

**ROAD REQUESTS [CONSTRUCTION] POLICY**

Subject: Road Construction Requests

Ref: Transportation

Code: 32

Date Approved: November 9/01 Motion No: 921/09/11/01 Replaces: 790/25/09/01;415/13/08/96;  
508/22/12/94

The MD of Northern Lights No.22 believes in providing and maintaining an effective road network to serve its residents and tax payers.

The MD proposes to do this by establishing "guidelines" for the handling and processing of road construction requests.

Signed: \_\_\_\_\_  
Chief Elected Official

Signed: \_\_\_\_\_  
Chief Administrative Officer

## PROCEDURE:

1. All such applications received by MD staff or Councillors shall be written up on a “Road Construction Request” form (see copy attached) and submitted for inclusion in the next Council meeting agenda.
2. The applicant may appear before Council and discuss his/her request for road construction.
3. By August 1<sup>st</sup> of each year, Council shall review all requests received over the past year and make a decision on which roads will be approved for construction in the following year’s program. All requests will be retained on file and returned to the Road Priority for three consecutive years (including the year of submission) unless removed by council. asministration shall provide any relevant information relating to the status of retained requests in each year.
4. Council will utilize its “Road Requests Priority Setting Policy” to determine which requests will proceed to construction/completion.
5. The Director of Public Works shall then provide written responses to the successful applicants informing them of the status of their request.
6. Road requests approved for construction shall be given to the Director of Public Works to be scheduled for completion.

**MUNICIPAL DISTRICT OF NORTHERN LIGHTS NO. 22**  
REQUEST FOR ROAD CONSTRUCTION, WARD \_\_\_\_\_

*All road requests submitted on this application form will be investigated by the Public Works Department and submitted to Council for consideration. Requests are dealt with on a priority system determined by the Council in consultation with the Director of Public Works. Applicants, whose requests are not approved this year, shall be invited to re-apply for the next year's program. In order for your request to be properly investigated and considered, the following details and location sketch are required.*

LAND LOCATION: \_\_\_\_\_ ¼ Section \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_ W of \_\_\_\_\_ Meridian

NAME OF LANDOWNER / OCCUPANT: \_\_\_\_\_

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

UPGRADE     NEW CONSTRUCTION     ORIGINAL APPLICATION    DATE: \_\_\_\_\_

REQUIRED FOR:     FARMLAND ACCESS     RESIDENTIAL ACCESS     COMMERCIAL

SCHOOL BUS ROUTE     YES     NO    NUMBER OF SCHOOL AGED OR YOUNGER CHILDREN: \_\_\_\_\_

NUMBER OF CULTIVATED ACRES THAT WOULD BE SERVED: \_\_\_\_\_

DATE ON WHICH LAND WAS ACQUIRED: \_\_\_\_\_

IF RESIDENTIAL, DATE OF OCCUPANCY: \_\_\_\_\_

SERVICED WITH:     POWER     NATURAL GAS     TELEPHONE

NUMBER OF OTHER PERSONS WHO WOULD BENEFIT: \_\_\_\_\_

NAMES AND LAND LOCATIONS OF BENEFITING PARTIES: (ATTACH LIST IF MORE SPACE REQUIRED)

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

PRESENT CONDITION DESCRIPTION:

BUSH     COMMERCIAL TIMBER     OPEN     MUSKEG     CREEK OR RIVER CROSSING

WILL LANDOWNER PERMIT: BACKSLOPING  YES  NO

: BORROW     YES  NO

*NOTE: THE LOCATION SKETCH ON THE REVERSE SIDE MUST BE COMPLETED. PLEASE INDICATE DETAILS SUCH AS LOW AREAS. ( eg. SLOUGHS, MUSKEGS, DRAINAGE DITCHES, BRIDGES, CULVERTS, PIPELINE, ETC.)*

\_\_\_\_\_  
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 MD STAFF AND SHOW ON SKETCH)

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FOR MD PURPOSES

Date inspected \_\_\_\_\_ Inspector \_\_\_\_\_

Comments: (cost estimate, concerns, safety consideration, other items that may impact construction, utilities, pipelines, etc.)

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