

## CONTACT

### Planning & Development Services

City of Prince Albert  
1084 Central Avenue

P: 306-953-4370

### OFFICE HOURS

8:00 a.m. — 4:45 p.m.  
Monday to Friday

[www.citypa.ca](http://www.citypa.ca)



This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect.

Users are advised to contact the Department of Planning and Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

# Walkway Closure

What you need to know before applying to close a walkway.

### Planning and Development Services

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## General Information

The City of Prince Albert does not proactively close walkways. Property owners who live adjacent to a walkway have the option of applying to close a walkway as outlined in the City's Walkway Closure Policy.

The Walkway Closure Policy formally establishes the walkway closure review criteria, procedure and application fee.

All walkway closures are expected to follow the Policy and applicants are responsible for all costs associated with the closure.

For more information on this Policy, please visit the City's website at [www.citypa.ca](http://www.citypa.ca).

Before submitting an application, it is recommended that you contact Planning & Development Services to discuss the proposed walkway closure. You can contact Planning & Development Services at 306-953-4370, or by attending the office on the 3rd Floor, City Hall, 1084 Central Avenue.

## Example of a Successful Walkway





## Example of a Successful Walkway



## Walkway Review Criteria

The walkway closure review criteria are the same for each application, but the approvals required to close a walkway can differ from one application to another, depending on how the walkway was established. These approvals include but are not limited to zoning bylaw amendments, road closures, subdivisions, land sales, and easement or interest registrations.

Before applying to close a walkway, please consider the review criteria below. If the walkway meets any of the following criteria, Administration may not recommend closing the walkway:

- The walkway is four (4) metres or more in width;
- The walkway provides necessary or purposeful access to neighbourhood amenities such as schools, parks, commercial districts, the Rotary Trail, etc.;
- The walkway contains municipal services or other utilities such as water and sewer lines or power and energy services; and
- The walkway closure would create a safety issue such as restricting access to a local amenity or creating a dead end.

The application for a walkway closure can be found on the City's website at [www.citypa.ca](http://www.citypa.ca) or you can pick up an application at Planning & Development Services, 3rd Floor, City Hall, 1084 Central Avenue.

\*see page 5 and 6 for examples of successful walkways



## Application Review Process

- Once the completed application form, along with the \$500 application fee, have been submitted to Planning & Development Services, Administration will conduct a preliminary review of the application and the rationale provided for the walkway closure. This typically takes two (2) to three (3) weeks to complete.
- Once the preliminary review has been completed, Administration will contact the applicant to discuss the results and any additional processes and approvals required to close the walkway, as well as determine whether or not the applicant wishes to proceed.

As noted previously, additional processes and approvals required for the walkway closure may include zoning bylaw amendments, road closures, subdivisions, land sales and the registration of easements.

This review may also identify other options to address the applicant's concerns with the walkway.

- If the applicant wishes to withdraw their application at this stage, they will be refunded \$300. Once public notice has been initiated, no refund will be provided.
- If the applicant wishes to proceed, the public notice process will be initiated. All property owners located within 200 metres of the subject walkway will be notified in writing of the proposed walkway closure and offered an opportunity to comment. Pending the results of the public notice, further public consultation may be required.

## Application Review Process (Continued)

- During the public notice process, the formal review of the proposed walkway closure will begin. This process includes consultation with other City departments and external agencies such as SaskTel, SaskPower, SaskEnergy and The Ministry of Highways and Infrastructure. This typically takes four (4) to six (6) weeks to complete and additional approvals and costs may apply.
- Once public notice and the formal review has been completed, Administration will submit reports to both the Planning Advisory Committee and City Council for consideration.
- If the walkway closure is approved by City Council, all processes, permits and approvals identified are to be completed and paid by the applicant within the required timelines.
- If the walkway closure application is denied by City Council, the walkway shall remain open and the City will not consider any subsequent closure applications for the same walkway for a minimum of 2 years.

