

SAMPLE REFERRAL LETTER (MGA)
ENVIRONMENT AND PARKS

[Date]

Public Lands Disposition Management
Environment and Parks
Email: AEP.EDS-RoadClosures@gov.ab.ca

Re: Proposed Road Closure

An application for the closure of [Road Plan number /Road Allowance description] has been submitted to the [Municipality of/County of/Town of].

A public hearing will be held [date and time] to determine whether there are public objections to the closure.

We are required to notify you of this proposed closure to give you the opportunity to reply as the [road plan or road allowance] is [adjacent to or through a waterbody/crown land]. Following approval by Alberta Transportation the [Road Plan/road allowance] will be [consolidated into Qtr-Twp-Rge-Mer/sold]. We require a **written** reply from Environment and Parks by [date], which will be included in the submission package to Alberta Transportation.

Please direct your response to [municipal contact Name and Position] at the above address.

Enclosed is a copy of the [map/sketch] showing the proposed road closure. If you have any further questions or concerns, please do not hesitate to contact our office.

Yours truly,

[Name]
[Title]