

Department: Public Works & Engineering	Section: OP - Operations
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OP-04 Permitting Road Allowance

Policy Statement

To ensure consistency throughout Leduc County when considering permitting of road allowances.

Policy Intent

To clearly establish the procedure for reviewing, advertising, approving and renewing permits for County controlled road allowances.

Service Level Standards

1. The Permitting process is detailed in the Public Works & Engineering Procedure Manual.
2. Public Works and Engineering will collect the application fee as per the Fees and Charges bylaw.
3. Advertisements to be run in the local newspaper and County Market for a minimum of two weeks (as per MGA 606).
4. A letter of intent is to be sent to every landowner within in a minimum distance of 800m from the proposed permitting area.
5. Public Works & Engineering and Finance coordinate the collecting of the leasing fees as per the Fees and Charges bylaw.
6. All permits expire at the same time on a three year renewal basis.

Monitoring & Updating

This policy will be reviewed every three years.

Definitions

Applicant means the person or entity applying to permit the road allowance.

Permitting Road Allowance means to lease a portion of county Road Allowance for direct use by the Applicant.

Authority/Responsibility

The *Director, Public Works & Engineering* is responsible for maintaining & updating this policy and ensuring that the appropriate resources are available to meet the service levels.

The *Manager, Engineering* is responsible for ensuring that the appropriate staff adheres to this policy.

Procedure

Public Works & Engineering Procedure Manual

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