



**Committee of Adjustment/
Planning Advisory Committee
Members**

Ron Pollard, Chair
North Crosby Ward

Cathy Livingston
Bastard & South Burgess Ward

Cathy Monck
Newboro Ward

Arie Hoogenboom
South Elmsley Ward

Linda Carr
South Crosby Ward

Ronald Holman, Mayor

**Development Services
Department**

Brittany Mulhern
Manager

Malcolm Norwood
Associate Planner

Mel Bursey
Chief Building Official

Brett Cavanagh
Building Inspector

Tracy Perrin
Development Services Analyst

Alison Merkley
Administrative Assistant

Municipal Office:
1-800-928-2250

ROAD ALLOWANCE CLOSURE & PURCHASE REQUEST APPLICATION

Pursuant to the Municipal Act the Township has the ability to pass by-laws for stopping up all or part of a highway and for leasing or selling the same. A highway includes any road under the municipality's jurisdiction.

The following is an overview of the Road Closing *Application/Review Process*:

- 1) At the outset, you are encouraged to consult with Township staff regarding any proposal to determine whether or not planning and/or building approvals are required.
- 2) All Road Allowance Closure & Purchase Request Applications are made to the Township's Development Services Department. The application must be deemed by staff to be complete prior to it being received.
- 3) The application will be circulated to all relevant agencies and/or departments.
- 4) After review by staff the application will be heard at the next available Planning Advisory Committee meeting. During the scheduled public meeting, the application will be presented by staff to the Planning Advisory Committee; a recommendation will also be provided.
- 5) During the meeting the Committee will make a resolution to Council to approve/deny the application based on facts presented in the planning report/presentation; and based on input received and/or the applicant. The Committee may also defer their decision pending the receipt of additional information.
- 6) If a resolution of approval or denial to Council is made the application will then go to the next available Council Meeting where Council will make the final determination

Who will review the Road Allowance Closure & Purchase Request Application?

The Township's Planning Advisory Committee is the authority charged with the task of reviewing all road allowance closure and purchase request applications. The Committee is comprised of 5 members of Council. Public meetings generally occur on the **second and fourth Wednesday of each month**. While the meetings are commonly held at the Township's municipal office, special circumstances may warrant the holding of a public meeting at one of the municipality's community centres. Applicants are advised to consult with Township staff prior to their scheduled meeting date to verify its time and location.

How will the public meeting be run?

- 1) All applicants and persons wanting to speak to an application are asked to wait outside until the meeting begins.
- 2) The Chair of the Committee will announce each application as it occurs on the meeting agenda.
- 3) A staff member will provide an overview of the application as well as a recommendation.
- 4) The Chair will ask the applicant if he/she has anything to add to the review of their application. Members of the public and relevant commenting agencies will then be provided with an opportunity to comment.
- 5) Following input from the applicant and any other person/agency, the Chair will ask members of the Committee if they have any questions for staff or the applicant.
- 6) Once all comments/questions are addressed, the Committee will make a recommendation to approve, deny or defer the application. The recommendation if for approval or denial then goes to the next available Council Meeting for a decision. A deferral decision may allow an applicant to provide the Committee with additional information/studies or revise their application in a manner that would facilitate a future decision.

How Will Staff Review Your Application?

Application Fees

Consult the User Fees and Charges By-law for the application fee. All fees must be submitted with a complete application in order for the application to be accepted by the Township. The municipality's Fee Schedule sets out the applicable cost of a road closure application. These fees are not refundable.

Specialized Studies

Please be advised that the Township may require that specialized studies be completed. The need for such studies may be determined from the outset based on the location of the road allowance, or following a site inspection through which staff may identify potential hazards or conditions requiring consideration. Consultation with staff is again encouraged.

