

Unopened Road Allowance Closure and Purchase Application Process

Notes:

Unopened road allowances in the Township of Leeds and the Thousand Islands are governed by By-law 2025-036, A By-law to Establish Unopened Road Allowance Policies. A Copy of the By-law is attached to this document as Schedule A.

The applicant is required to ensure that the application is complete, accurate and clearly identifies the unopened road allowance to be closed and purchased. Failure to provide all of the required information may result in process delays.

Process (As outlined in By-Law 2025-036):

Step 1: Pre-consultation with Township Staff

- a. Submission of documentation illustrating the proposal; and
- b. Attendance at a pre-consultation appointment with staff.

Step 2: Submission of a Complete Application

Which shall include the following:

- a. Complete application form (use of metric measurements required);
- b. Complete application commissioned by a Commissioner for Taking Affidavits;
- c. Payment of required fee and deposit as per the current General Rates and Fees By-Law;
- d. Sketch (or drawing) indicating the estimated length and width of the portion of the Unopened Road Allowance proposed to be closed (use of metric measurements required); and
- e. All items on the checklist within the application must be provided.

Step 3: Review of Application

- a. A site visit will be scheduled and conducted by Staff;
- b. Public notice of application will be in accordance with this policy;
- c. Consultation as required;
- d. Staff will prepare an initial report to Council regarding the application and a Council Meeting will be held for Council to consider the application and any comments received by the public; and
- e. Council will direct staff whether to proceed further with the application, deny the application or offer additional direction.

Step 4: Survey and Agreement of Purchase and Sale (Subject to Council direction to proceed following consideration of initial staff report)

- a. The applicant shall retain an Ontario Land Surveyor to survey the pertinent portion(s) of the Unopened Road Allowance, the cost of which shall be borne by the Applicant.
- b. The Surveyor shall provide a draft survey for review by Staff prior to depositing with the Land Registry Office.
- c. The purchase price is based on an appraisal submitted by the Applicant that was prepared by a Certified Land Appraiser.
- d. Staff will prepare an Agreement of Purchase and Sale on the Township's form to be entered into between the Township and the Applicant.

Unopened Road Allowance Closure and Purchase Application Process

Step 5: Purchase of the Unopened Road Allowance

- a. Following payment of the purchase price in the form of certified funds in accordance with the Agreement of Purchase and Sale, staff will forward all relevant paperwork to the Township Solicitor. The Township Solicitor will contact either the applicant or their Solicitor (as advised by the applicant) to execute all necessary documents. Once the executed documents have been returned to the Township Solicitor, registration of the transfer will be completed.
- b. The Township Solicitor will register a Parcel Consolidation merging the portion of the Unopened Road Allowance with the benefitting lands.

Step 6: Legal Fees

- a. The legal fee invoice for the work completed by the Township Solicitor will be paid by drawing down from the deposit. Any excess deposit will be held by the Township until all legal invoices have been received, and the transaction has been completed. If legal fees exceed the remaining deposit amount, the applicant will be billed directly for the remaining balance. If the remaining balance is not paid within 60 days of the invoice, the outstanding amount will be applied to the Tax Roll.
- b. Once all invoices and fees have been paid, the remainder of the deposit, if any, will be returned by check to the applicant.

I have read By-Law 2025-036 as well as the Unopened Road Allowance Closure and Purchase Application Package and consent to undertaking the prescribed process.

Signature



Date





Township of
Leeds and the
Thousand Islands

RECEIVED

JUL 21 2025

Unopened Road Allowance Closure and Purchase Application

Office Use Only			
Application:	T09-2025-004	Date Received:	July 21, 2025
Roll Number:	816-030-06212	Deemed Complete:	August 7, 2025
Application Fee:	\$750	<input checked="" type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A
Deposit Fee:		<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash <input type="checkbox"/> Interac <input type="checkbox"/> N/A

1. Pre-Consultation Information

Meeting Date: JULY 07 + JULY 11, 2025
Planner: KYLE PEEL

2. Information for all individuals that the property will be transferred to. Complete additional pages for more than 2 owners.

1. Owner Name: DAVID MOORE

Mailing Address:

Phone Number:

Email Address:

Signature of Owner

Printed Name

2. Owner Name: NONE -

Mailing Address:

Phone Number:

Email Address:

Signature of Owner

Printed Name

3. Information for Authorized Agent

Name: TERRY ETHRIDGE

Mailing Address:

Phone Number:

Email Address:

Unopened Road Allowance Closure and Purchase Application

4. Information for all landowners abutting the road allowance proposed to be closed.

☐ The owners listed under Section 2 are the only landowners abutting the road allowance; or

1. Name of Owner: **DAVID MOORE**

Mailing Address:

Phone Number:

Email Address:

2. Name of Owner:

Mailing Address:

Phone Number:

Email Address:

3. Name of Owner:

Mailing Address:

Phone Number:

Email Address:

5. Description of the Lands that the Road Allowance is proposed to be added to. Include all properties involved in the purchase.

