



ROAD ALLOWANCE LICENCE

The road allowances are owned by the Provincial Government but are administered by the Municipal Government. This process is governed under the Municipal Government Act. **Road allowance licensing often take a year or longer to complete.**

PROCESS

1. The applicant writes a letter to the Municipal Lands Administrator, requesting that Council consider the licensing of the road allowance. The applicant must state the legal land description of the applicant and provide a drawing/map of the adjacent road allowance to be considered. **Applicant must be adjacent to road allowance.** Include filling fee with request letter.
2. If Council is amenable to license the road allowance, the **initial application fee**, and the completed **application form** are to be submitted.
3. The **Public Hearing** date is set.
4. Letters are sent to all **adjacent landowners** (or all subdivision owners) and to all **utility companies**. (if required, easements for the utility companies will be placed on the licence.) The proposed license and Public Hearing details will be advertised in the **Western Wheel** newspaper for **two consecutive publications** before the hearing.
5. County staff will **inspect the site**, take pictures and prepare a **PowerPoint presentation** to be shown at a public hearing.
6. Public hearing is held – it is **recommended** that the applicant attend to answer any questions that Council may have.
7. If the Council approves the application, the **Bylaw** is given **first reading**. The file is then forwarded to **Alberta Transportation in Calgary**. If approved, the file is forwarded to **Edmonton** for **Ministerial approval**.
8. If the **Minister approves** the bylaw, it must go back to Council for **second and third readings**.
9. The **final application fee** to be submitted **prior to issuance of a licence agreement** being provided;
10. A licence agreement is then drawn for both the **applicant** and the **municipality to sign**. The licence is annual. The **first year payment** will not be pro-rated and is **due upon signing**, the annual payment is due each year thereafter. The licence agreement can be cancelled at any time by either party or if payment is not received. The municipality will give the licence holder 60 day's notice should the licence be cancelled. **Access cannot be denied.**

If you have any questions, please contact Donna Fowler, Municipal Lands Administrator at (403) 652-2341 or email FCLands@FoothillsCountyAB.ca