

Schedule "A" to By-Law Number 2023-03

Township of Nipissing

Application to Purchase

Road Allowance OR Shore Road Allowance

Procedure

1. Application:

- a) Submit a complete Application to the Township of Nipissing with payment of a \$250 Application Fee.
- b) Provide as much detail as possible including legal description of the property, copy of property deed for adjacent land owned by applicant, plan or sketch of request.
- c) Review the Official Plan for the Township of Nipissing to determine if the request is within a designated area of interest such as spawning, deer yard, etc.
- d) It is recommended that the applicant informs any adjacent owners to the subject land of the intentions of the application. This will also be done by the Township as part of the process.

2. Council Determination

- a) Staff will receive the application and supporting documents. A review of the request will be performed with a staff recommendation provided to Council at the next appropriate Council meeting where the application will be placed on the Agenda.
- b) Council will consider the application at the scheduled meeting. If finding in favour of the application, a Resolution of "Approval in Principle" will move forward and be sent to the Township solicitor for investigation and processing.
- c) If Council does not support the application, the item will not be passed and the process will end.

3. Deposits – A Summary

- a) Application fee \$250.00
This is a Non-Refundable fee for preliminary investigation prior to the Application being placed on the Council Agenda.
 - b) Legal and Planning Deposit \$2,500.00
This is a deposit to be held by the Township until the finalization of the application. This deposit will be used to cover legal fees, administrative fees, advertising costs, planning services required and the provision of any environmental studies required.
- i) *The File will be placed on hold until the deposit funds have been paid to the Township. This deposit is to be received by the Township within thirty (30) days of Council's "Approval in Principle".*

4. Land Purchase Price

This is calculated on the basis of \$25.00 per linear foot of lake frontage as measured and represented on the survey provided by a registered surveyor and filed with the Land Registry Office at the close of the file.

5. Survey Plan

Applicants are to instruct their surveyor to prepare a draft survey plan once the application has been "approved in principle" and the deposit has been paid to the Township. Instructions regarding the survey will be received from the Township solicitor. The applicant is responsible for making arrangements for the survey with an Ontario Land Surveyor. All costs associated with the survey are the responsibility of the applicant and are to be paid directly to the surveyor.

NOTE: *If the Application is for the closing of a 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.*

6. Municipal Solicitor

The Township solicitor will give notice to the adjoining land owners, prepare a Public Notice for publication/posting, circulate letters to Bell Canada, Hydro One and Public Works Canada for clearance, prepare the by-laws required, investigate title of the property, and prepare a Transfer/Deed as well as provide information on any issues that may be encountered during each step.

7. Registration of Transfer

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

8. A Word of Caution

When the Township solicitor 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 or objections by neighbours. We will work with the applicant to keep them informed during the process of any issues.

NOTE: Savings may be realized if abutting owners apply jointly. The advertising fee would be a shared cost.

Township of Nipissing

Application to Purchase

_____ Road Allowance

_____ Shore Road Allowance

PLEASE PRINT

Name of Applicant: _____

Address of Applicant: _____

Phone Number: _____ Email: _____

Property Description of Subject Property:

PIN Number of Subject Property: _____

Names of Adjacent Owners (If known):

1. _____

2. _____

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By signing below, the applicants acknowledge:

I acknowledge that by purchasing the Original Shore Road Allowance, it does not permit construction or alteration of any kind of structure, or shoreline improvements on the shoreline allowance or shoreline alterations without obtaining all applicable approvals. The Township of Nipissing Zoning By-Law requirements must be complied with.

Date:

Signature of Applicant(s):

I/We, _____, being the registered owner(s) of the lands subject of this application and, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I/we hereby authorize the consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act or Planning Act (whichever Act applies) for the purposes of processing this application.

NOTE: All registered owners of the property must sign the Application for Shore Road Allowance Closing.