

TOWNSHIP OF NIPISSING

APPLICATION To close a Road Allowance

PROCEDURES Effective June 2, 2009

1. **The Application**

- a) Send a written request to the Clerk with an investigation deposit of \$250.00.
- b) Give as much detail as possible, i.e. plans, sketches, etc.
- c) Include a legal description of the property – lot, concession and a copy of your Transfer.
- d) Include a survey of the Applicant's lot if one is available.
- e) Review the Official Plan to determine if it is a shore road allowance and if fish spawning areas are designated in the subject area. These designations are taken from records of the Ministry of Natural Resources.

2. **The Applicant**

Shall inform adjacent owners that they are making an application for a shore road closing.

3. **Council Determination**

- a) Council will consider the application. If they find favour, they will "approve it in principle" and forward the documentation to their solicitor for investigation and processing.
- b) If Council does not approve, the application will be denied.

4. **Deposits – A Summary**

- a) On Application \$250.00
A Non Refundable Application fee for preliminary investigation prior to the Application going on Council's agenda.
- b) Legal and Planning Deposit \$2,500.00

NOTE 1: File will be put on hold until the deposit for legal and planning expenses has been paid.

NOTE 2: This money to be paid within thirty (30) days of Council's "approval in principle".

5. **Land Purchase Price**

This is calculated on the basis of \$15.00 per foot per lake frontage. Measurements based on the survey.

6. **Survey Plan**

Applicants are to instruct their surveyor to prepare a draft survey plan. The Township's solicitor will provide you with an instruction sheet for this purpose.

7. **Municipal Solicitor**

Will give notice to adjoining land owners, prepare a Public Notice for publication/posting, circulate letters to Bell Canada, Hydro One and Public Works Canada, prepare by-laws, investigate title, prepare a Transfer/Deed, etc.

8. **Registration of Transfer**

The final Transfer/Deed will be mailed to you. It is recommended that you have independent advice and take this Transfer/Deed to your solicitor for approval and arrange for your solicitor to register the document for you.

9. **A Word of Caution**

When our lawyers and planners do their investigation, sometimes the most unusual issues turn up and these have to be resolved which adds to the cost of the process. The most common issues are easements required by Hydro One or Bell Canada, but it could be title problems, objections by neighbours, etc.

TOWNSHIP OF NIPISSING

APPLICATION

- Purchase Original Shore Road Allowance
- Purchase of a separate parcel of land (not a road allowance)

1. Property Description: _____
2. PIN Number: _____
3. Name of Applicant: _____
4. Address of Applicant: _____
5. Telephone Number: _____
6. Names of Adjacent Owners:
 1. _____
 2. _____

INSTRUCTIONS

1. Please fill out the above Application.
2. Forward your Application and cheque, for the sum of \$250.00, to the Municipality. It will be applied towards any costs incurred by the Municipality, whether the transaction is finalized or not.
3. Notice will be given to the adjacent owners for their comments prior to commencing formal road closing procedures.
4. If there are no issues, our Solicitor will contact you with instructions regarding:
 - a) a survey
 - b) a further deposit of \$2,500.00
5. The sale price of this land will be \$15 per foot per lake frontage. Measurements based on the survey.

NOTE: If the Application is for the closing of an Original Shore Road Allowance, the final decision as to the direction in which the lot line extends across the road allowance, rests with Council after input from the adjacent owners.

DATE: _____

Signature of Applicant