5 KEY FACTORS *that may facilitate the approval of your application:*

- 1) Meet with a Township Planner prior to the submission of your application. Staff may be able to identify potential issues and opportunities which could affect your proposal. In addition, staff may be able to present you with options to make your proposal more acceptable.
- 2) Ensure that the application is **complete** and that the information provided is **accurate**. Delays in the Township's review of an application commonly stem from a lack of detailed information. A detailed and accurate drawing can be extremely beneficial in the overall review of a particular proposal.
- 3) Contact the Township prior to the scheduled public meeting to obtain a copy of the staff report and to more-fully understand the recommendation being provided to the Committee.
- 4) It is highly recommended that you attend the public meeting to answer questions from the Committee.
- 5) Contact Township staff the day following the meeting to determine how to proceed.

Frequently Asked Questions

1. *How can I find out if my application will be approved before I submit the package and pay the fee?*
Staff are available to review the application prior to its submission. Staff will provide as much guidance as possible based on their knowledge of the Township's planning documents, the history of Committee decisions on similar applications, and the circumstances of the individual proposal. Applicants should be advised that while staff have a good understanding of the Township's regulations and policies and how the Committee has reviewed similar applications in the past, it is not always possible or advisable for staff to be absolutely confident on how successful an application will be. **Each application must be reviewed with regard for site-specific constraints and the general scope of the proposal.**
2. *When do I need to have my application in to get on an agenda?*
Generally, **30 days prior to the meeting** is sufficient to allow staff enough time to fully-review the application. Periods of peak development activity throughout the summer months may cause an increase in the time required to review and schedule an application for a public meeting.
3. *How is the application fee determined?*
Council sets the fee schedule each year. The fee is set based upon a calculation of staff time, mileage to travel to the site, Committee member stipends, file storage costs, and general administration of the process.
4. *Do I need to have a professional prepare and submit my application?*
The nature or extent of the request may benefit from the expertise of someone who has an understanding of the planning process and the requirements of the applicable documents.
5. *Will a staff planner visit my property prior to an application being submitted?*
The Development Services Department strives to provide such a service dependent upon other workload priorities. Generally, staff are able to communicate the intent and purpose of the Township's regulatory documents by reviewing a particular proposal with the applicant and through the use of the municipality's Geographic Information System (GIS). This preliminary review can save time and associated costs for both the Township and the applicant. In all cases however, staff will visit the property once an application has been received by the Township. Applicants may be required to provide access to the property should such a need arise (e.g. island lots).

ROAD ALLOWANCE CLOSURE & PURCHASE REQUEST APPLICATION – CHECKLIST –

The following must be provided in order for the application to be deemed **complete**. Incomplete applications will not be reviewed.

- Application Form *[all sections must be complete]*
- A map of the proposed road allowance segment requested to be closed and conveyed, including:
 - Boundaries and dimensions
 - Adjacent land parcels
 - Use of adjacent land parcels
 - Location of buildings on adjacent land parcels
 - Location of any existing rights-of-way/easements on allowance or on any adjacent parcel
 - Identification of steep slopes, rock outcroppings, low-lying areas and other topographical features that may affect drainage patterns on and off site
 - Identification of other natural features (e.g. wetlands, woodlots, watercourses, etc.)
 - Identification of artificial features (e.g. roads, trails, hydro poles and lines, utilities, ditches, drains and wells)
- Application Fee (as per fee by-law)
- Copy of Property Transfer / Deed of Land (that you own) Adjacent to Road Allowance

NOTE: Large scale drawings/surveys may be submitted however in all cases copies must also be provided on Ledger-sized paper (11" x 17") or smaller for copying purposes.



