

Section 1: Applicant's Information

Name of Applicant:

Mailing Address:

City:

Province:

Postal Code:

Application Date:

Phone: (Daytime)

Phone: (Cell)

Fax:

Email Address:

I am applying to the City of Grande Prairie to close all or a portion of Road Allowance within the City of Grande Prairie.

Subject to successful closure of the road allowance, I am applying for disposition by means of the following proposal:

☐ Offer to Purchase Agreement ☐ Land Exchange Agreement ☐ Other:

I HEREBY CERTIFY THAT:

- ☒ I accept financial responsibility for all related expenses and understand that I will be invoiced.
- ☒ I am authorized to act on behalf of the applicant and that all statements contained herein are true. (Agents acting on behalf of the applicant MUST provide a signed letter of consent from the applicant and include the Agent's contact information).

Signed:

Date:

Section 2: Property Information

Land Description – Include Legal Description or Civic Address: (must include an attached map)

Planning Reasons and Merits: (Additional comments may be attached)

Office Use Only

☐ Application Fee Attached

☐ Consolidation Required? ☐ Yes ☐ No

☐ Subdivision Required? ☐ Yes ☐ No

☐ All additional information as required by the Land Department and/or Subdivision Authority

Completed Application Rec'd by:

Date:

Receipt #:

Land Management File #:

Circulation Date:

Due Date:

Application has been:

☐ APPROVED / Disposition Agreement

Date Entered:

☐ DENIED / Refund 50% of Application Fee Paid

Date Processed:

Date File Closed:

By:

Submission and Requirements Checklist

☐ Completed Road Closure and / or Disposal Application Form.

☐ Application Fee Attached.

☐ Any additional information or materials as may be required by the Land Department or the Subdivision Authority.

☐ Application submissions must be received by the Land Department.

☐ The applicant shall submit an application for Subdivision showing consolidation of the subject lands with the adjacent property. The Plan of Subdivision is required for City Council resolution and for submission to Land Titles for registration.

☐ Where an application proceeds to City Council, following the "First Reading" the applicant will be required to post an information sign regarding the proposed Road Closure, 21 days prior to the date of the Public Hearing. City Administration will provide applicant with sign information for posting.

Incomplete applications will not be accepted.

General Information

- Public Land is disposed subject to legislative requirements
- Offers received for Non-Marketable Public Land shall be reviewed on an individual basis by the Land Department in consultation with all affected stakeholders.
- All recommendations to designate to Marketable status shall be presented to City Council or City Manager for approval.
- Applicant is financially responsible for all related expenses which may include:
 - Survey & Subdivision
 - Purchase & Consolidation which may include:
 - Appraisal
 - Legal Fees
 - Land Titles Registration/Discharge
 - Other fees & charges related to the disposal of Public Land.
- The City will recover all applicable related expenses by generating an invoice to the applicant.
- Applicant is entitled to a refund of 50% of the application fee paid under the following conditions:
 - Application is DENIED following Circulation Stage; or
 - City Council DENIES recommendation for disposal of Public Land.
- Unauthorized Use of Public Land will be addressed in accordance with Bylaw C-1078 - "The Use of Public Lands Bylaw".

Submission Information

Complete applications may be submitted to:
City of Grande Prairie ATTN: Land Department
9505-112 Street, Grande Prairie, AB T8V 6H8

Questions

Additional information can be requested by contacting Planning & Development's Land Officer.

- City Service Centre: 9505-112 Street, Grande Prairie, AB T8V 6H8
- Phone: 780-538-0325
- Email: land@cityofgp.com

Privacy Statement

The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act, SA 2024, c. P-28.5. It is collected to process your request, verify your authority, and provide the requested permit, information, or approval.

Your information will only be used for these purposes and protected in accordance with the Act. It will not be disclosed except as authorized by law or with your written consent. If you are requesting for a property, you do not own or occupy, you may be required to provide proof of authority. Personal information is retained and disposed of according to the City's Records Management Bylaw C-1348. If you have any questions about the collection, use, disclosure, or destruction of your personal information, please contact Development Services at 780-538-0325 or devpermits@cityofgp.com.