



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

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1. **Application**  
Applicant to complete Application for road allowance closing and submit non-refundable fee as per current Fees By-law.
2. **Council Consideration**  
Council will consider the application during an open Council meeting and if in agreement, will pass a Support in Principle Resolution. Council is under no obligation to support an application and the decision of Council is final.
3. **Clerk's Letter to Applicant**  
The Clerk to forward a copy of Council's resolution to Applicant. If Council supported the application, the deposit needs to be received prior to the Application being processed. Deposit is as per current fees by-law and does not include the purchase price of the lands.
4. **Clerk's Letter to Municipal Solicitor**  
The Clerk to send a copy of the application and Council Support in Principle Motion to Municipal Solicitor.
5. **Municipal Solicitor's Letter**  
Municipal solicitor to advise Applicant of the process including to instructions to the Surveyor.
6. **Draft of Survey**  
The Draft survey to be sent to the Municipality from the Municipal Solicitor to be approved by the Clerk.
7. **Utility Clearances**  
Draft survey is forward for clearance by the Municipal Solicitor to: Bell Canada, Hydro One, and Public Works Canada if applicable.
8. **Registration of Survey**  
On approval of survey from all interested parties, the Municipal Solicitor gives instructions to the Applicant to have their surveyor register the survey. Applicant to forward two hard copies and 1 electronic copy of the survey to the Municipality.

**9. Preparation of Documents**

Municipal solicitor prepares and forwards to the Municipality the following documentation:  
DRAFT Road closing by-law and Public Notice of Meeting.

Municipal Solicitor sends Notice to adjacent neighbours and Municipality posts Notice in accordance with Notice Policy.

**10. Council Meeting re: By-law**

Council Meeting is held to consider the by-law and hear any objections from residents.

a) If no objections, Council may pass the By-law

b) If there are objections which appear to have merit, Council may consider either denying the application or deferring to a future date.

**11. By-law to Municipal Solicitor**

Municipality to send to Municipal Solicitor a copy of by-law passed by Council.

**12. Payment and Registration**

The Municipal Solicitor contacts the Applicant to secure payment. Once payment (including price of lands) has been paid to the Municipal Solicitor, the deeds will be registered.

**13. Municipal Solicitor's Closeout Report**

The Municipal Solicitor forwards funds (less Solicitor's fees) and registered deeds to Municipality.

**14. 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

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2. Mailing Address of Applicant

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3. Telephone Number and Email address of Applicant:

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4. Owner's Property Description and Address.

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5. Roll Number

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

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**Sketch of lands pertaining to this Application (or attach)**

**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 x201*