follows:

- Land purchase, legal and surveying costs
- Any required environmental assessments
- Relocation and/or removal of sewer, water, gas, telephone and power lines.

* Please note that additional information may be required.

GENERAL ROAD CLOSURE PROCEDURE

1. Applicant submits completed application with application fee.
2. Greenview requests surveyor to prepare survey plan and description of road closure area.
3. Greenview prepares an offer to sell for signature(s) of landowner(s).
4. Greenview circulates notice of application to internal departments and referral agencies.
5. Application receives first reading by council and a public hearing is scheduled.
6. Public hearing is advertised for two consecutive weeks.
7. Greenview circulates a notice of public hearing to referral agencies and adjacent landowners.
8. Greenview submits bylaw to Minister of Alberta Transportation for their consideration.
9. Application is taken to council for second and third reading.
10. If council approves road closure bylaw, applicable transfer of lands documents are prepared for registration at Alberta Land Titles

*Please note that additional steps and information may be required.