

SAMPLE REFERRAL LETTER
UTILITY PROVIDERS

Date

[Utility Company]
Address
Town AB X0X 0X0

Dear: [Sir/Madam/Name]

Re: Proposed Road Closure and Closure

On behalf of the [Municipality of/County of/Town of], this letter serves as notice that the [Municipality/County/Town] intends to [close/cancel] the road described below under Section [22 or 24] of the *Municipal Government Act*.

Road Plan [XXXXXX] in the [Qtr-Twp-Rge-Mer] or the Road Allowance adjacent to the [north/south/east/west] boundary of the [Qtr-Twp-Rge-Mer], as shown on the enclosed sketch.

If an easement is required to protect your interests within the road closure, please advise us. **Alberta Transportation** is the **GRANTOR** for all easements prior to closing the road. Right-of-way are registered at Land Titles Office with the other road closure documents. Right-of-way agreements received after the closure has been registered must be negotiated individually with the landowner(s).

Please return the following to our Office within thirty (30) days.

- Three fully executed easement documents from you (if required). We will forward these documents to Alberta Transportation for final execution with the closing [bylaw/resolution].
- This letter signed, and granting approval of the road closure and closure.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned.

Yours truly,

[Name]
[Title]

/

Enclosures

APPROVAL GRANTED
[UTILITY COMPANY]
Easement Required Yes No

Signature

Print Name

Date: _____.