

**SAMPLE REFERRAL LETTER (RESOLUTION)
AFFECTED LANDOWNERS**

Date

Name

Department

Address

Town, AB T__ __

Dear Sir or Madam:

Re: Proposed Road Closed Road Plan XXXXXX

Enclosed is a copy of Road Plan XXXXXX, which is currently excepted from your land title.

Please be advised the municipality proposes to cancel this road plan and that the land will be consolidated into the title in your name following legal closure of the road plan.

In order to proceed with the road plan closure, it is necessary for you agree to the closure and consolidation by signing and returning the duplicate copy of this letter.

Yours truly,

[Name]

[Position]

Typist/cca

Enclosures

I hereby certify that I have no objections to the closure of Road Plan XXXXXX located in [Qtr-Twp-Rge-Mer] and consolidation of the land into my title.

Date

Signature

SAMPLE REFERRAL LETTER (RESOLUTION)
OTHER LANDOWNERS

Date

Name
Department
Address
Town, AB T__ __

Dear Sir or Madam:

Re: Proposed Road Closed Road Plan XXXXXX

Enclosed is a copy of Road Plan XXXXXX. [This [undeveloped] road plan is no longer required/has been replaced by [describe the road plan or road allowance providing legal access]].

Please be advised the municipality proposes to cancel this road plan and that the land(s) will be [consolidated into the title(s) it was excepted from¹ or the name of the municipality] after legal closure of the road plan.

In order to proceed with the closure, we request that you to indicate your agreement with this closure by signing and returning the duplicate copy of this letter. Should you have any objections, please notify our office before first reading of the bylaw on [Date, Time, Location].

Yours truly,

[Name]
[Position]

Typist/cca

Enclosures

I hereby certify that I have no objections to the closure of Road Plan XXXXXX located in the [Qtr-Twp-Rge-Mer].

_____ ,
Date

Signature

¹ If the road plan does not show as an exemption from any title, the land will be titled to the municipality or other road authority.