



TITLE: LICENSE OF OCCUPATION PROCEDURE

PROCEDURE NO: PI-61-015

SPECIAL NOTES/CROSS REFERENCE:
PI-61-015 LICENESE OF OCCUPATION POLICY

AMENDMENT DATE: JUNE 26, 2018

1. GENERAL GUIDELINE

To establish a consistent approach with regard to the processing and review of an application for a License of Occupation authorizing an adjoining land owner to enjoy unexclusive use of land owned by or under the direction, control and management of Lac La Biche County.

2. DEFINITIONS

- 2.1. **“County owned land”** means and includes all land registered in the name of Lac La Biche County and includes but is not limited to land under the direction, control and management of the County, including parcels of land designated as Reserve, School Reserve, Conservation Reserve, Municipal Reserve, Environmental Reserve, Public Utility lots as well as Road Allowances, easements and right-of-ways registered in the County’s name across privately owned land.
- 2.2. **“License of Occupation”** means a temporary agreement whereby a landowner is granted the right to use land owned by or under the direction, control and management of the County for certain purposes without becoming entitled to exclusive possession of them.
- 2.3. **“Relevant Operating Department”** means being either Transportation Services if the License of Occupation pertains to the Road right-of-way, Community Services pertaining to Municipal Reserve and Reserve land and Utility Services pertaining to PUL’s and utility right-of-ways or easements.

3. PROCEDURES

- 3.1. Should a landowner desire to enter into a License of Occupation for the use of County owned land a written request (plus payment of fees as per the current fees and charges schedule) must be submitted to the Planning and Development department for processing.
- 3.2. The responsibility for deciding if a license is an option for the subject land is defined as follows:
 - Municipal Reserve and Land Parcels used for parks and recreation: Manager, Parks and Facilities
 - Public Utility Lots and Utility Right-of-ways: Manger, Utilities
 - Road Allowance and Right of Ways: Manager Transportation
 - All other titled County Owned Lands: Chief Administrative Officer

- 3.3. If approved by the Relevant Operating Department, Planning & Development will process the agreement for signatures.
- 3.4. Planning & Development to see that both signing parties receive a copy of the signed license and that a copy of the License of Occupation.

"Original Signed"
Chief Administrative Officer

July 4, 2018
Date