



ROAD ALLOWANCE LICENCE TRANSFER

The road allowances are owned by the Provincial Government but are administered by the Municipalities. This process is governed under the Municipal Government Act.

PROCESS

1. The applicant contacts the Municipal Lands Administrator to determine the status of the undeveloped road allowance and eligibility for transfer. **The applicant must be adjacent to the road allowance.**
2. The applicant submits a completed application form. New adjacent landowner applications to be accompanied with the Application and Filing Fees. Family transfer applications proceed to step 7.
3. Internal Departments, External Agencies, and adjacent landowners are circulated, as determined by administration.
4. The application and circulation results are reviewed by management and staff. If there are no concerns, new adjacent landowner applications will proceed to step 6.
5. If there are concerns raised through the circulation process the application is referred to Council to be considered.
6. The Final Application Fee to be submitted prior to the licence being drawn.
7. A licence is drawn and both the applicant and the municipality must sign. The licence is annual and billed each year. 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 adequate notice, should the agreement be cancelled. The licence agreement includes the requirement for insurance coverage and may include other conditions set by Council.
8. Fees per acre of licensed land are set yearly by the municipality and are subject to change.

If you have any questions, please contact Nicole Poffenroth, Municipal Lands Assistant at (403) 652-2341 or at FCLands@FoothillsCountyAB.ca

Road Allowance Transfer Process

