



Street/Lane Closures – Application Requirement List

The street/lane closures application requirement list outlines all of the information necessary to evaluate and provide a timely decision on your application.

Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible and precise. Plans submitted should be to a professional drafting standard.

Before a proposed closure can proceed to Calgary Planning Commission, a plan for road closure purposes must be registered at the Alberta Land Titles office. However, this plan should not be registered until **after** the circulation of the application is completed and any requested amendments to the proposed closure have been made. Failure to register a plan for road closure purposes will prevent Council from also dealing with any other associated bylaws.

Required Items

- 1. **Completed Application for Thoroughfare Closure Form** (attached)
- 2. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.

Prior to obtaining Letter of Authorization for City-owned property, the applicant will first need to obtain circulation approval to purchase the area of road right-of-way by contacting 311 or completing 311 online [service request](#).

Once received, contact Real Estate & Development Services (RE&DS) at LandAdmin@calgary.ca providing documentation that the circulation has been approved and request the Letter of Authorization (LOA).
- 3. **Fee** ([Subdivision Fee Schedule](#)).
- 4. Completed [Site Contamination Statement](#).
- 5. Reasons for closure and intended use of the closure area.
- 6. Completed [Abandoned Well Declaration form](#)
 provide **Presence or Absence of Abandoned Wells Map** (see #1 of form)
- 7. **One (1) copy of plan, including:**
 - the location of the proposed closure
 - existing development adjacent to the proposed closure, include streets and lanes
 - all the utilities located in and adjacent to the closure area
 - drainage patterns in the area adjacent to the closure
- 8. **The Subdivision Authority may require additional material considered necessary to properly evaluate the proposed closure.**

Applicant's Signature

Date

(confirming that all required information has been provided and is correct)

Screened by

Date

The City of Calgary (the "City") acknowledges that application materials may contain private and copyrighted information. By submitting this application, I understand and acknowledge that, as part of the City's process in processing and evaluating this application, the City will circulate hard or electronic copies of my application materials to members of City Administration, members of the public, and to relevant Community Associations. The City will also make my application materials available for public viewing through its website, www.calgary.ca and through its Property Research service for public informational purposes. I hereby consent to the City's copying and circulation of any and all of the application materials for the aforesaid purposes.

Application for Thoroughfare Closure

File No _____

I / We hereby make an Application for Closure:

| | | |
|---|------------------|--------------------|
| Applicant Name | | Telephone # |
| Address | | |
| Location of Closure | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Legal Description | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Closure of: <input type="checkbox"/> Roadway <input type="checkbox"/> Lane <input type="checkbox"/> Walkway <input type="checkbox"/> Other: _____ | | |
| Reason in support of closure: <i>It is in the applicant's best interests to detail the arguments for the proposed closure as these written comments are included in a report which is presented to the Calgary Planning Commission and a Public Hearing of City Council (use a separate sheet if necessary).</i> | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| Date | Signature | Print Name |
| | | |

FOIP DISCLAIMER: The personal information on this form is being collected under the authority of the Protection of Privacy Act ([POPA](#)) ([Protection of Privacy Act | Alberta.ca](#)), Section 4(c). It will be used for the permit review and inspection processes and may be communicated to relevant City Business Units. It may also be submitted to the Calgary Planning Commission (CPC) and/or Subdivision and Development Appeal Board (SDAB). It may also be used to conduct ongoing evaluations of services received from Planning & Development. The name of the applicant and the nature of application will be available to the public, as authorized by the Access to Information Act ([ATIA](#)) ([Access to Information Act | Alberta.ca](#)), unless exempted under the Act's disclosure provisions. You may direct questions about the collection, use or disclosure of your personal information by the City of Calgary at 800 Macleod Trail SE, Calgary, Alberta, in relation to this program by contacting the Access Privacy Protection Administrator for Planning and Development by telephone at (403)268-5311 or by using the live chat services provided on our websites.