Road Allowance Closure & Purchase Request Application

OFFICE USE ONLY

Date Received: _____ File Number: _____
 Application Fee: _____ Roll Number of Adjacent Property: _____
 Fee Paid (date): _____
 Application deemed complete (date): _____

**** Prior to submitting this application you are encouraged to consult with a Township planner.***

1.0 APPLICANT INFORMATION

Name(s): _____
 Address: _____

Please check the one that applies:
 Owner of Adjacent Lands
 Authorized agent
 Solicitor
 Other Professional:

Phone: (home) _____ Phone: (work) _____
 Phone: (cell) _____ Fax: _____
 Email: _____

2.0 LEGAL DESCRIPTION / LOCATION OF THE SUBJECT LAND ADJACENT TO ROAD ALLOWANCE CLOSURE & PURCHASE REQUEST

County	Township	Ward (Former Township)
Legal Description:		
Civic/911 Address:	Assessment Roll No.	

3.0 Road Allowance Closure & Purchase Request Area Characteristics

Description of road allowance area <i>(i.e. adjacent to lot 1, con 2):</i>	
Size:	
Length:	Depth:

Please provide a brief description of the proposed road allowance closure area taking into account factors such as: soil type & depth, road configuration, steep slopes or low-lying areas, natural features and any other item that may impact the proposal. Also, please include a description of the use of lands surrounding the lot.

4.0 DIRECTIONS TO THE ROAD ALLOWANCE CLOSURE & PURCHASE REQUEST LOCATION

5.0 RECORD OF PREVIOUS LAND USE AND PLANNING ACTIVITY

Previous Uses	Yes	No	Unknown
<i>1) Has there been any industrial or commercial use on the road allowance closure request lands or any adjacent lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>2) Has there been any petroleum or other fuel stored on the road allowance closure request lands or any adjacent lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>3) Is there any reason to believe the road allowance closure lands may have been contaminated by former uses on the site or any adjacent lands?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>4) Are there any other previous land uses that ought to be given particular consideration in the review of this application?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.0 ROAD ALLOWANCE CLOSURE REQUEST

Please:

1. Describe the proposal and explain the reason(s) for the requested closure and conveyance of the road allowance. Please refer to any supplementary materials that may be used in support of the request.
2. Indicate the existing state/use (ex. trail) of the road allowance closure request.
3. Indicate the proposed use of the road allowance closure request.
4. Provide any additional information that you feel may be relevant in the review of this application.

*Documents may be attached as necessary

Lined area for providing details and supporting information for the road allowance closure request.

Affidavit

I/We, _____ of the _____ in the
(name of owner(s)/agent(s)) (City in which you reside)

_____ in the _____
(County/Upper-tier municipality, if applicable) (Province/State)

solemnly declare that all of the above statements contained in this application are true, and I/We make this solemn declaration conscientiously believing it to be true and knowing that this is of the same force and effect as if it were made under oath.

Declared before me at the:

_____. e.g. municipality)

In the _____ . (e.g. county/upper-tier municipality)

This _____ day of _____, _____.

A Commissioner of Oaths

Applicant(s) Signature

Personal information contained in this form is collected under the authority of the *Municipal Act*, and will be used to determine the eligibility of the proposed request.

Note:

The Approval of this Application does not relieve the Owner from the requirements of the Ontario Building Code or any other relevant regulatory control that may affect the use and development of the request (e.g. Conservation Authority Regulatory Controls, Zoning By-law Regulations, etc.).

Consent of Owner

Consent of Owner(s) to the use and disclosure of personal information; and to allow site visits to be conducted. As well, if necessary, to permit access across the applicants' property to the requested road allowance closure lands.

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Freedom of Information and Protection of Privacy Act*, hereby authorize and 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* for the purposes of processing this application.

I/We also authorize and consent to representatives from the Township of Rideau Lakes and the persons and public bodies conferred with under the *Municipal Act* entering upon the subject lands of this application for the purpose of conduction any site inspections as may be necessary to assist in the evaluation of the application.

Date: _____.

Owner(s)' Signature

Owner's Authorization

I/We: _____

being the registered owner(s) of the adjacent subject lands hereby authorize _____

to prepare and submit the application for Road Allowance Closure & Purchase Request on my/our behalf to the Corporation of the Township of Rideau Lakes.

Witness

Owner(s) Signature

Date

SAMPLE SKETCH



