

## ROCKY VIEW COUNTY

### ROAD CLOSURE APPLICATION REQUIREMENTS & PROCESS

#### INFORMATION

1. The application for Road Closure must include the following:
  - The appropriate application fees (See *Master Rates Bylaw*)
  - Signed and completed application form – the applicant must sign the form, or if a person is acting on their behalf, a Letter of Authorization from the applicant be provided
  - A current copy of the applicant's certificate of title (which proves ownership of the land adjacent to the road allowance)
  - The applicant must state the reasons for the Road Closure application, which may be described on either the application form or an attached letter.
  - A legal description of the proposed Road Closure (acceptable at the Land Titles Office)
2. Administration will review the Road Closure application and once the application is reviewed, administration will prepare letters and packages for circulation to agencies, adjacent landowners and internal departments notifying them of the road closure and requesting their comments back in writing. Staff is required to circulate for 30 days.
3. Following the circulation period staff will review all circulation responses to make sure they do not adversely affect the application and will make a determination whether or not they can support the road closure. Administration will contact the applicant to inform them of their stance on the road closure.
4. A Staff Report is written for Council requesting a Public Hearing as well as permission to advertise the Hearing and to write the Road Closure Bylaw.
5. Upon authorization of Council to move forward, staff will send notification letters to the applicant and adjacent landowners advising them of the date/time of the Public Hearing. The Public Hearing will be advertised for 2 consecutive weeks in the Rocky View Weekly as per the *Municipal Government Act*.
6. The Public Hearing of Council will take place and the decision to approve/refuse the application will be made. If approved, the Bylaw will be given first reading and will be signed by the Reeve and the Municipal Secretary.
7. The Bylaw will be forwarded to the Minister of Transportation for consideration. This could be a lengthy process and may not be approved by the Minister.

If the road is being closed for consolidation purposes, an appraisal of the land must occur prior to second reading, to determine the fair market value of the road allowance to be consolidated. The appraisal will be at the expense of the applicant.

8. If the Bylaw has been received back from the Minister with approval, administration will order an appraisal of the road allowance (if required). Once the appraisal is received, administration will create a report for Council requesting that the Bylaw be given Second and Third (final) reading.

If the Minister has not approved the road allowance closure, Council will rescind the Bylaw, thus denying the application.

9. If approved, the applicant submits Transfer of Land Documents, Plan of Survey, and required easements for review and acceptance by the Municipality. Any other conditions of sale pursuant to the Council motion will be addressed at this time.
10. Payment for land purchased is processed. The approved documents, easements, and plan of survey are sent to Land Titles for registration.

**Items of expense the applicant should be aware of are:**

- \* Fees in accordance with the current *Master Rates Bylaw*
- \* All costs associated with Transfer of Land (plan of survey, transfer documents, registration, etc.)
- \* Appraisal fee
- \* The purchase cost of the road allowance

For additional information please contact Engineering Services.

*Updated March 2010*