



Procedures for Road Closing Applications Authorized Under By-law 2006-11 (Purchase of Road Allowance)

1. Application

The Applicant completes the Application for Road Allowance Closing and submits the non-refundable fee as per the current Fees By-law to the Municipality. Applicants are encouraged to reach out to abutting owner(s) advising of the Application before submitting the Application.

2. Notice

Staff will contact any abutting owner regarding the Application and will invite abutting owners to participate in the purchase of that part of the specified road allowance which borders their lands.

Any abutting owner interested in participating in the sale, will submit a separate Application, including the non-refundable fee. The original applicant will be notified of any interest from other parties.

4. Council Consideration

During an open Council meeting, Council will review the application. Depending on the complexity of the Application and public comments received, a Staff Report may or may not accompany the Application. If Council is in favour of the Application, a Support in Principle Resolution will be passed. If not in favour, Council will deny or defer the Application. Council is under no obligation to support an Application and the decision of Council is final.

5. Letter to Applicant

If Council is in favour of the Application, Staff will forward a copy of Council's resolution to the Applicant(s) and request the deposit. The Application will not move forward until required deposits are received. Applicants are advised all costs associated with the Application are to be borne by the Applicant(s), including the purchase price of the lands, surveying, legal fees etc. Any non-payment will be applied to the Applicant's tax account and will be collected in the same manner as taxes.

6. Letter to Municipal Solicitor

Staff to send a copy of the Application and Council Support in Principle Motion to Municipal Solicitor advising the fee and deposit has been received.

7. **Municipal Solicitor's Letter**
Municipal solicitor to advise Applicant(s) of the process including instructions to the Surveyor.
8. **Draft of Survey**
The Draft survey to be sent to the Municipality from the Municipal Solicitor to be approved by the Municipality.
9. **Utility Clearances**
Draft survey is forwarded for clearance by the Municipal Solicitor to: Bell Canada, Hydro One, and Public Works Canada, etc. if applicable.
10. **Registration of Survey**
On approval of the survey from all interested parties, the Municipal Solicitor gives instructions to the Applicant to have their surveyor register the survey. The Applicant to forward two hard copies and one (1) electronic copy of the survey to the Municipality.
11. **Preparation of Documents**
 - a) Municipal Solicitor prepares and forwards to the Municipality the following documentation: DRAFT Road Closing By-law and Public Notice of Meeting.
 - b) Municipal Solicitor sends Notice to any abutting owner(s) and Municipality posts Notice in accordance with Notice Policy.
12. **Council Meeting re: By-law**
An open meeting of Council is held to consider the by-law and hear from residents. Council may or may not pass the By-law.
13. **By-law to Municipal Solicitor**
Municipality to send to Municipal Solicitor a copy of by-law passed by Council.
14. **Payment and Registration**
The Municipal Solicitor contacts the Applicant to secure payment. Once payment (including price of lands) has been paid by all Applicants to the Municipal Solicitor, the deeds will be registered.
15. **Municipal Solicitor's Closeout Report**
The Municipal Solicitor forwards funds (less Solicitor's fees) and registered deeds to Municipality.
16. **Update CGIS**
Municipality updates Mapping (CGIS, Zoning etc.)



**Road Closing Application
Authorized Under By-Law 2006-11
(Purchase of Road Allowance)**

- Purchase of Original Road Allowance
 Purchase of Original Shore Road Allowance (shoreline)

1. Name of Applicant

2. Mailing Address of Applicant

3. Telephone Number and Email address of Applicant:

4. Owner's Property Description and Address.

5. Roll Number

7. Names and addresses of Adjacent Owners (each side):

Please include a sketch (to scale) of the subject lands including: current building, setbacks, entrances, and any significant environmental features (wetlands, streams etc.) pertaining to this Application. If necessary, attach sketch separately.

Agent Authorization

If the Applicant is not the owner of the land that is the subject of this Application, the written authorization of the owner that the Applicant is authorized to make the Application must be attached to this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this Application for the purchase of a road allowance, and I authorize _____ to make this Application on my behalf.

Date

Signature of Owner

DATE: _____ **Signature of Applicant** _____

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Clerk's office at clerk@magnetawan.com or 705 387 3947 x 1001