



**County of Newell**  
 183037 RR 145, Box 130  
 Brooks, AB T1R 1B2  
 (403) 362-3266

## APPLICATION TO CLOSE A ROAD ALLOWANCE

**GENERAL INFORMATION:**

- Requirements for closing a road allowance for purchase or lease are outlined under Sections 22 and 24 of the Municipal Government Act (MGA)
- After approval to proceed has been granted by Council and prior to First Reading of the Bylaw, the applicable fees must be submitted to the County in order for the application to proceed any further.
- Purchase: under the MGA, a municipality is required to sell land at market value. The current market value for the road allowance to be closed and purchased will be provided by the County assessor.
- Lease fees are established under the County's Schedule of Fees Bylaw. Variation from the lease rate will require Council approval.
- The fee for the first term of the lease must be paid at the time the agreement is signed by the applicant, and before the agreement will be signed by the County.
- Subsequent 10 year terms will be automatically renewed until cancelled by either party. If renewal fees remain outstanding for more than 60 days, the balance owing will be transferred to the property tax account of the benefitting property. Annual lease rates applied to renewal periods will be those in effect at the time of renewal. Fees for renewal will be invoiced at the beginning of the new term.
- Lease agreements will be registered against the title of the adjacent land to which they apply.
- **The lease may be cancelled by the County or the Minister of Transportation after giving 3 months' written notice to the lessee.**

**A COMPLETED ROAD CLOSURE APPLICATION MUST INCLUDE THE FOLLOWING:**

*(Use the checklist to ensure you have the following completed)*

- Road Closure Application form, filled out completely
- Site plan, including the area of road allowance proposed for closure
- Certificate of Title showing ownership of lands adjacent to the road allowance requested for closure
- Location of pivot(s) or other structure(s) or feature(s) that will impact the road allowance
- Reasons for the request to lease or purchase
- Signature of the applicant

### CONTACT INFORMATION

**APPLICANT(S):** \_\_\_\_\_

PHONE NUMBER(S) HOME: 403 \_\_\_\_\_ CELL: 403 \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TOWN/CITY: \_\_\_\_\_ PROV.: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

EMAIL ADDRESS (OPTIONAL): \_\_\_\_\_



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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Fees Submitted: \_\_\_\_\_ (application)  
 \_\_\_\_\_ (cancellation)

Total: \_\_\_\_\_

Market Value: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**APPLICANT:**

(PLEASE PRINT)

1. PURPOSE OF PROPOSED ROAD ALLOWANCE CLOSURE:

- Lease                       Purchase

2. LEGAL LAND DESCRIPTION OF ROAD ALLOWANCE CLOSURE REQUEST:

BETWEEN: (FILL IN AS MANY AS ARE APPLICABLE)

NE  NW  SE  SW ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ W4M    AND

NE  NW  SE  SW ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ W4M    AND

NE  NW  SE  SW ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ W4M    AND

NE  NW  SE  SW ¼ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ W4M    AND

3. TOTAL LENGTH OF ROAD ALLOWANCE TO BE CLOSED: \_\_\_\_\_ MILES \_\_\_\_\_ KILOMETRES

4. ZONING (LAND ADJACENT TO ROAD ALLOWANCE): \_\_\_\_\_

5. OWNERSHIP OF LAND ADJACENT TO ROAD ALLOWANCE:

\_\_\_\_\_

6. REASONS FOR CLOSURE REQUEST:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE