



# Private Road Maintenance and Improvement Petition Requirements Checklist

(Pursuant to Section 5 of the **Private Roads By-law**)

Updated June 1, 2020

The following information is required to be submitted for requests to the Municipality to levy a charge for the maintenance and improvement of private roads:

1. Memorandum of Understanding of the private road association  
(Note: The memorandum must clearly state that the object of the association is “to conduct maintenance and improvement to the private road and to represent the landowners within the Charge Area”.)
2. By-laws of the private road association  
(Note: The By-law must include a clause that mandates the admittance of only those landowners of Charge Area to membership of the association.)
3. Annual operating budget for private road maintenance, or annual capital budget for private road improvement, or both, including the amount budgeted for general reserve, for the fiscal year following the year of submission
4. A resolution, signed by a director of the private road association with signing authority, approving the annual operating budget or the annual maintenance budget.  
(Note 1: see “Sample Annual Budget Resolution Form”)  
(Note 2: a separate resolution is required for each budget, if the private road association wishes to conduct both the maintenance and the improvement.)
5. A plan defining
  - a. the Charge Area boundary, and
  - b. the property boundaries in the Charge Area

(Note: a map showing lot properties and road rights-of-way may be obtained at a Nova Scotia Land Registration Office at 81 Logan Road, Bridgewater, NS or be contacted at (902) 543-5095.)
6. A completed copy of the petition form signed by more than one-half of landowners in the Charge Area  
(Note: see “Private Road Maintenance and Improvement Petition Form”)

Please visit <https://www.modl.ca/private-roads.html> for more information.