

**Policy statement**

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

**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.

**Policy authority**

*Legislative implications:*

- *Municipal Government Act (MGA), RSA 2000*

*Bylaw implications:*

- Fees and Charges Bylaw

**Policy standards**

1. The permitting process is detailed in the Engineering Procedure Manual.
2. 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. 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.

**Policy responsibilities**

*Council responsibilities:*

Council will,

- Approve the Permitting Road Allowance policy.

*Administration responsibilities:*

Director, Engineering and Utilities will,

- Be responsible for maintaining and updating this policy.
- Ensure that the appropriate resources are available to meet the service levels.

Manager, Engineering will,

- Be responsible for ensuring that the appropriate staff adheres to this policy.

<i>Approval date</i>	<i>November 14, 2011</i>	<i>Motion number</i>	<i>PWC 174-11</i>	<i>Page 1 of 2</i>
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**Monitoring and updating**

- This policy will be posted on Leduc County’s website.
- This policy will be reviewed at least once every three years.

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