



## Road / Shore Road Allowance Closing Application

### Owner Information

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Description

Civic (911) Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Former Geographic Township: \_\_\_\_\_

Reference Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_

Assessment Roll Number: 4442- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Was the land in its current form prior to the year of 1974? Yes  No

Date of Construction of all buildings and structures on the subject lands: \_\_\_\_\_

Length of time the existing uses of the subject property have continued (# of years, months):  
\_\_\_\_\_

Was the subject land ever part of a severance application, and if so, what is the application #:  
\_\_\_\_\_

Is the subject land a lot on a plan of subdivision, and if so, has the lot been deemed not to be a lot on a plan of subdivision by By-law # \_\_\_\_\_

### Requirements – Submitted herewith is the following

- i.) **Required Application Fee: \$980.00.**
- ii.) Letter with reasons for applying for the road / shore road allowance closure.
- iii.) Sketch of subject lands showing location of buildings / structures, including docks, boathouses, pump houses, wells, septic, etc.
- iv.) Location Map showing the property in relation to surrounding area.
- v.) Completed Lot Line Extension Authorization Form from the abutting property owners for shore road allowance closures or Completed Letter of Agreement from the abutting property owners for road allowance closures.

## Authorization

I/We \_\_\_\_\_ being the registered owner(s) of the lands described above, hereby apply to have the original road/shore road allowance abutting said property closed and hereby make oath and say as follows:

1. **I / We** confirm that **I / We** have read and understand the contents of “The Corporation of the Town of Huntsville Road / Shore Allowance Closure Policy and Procedures” and agree to abide by the same.
2. **I / We** acknowledge that, if this application to the Municipality of the Town of Huntsville is accepted, **I / We** will be responsible for all legal and survey costs and other related expenses involved in the road closing, and will be obliged to pay to the Municipality the rate as per the current User Fee By-law for the property, as established by Council.
3. **I / We** confirm that there is not foot or vehicular traffic that passes through the road allowance to be closed, and that access to no other property will be denied by virtue of the said road closing.
4. **I / We** confirm that there are no easements, either verbal or written, registered or unregistered, that apply to the said road allowance to be closed and that there are no utility services such as hydro, telephone, etc. that run through the said road allowance to be closed.
5. **I / We** confirm that if any utility plant is found to be on the road allowance, the Solicitor must take the necessary steps to ensure that an easement is granted to the appropriate authority.
6. **I / We** acknowledge that any approval that may be given to this application by the Town of Huntsville is subject to all other approvals being obtained for all other statutory bodies, failing which this application cannot be approved.
7. **I / We** acknowledge that Municipal Staff and / or Members of Council for the Town of Huntsville may wish to visit this site for the purposes of reviewing this application and I / We have no objection to their attendance on the property for this reason.
8. **I / We** make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and virtue of the Canada Evidence Act.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Personal information on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected for the purpose of processing this application, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or [planning@huntsville.ca](mailto:planning@huntsville.ca)



# Lot Line Extension Authorization

## For closing original Shore Road Allowance

The Applicant \_\_\_\_\_, is the Owner of Part of Lot \_\_\_\_\_, Concession \_\_\_\_\_, Ward \_\_\_\_\_, in the Town of Huntsville.

I, \_\_\_\_\_, Owner(s) of abutting lands described as Part of Lot \_\_\_\_\_, Concession \_\_\_\_\_, Ward \_\_\_\_\_, in the Town of Huntsville do hereby consent to \_\_\_\_\_ purchasing that portion of the Original Shore Road Allowance lying adjacent to his/her property.

I, have reviewed and “initialed” or “signed” a sketch or survey presented by the adjoining property owner(s) which clearly shows the Applicant’s property and the adjoining property and hereby agree to the proposed lot line extension as shown on the sketch/survey, appended hereto.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Property Owner

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# Letter of Agreement

## For closing original Road Allowance

The Applicant \_\_\_\_\_, is the Owner of Part of Lot \_\_\_\_\_, Concession \_\_\_\_\_, Ward \_\_\_\_\_, in the Town of Huntsville.

I, \_\_\_\_\_, Owner(s) of abutting lands described as Part of Lot \_\_\_\_\_, Concession \_\_\_\_\_, Ward \_\_\_\_\_, in the Town of Huntsville do hereby consent to \_\_\_\_\_ purchasing that portion of the Original Road Allowance lying adjacent to his/her property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting Property Owner

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## Agency Circulation List

### For Road and Shore Road Allowance Closings

(Responsibility of the Applicant's Lawyer)

#### Public Works and Government Services Canada Ontario Region

- 4900 Yonge Street, North York, ON M2N 6A6
- Attention: Regional Manager, Real Estate Services

#### Bell Canada

- Right of Way
- FI-2, 140 Bayfield Street, Barrie, Ontario L4M 3B1
- Tel: 1-866-484-6744
- Fax: 705-722-2263

#### Hydro One Network Inc. (include copy of survey)

- P.O. Box 4300, Markham, ON L3R 5Z5
- Attention: Cathy Ballagh, Real Estate Services/Land Use Planning

#### Union Gas Limited

- P.O. Box 3040, 36 Charles Street East, North Bay, ON P1B 8K7

#### District Municipality of Muskoka

- Attention: Clerk's Department
- 70 Pine Street, Bracebridge, ON P1L 1N3

#### Important Note

Town of Huntsville Planning Department is to be provided with copies of **all** agency comments. Personal information on this form is collected under the authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected for the purpose of processing this application, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or [planning@huntsville.ca](mailto:planning@huntsville.ca)