

**WORK IN UNDEVELOPED ROAD ALLOWANCES**

Subject: Undeveloped Road Allowance

Ref: Public Works

Code: 32

Date Approved: February 14, 2023 Motion No: 044/14/02/23 Replaces: replaces Road Request Policy

The County of Northern Lights believes in providing residents and landowners, the ability to improve access to their property where road development by the County is not economically feasible.

The County of Northern Lights proposes to do this by establishing guidelines through which will it will provide authorization to conduct work within Undeveloped Road Allowances.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## GUIDELINES/PROCEDURE

1. When a resident inquires about upgrading or maintenance of a County's existing road, the resident will be referred to the Miscellaneous Request and Work Orders Policy. An existing road is defined as being identified as a County Road on the County's most recent version of its County Map.
2. When a resident inquires about the construction of a road to serve a potential development or subdivision, the resident will be referred to the County's Development authority to review the request.
3. When a resident inquires about changing the Level of Service classification on a County road, the resident will be referred to the Request to Change a Road Classification form and the Levels of Service Policy.
4. Construction of Roads by Others

Residents are not permitted to construct new roads for the purpose of field access, recreation, or access to a single residence on the County's undeveloped road allowance without submitting a detailed plan to the County for consideration. The plan should include details on road cross section, drainage profile and culvert locations, and effects on neighboring lands and infrastructure. An engineered design will be required in most circumstances. As this submission, will be rare, they will be submitted directly to Council for consideration following a review by administration. Council shall consider the economic sustainability of the proposed road and the County's Level of Service policy in its decision.

### 5. Improvement of Undeveloped Road Allowances

Industry and Residents often utilize undeveloped road allowances in the County for access to lands where no County Road exists. An Undeveloped Road Allowance is defined as any Road Allowance or Road Plan in the County under the care and control of the County where there is no road indicated on the County map. Where a resident wishes to make improvements to an undeveloped road allowance, They shall submit the authorization application "Request to conduct work in Undeveloped Road Allowance". The Director of Public Works will review and approve requests subject to the following criteria:

- a.) There are no ditching or drainage improvements being proposed. ANY DRAINAGE IMPROVEMENTS would require the applicant to apply to the Alberta Government for a Water Act Approval. A copy of the approval is required to be included with application.
- b.) A culvert installation would be permitted as long as it is part of creating a crossing over a small seasonal drainage channel, and is not part of attempting to change drainage. Only new culverts maybe utilized. The County will not provide any culverts.

- c.) Smoothing of ruts with a grader, loader, tractor, or other equipment will be permitted. The County will not provide any equipment.
- d.) Application of gravel will be permitted. The County will not supply any gravel.
- e.) Clearing of trees will be permitted with the approval of Forestry. The Director of Public Works may require the applicant to hire a surveyor prior to commencing the improvement if there is a possibility of trespassing onto private lands not owned by the applicant or crown lands. A copy of approval from Forestry is required to be included with application.
- f.) The applicant acknowledges that the County will not be accepting the completed improvements as a "County Road" and that the Road Allowance will continue to be considered an undeveloped road allowance.

6. Should the County receive an application which does not meet the requirements, The Director of Public Works will write a letter to applicant explaining the reason for refusing the authorization.



**COUNTY OF NORTHERN LIGHTS  
REQUEST TO WORK IN UNDEVELOPED ROAD ALLOWANCE**

LEGAL LAND LOCATION: \_\_\_\_\_

LANDOWNER NAME: \_\_\_\_\_

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

PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF WORK TO BE CONDUCTED IN UNDEVELOPED ROAD ALLOWANCE:

CULVERT INSTALL IF YES, WHAT SIZE OF CULVERT: \_\_\_\_\_

GROUND WORK (INSTALLATION OF GRAVEL, GRADER WORK, ETC)

REMOVAL OF TREES IF YES, IS A COPY OF FORESTRY APPROVAL ATTACHED? \_\_\_\_\_

IF THE LANDOWNER DOES NOT OWN THE ADJACENT PROPERTY, IS A LETTER OF APPROVAL FROM ADJACENT LANDOWNERS PROVIDED?  YES  NO

LIST OF ADJACENT LANDOWNERS:

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

I \_\_\_\_\_ HEREBY ACKNOWLEDGE THAT THE COUNTY OF NORTHERN LIGHTS WILL NOT BE ACCEPTING THE COMPLETED IMPROVEMENTS I HAVE COMPLETED AS A COUNTY ROAD. AND THE ROAD ALLOWANCE SHALL CONTINUE TO BE CONSIDERED UNDEVELOPED ROAD ALLOWANCE, AND THAT MY AUTHORIZATION SHALL EXPIRE 60 DAYS FROM THE DATE OF APPROVAL.

PRINT NAME OF APPLICANT \_\_\_\_\_

SIGNATURE OF APPLICANT (S) \_\_\_\_\_ DATE: \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_

**Location Sketch of Request**

- 31 -	- 32 -	- 33 -	- 34 -	- 35 -	- 36 -
- 30 -	- 29 -	- 28 -	- 27 -	- 26 -	- 25 -
- 19 -	- 20 -	- 21 -	- 22 -	- 23 -	- 24 -
- 18 -	- 17 -	- 16 -	- 15 -	- 14 -	- 13 -
- 7 -	- 8 -	- 9 -	- 10 -	- 11 -	- 12 -
- 6 -	- 5 -	- 4 -	- 3 -	- 2 -	- 1 -

DESCRIBE PRESENT CONDITIONS: (INCLUDE ANY DETAILS THAT MAY BE HELPFUL TO THE COUNTY STAFF)

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