

IMPORTANT NOTICE

Certificate of Designated Officer for Registration of Road Plans

Please note that **effective immediately**, the new format of “Certificate of Designated Officer” Survey Form 5 must accompany all road plans to be registered. The form can be downloaded from:

<http://governmentservices.gov.ab.ca/pdf/ltmanual/SURVEY-FORM5.pdf>

Section 62(2) of the *Municipal Government Act* that addresses the contents of the affidavit required from the Designated Officer states:

62(2) When a municipality makes an agreement with the owner of land to acquire the land for the purpose of a road, culvert, ditch or drain, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta, by filing with the Registrar of Land Titles

- (a) plans of survey showing the land to be acquired, and
- (b) a certificate of a designated officer stating that
 - (i) an agreement has been reached with the owner of the land to be acquired and the price to be paid,
 - (ii) all persons registered on certificates of title that have an interest in land that is within 40 metres of the boundary of the land to be acquired as shown on the plans of survey have been notified by registered mail, and
 - (iii) the person signing the certificate is a designated officer.

Based on the requirements of section 62 of the *Municipal Government Act*, Land Titles has amended the Certificate of Designated Officer Survey Form 5 of the Land Titles Procedures Manual (see Attachment).



**CERTIFICATE OF DESIGNATED OFFICER
(SECTION 62, MUNICIPAL GOVERNMENT ACT)**

RE: ROAD PLAN PREPARED BY _____ A.L.S.

(Surveyor's file no. _____ and our file no. _____)

LEGAL DESCRIPTION: _____

I, _____
of _____ Alberta,
make oath and say:

1. I am the designated officer of the _____
(Name of Municipality).
2. An agreement has been reached with the owner of the land to be acquired and the price to be paid.
3. All persons registered on certificates of title that have an interest in land that is within 40 metres of the boundary of the land to be acquired as shown on the plan of survey have been notified by registered mail.
4. The land is to be acquired for the purposes of _____.

SWORN before me at the _____)
of _____ in the Province) _____
of Alberta this _____ day of _____) Title (if any)

_____)
A Commissioner for Oaths in and for the Province of Alberta

Print Name

My commission expires _____