

Corporation of the Township of
Algonquin Highlands
Municipal Road Allowance Closing Procedure
Schedule "A" to By-Law 01-21

Step #1 – By Applicant(s)

Make application to the Municipal Clerk setting out applicant's legal description of his/her property and registration number of deed. A sketch or survey (if available) must be attached showing the property and proposed portion of the shore road allowance to be closed.

Step #2 – By Municipality

Clerk receives application, acknowledges receipt and directs to Council for consideration. Clerk notifies applicant(s) of Council's decision.

Step #3 – By Applicant(s) if application is approved

Compile and submit the following:

- (a) [Written consent of abutting property owners](#) to the proposal;
- (b) A preliminary draft survey of the subject allowance showing all buildings. Draft plan to be approved by the Municipality.
- (c) The required administration fee of \$900.00 for processing the by-law.
- (d) An agreement showing willingness to be responsible for all legal costs and also any additional costs to the municipality in the processing of the by-law.
- (e) Copy of existing deed of property owned by the applicant(s) which abuts the subject allowance.

Step #4 – By Municipality

Municipality advises applicant and surveyors of approval of draft plan of survey.

Step #5 – By Applicant

Applicants' surveyor to submit eight (8) copies of Registered Survey showing shoreline allowance to be closed.

Step #6 – By Municipality

Upon receipt of the required documents etc., the Clerk of the Municipality to notify the following agencies of the intention to pass a By-Law to stop-up, close and convey part of the original shore road allowance:

- (a) Bell Canada;
- (b) Hydro One;
- (c) Public Works;

If the above agencies do not object to the proposal within sixty (60) days, the Clerk prepares the Public Notice to be posted and advertised.

Step #7 – By Municipality

Notice of Public Meeting to consider the proposed By-Law is posted at the Municipal Office and also advertised for one (1) week in the local newspaper.

Step #8 – By Municipality

A public meeting will be held to consider the proposed By-Law to stop-up, close and convey the shoreline road allowance and Council must hear anyone appearing to object or support the By-Law. Council subsequently passes or does not pass the By-Law. If the By-Law is approved, documents are compiled and sent to the municipal solicitor for deed preparation. The deeds will be delivered to the applicant upon receipt of all applicable outstanding costs (ie: legal, administration and land acquisition costs).

NOTE #1

Shoreline Road Allowance costs are \$0.40 per square foot.

NOTE #2

In an effort to reduce costs of these proceedings, the Municipality strongly recommends that landowners band together for group road allowance closing applications.