

The Service Road Agreement will be completed by the surveyor or lawyer acting for the landowner to meet a condition of the municipal conditions for subdivision approval.

1. Contact the appropriate Alberta Transportation, Operations District Office to discuss the description for the Service Road Agreement.
2. Download the Service Road Agreement from the Alberta Transportation website, Technical Resources.

Optional: Key in the Alberta Transportation file number for the Service Road Agreement as Quarter Section-Township-Range- Meridian (i.e. SE 11-11-11-4).

3. Use the <F11> key to move between required fields on the form to be completed. To ensure that owner information is transferred correctly copy and paste this information from the title view in SPIN II (Land Titles). Please include ownership type if specified (i.e. AS JOINT OWNERS).
4. **Submit the following information electronically for review:**
 - Copy of the Service Road Agreement
 - Electronic copy of the subdivision plan indicating the location of the Service Road and the newly created lot(s)
 - Electronic copy of the municipal conditions of subdivision

To: TransDS-YEGCaveats@gov.ab.ca

Alberta Transportation will prepare the Caveat(s)

5. The information will be reviewed by the Land Documentation Technologist and the District Office Development and Planning Technologist. The information will be reviewed to verify that the description and plan meets approval and complies with the pre-approved documents and sketch. You will be notified by e-mail if corrections are required or meet the requirements of Alberta Transportation.
6. On approval of the description on the Service Road Agreement have your client(s) sign 3 copies of the Service Road Agreement. You may send the documents in to TransDS-YEGCaveats@gov.ab.ca prior to description approval to shorten the turnaround time.

7. Send the Service Road package with three (3) copies of the Service Road Agreement signed by your client(s) and a copy of the subdivision plan to

Adrienne Kisko, Road Closure Coordinator
Alberta Transportation, Delivery Services Division
2nd Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, AB, T6B 2X3

9. The Caveat (endorsed and commissioned), a Document Registration Request (DRR) and two endorsed copies of the Service Road Agreement will be returned to the surveyor for concurrent registration with the subdivision plan.
 - One copy to be attached to the subdivision plan and documents for registration at Land Titles
 - One copy to be submitted to the municipality

Note: DRRs expire three (3) months from the date prepared. If subdivision registration is delayed another DRR for the Service Road Agreement and Caveat will be provided by Alberta Transportation when requested.

Please notify TransDS-YEGCaveats@gov.ab.ca if the caveat is registered on the surveyor's or lawyer's Document Registration Request.