



ROAD CLOSURE APPLICATION MUNICIPAL DISTRICT OF GREENVIEW No. 16

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

Phone: 780.524.7600; Fax: 780.524.4307

www.mdgreenview.ab.ca

This form is to be completed **IN FULL** by the **registered owner(s)** of the land that is subject of the application or by a **person authorized to act on behalf of the** registered owner(s).

ALL road closure applications are required to include:

- ☐ **Road closure \$1500 application fee**
- ☐ **Complete application form** includes signature, payment and all necessary information including a site plan of proposed road closure.
- ☐ **Certificate of Title** obtained no more than 30 days prior to the date of application. The title search can be obtained from Alberta Registries.

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.*

For further information, please contact the Development Officer for your area:

Grande Cache (Crown Land) and Grovedale	Celine Chuppa	780.524.6080	celine.chuppa@mdgreenview.ab.ca
Little Smoky, Valleyview and Sunset House	Price Leurebourg	780.524.6078	price.leurebourg@mdgreenview.ab.ca
New Fish Creek, DeBolt and Crooked Creek	Leona Dixon	780.524.7639	leona.dixon@mdgreenview.ab.ca



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Applicant Information

Registered Landowner(s): _____

Mailing Address: _____

City: _____

PC: _____

Primary Phone: _____

Other Phone: _____

Email: _____

(By providing an email address, you authorize Planning and Development to contact you via email)

Land Information

Legal Location: _____ ¼ of Sec. _____ Twp. _____ Range _____ W _____

Registered Plan: _____ Block: _____ Lot: _____

The subject road allowance is located immediately

☐ N ☐ S ☐ E ☐ W ☐ NE ☐ NW ☐ SE ☐ SW

of my property.

Note: This application is for road closure and/or consolidation only.

Please identify the purpose for requesting the closure in the space provided below:

I/WE, _____ hereby certify that

(FULL NAME IN CAPITAL LETTERS)

☐ I am the registered owner and that the information provided on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for road closure.

Signature _____

Date _____

The personal information collected on this form is being collected under the authority of Sections 33 and 39(1)(a)(b) of the Alberta Freedom of Information and Protection of Privacy Act, and Section 301.1 of the Municipal Government Act. The information will be used to process your application(s); your name, contact telephone number and address may be used to carry out current and/or future construction and operating programs, services or activities of the Municipality. If you have any questions about the collection, use or disclosure of the personal information provided, please contact the Freedom of Information and Protection of Privacy Coordinator at 780.524.7600.

FOR ADMINISTRATIVE USE:

APPLICATION NO: _____

APPLICATION FEE PAID ON: _____

ROLL NUMBER: _____

RECEIPT NO: _____