1. Roll Number: **081281603006212**

Civic Address: **800 MAPLE ROCK LANE**

Legal Description: **PT. LOT 7, CON. 9, TWP. 6 OF LEEDS, COUNTY OF**

Lake/Water Body **Whitfish Lk. Leeds, Desig. Pt. 13 28R-140**

2. Roll Number:

Civic Address:

Legal Description:

Lake/Water Body

3. Roll Number:

Civic Address:

Legal Description:

Lake/Water Body

6. Description of the Road Allowance. All measurements are to be in meters.

Frontage on waterbody: **15 M +/-**

Frontage on Road: **0 M**

Length: **16.78 M**

Width: **UNKNOWN**

Area: **UNKNOWN**

**ALL TO BE VERIFIED
BY NEW REFERENCE
PLAN.**

Unopened Road Allowance Closure and Purchase Application

7. The reason for requesting the closure of the unopened road allowance, including the proposed uses of the lands. (Attach more pages if needed)

- CURRENTLY BEING MAINTAINED BY APPLICANT
- NO OTHER ACCESS TO LAND OTHER THAN OVER APPLICANTS LAND.
- TO BE USED AS COTTAGE - RECREATIONAL

8. What are the existing uses of each owner's property?

APPLICANT: COTTAGE - RECREATIONAL
WEST OWNER: COTTAGE - RECREATIONAL
SOUTH OWNER: PARKS CANADA

9. Are there any buildings, structures or sewage systems on the unopened road allowance?

☒ No

☐ Yes, please describe:

Note: Any buildings or structures on the road allowance are required to be shown on the attached sketch, with details of size and setbacks.

10. Are there any buildings, structures or sewage systems on each of the owner's land?

☐ No

☒ Yes, please describe: APPLICANT MAINTAINS A SEPTIC + TILE FIELD.

- COPY OF LATEST INSPECTION DOCUMENTS ARE ATTACHED.

- FULL NEW SURVEY IS CURRENTLY BEING COMPLETED, COPY FORTHCOMING

Note: Any buildings or structures on each of the owner's lands are required to be shown on the attached sketch, with details of size and setbacks.

Unopened Road Allowance Closure and Purchase Application

11. Authorizations and Permission to Enter

All Owner(s) involved in the purchase of the road allowance must complete the following to authorize the applicant/agent to make the application on their behalf and to permit Council, Township Staff and/or authorized agents to enter the subject property to conduct site inspections related to this application. If multiple owners, an authorization letter from each owner is required.

I/We DAVID MOORE
(name(s) of owner(s) or company)

being the registered owner(s) of the property adjacent to the unopened road allowance:

☒ Hereby authorize the following person(s) to act as our agent to prepare, submit the application and pay any associated fees on my/our behalf (if applicable):

DAVID MOORE TERRY ETHRIDGE
(Name of Applicant(s)/Authorized Agent(s) (AGENT))

☒ Hereby authorize Council, Township Staff and/or authorized agents to enter the property adjacent to the road allowance without notice to conduct site inspections related to this application.

☒ Agree to ensure that any driveway/lanes are accessible during the circulation period of the application so that Council, Township staff and other agencies do not have any barriers blocking access to the subject land. Island properties may require a boat ride, which is to be provided by the owner/agent. If applicable, Township Staff will make arrangements for the most suitable date and time.

☒ Have included the written approval of all surveyors, designers, etc. that designed any documents, plot plans etc. to allow the Township to use their plan(s) in the notice or hearing and other documents which are viewable by the public.

☒ Hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature: <u>DM Moore</u>	Date: <u>18th July 2025</u>
Signature: <u>Terry Ethridge (AGENT)</u>	Date: <u>JUL 18th 2025</u>
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

Unopened Road Allowance Closure and Purchase Application

12. Affidavit of Owner(s)/Agent(s)

I/We, DAVID MOORE TERRY ETHRIDGE
(name of owner (s), applicant or authorized agent) (AGENT)

Of the LYNDHURST, ONTARIO
(name of Municipality)

In the LEEDS AND THOUSAND ISLANDS.
(name of County)

being the registered owner(s) or acting on behalf of the owners of the subject land hereby authorize and consent to the use of or the disclosure to any person or public body or any personal information that is collected under the authority of the Municipal Act for the purpose of processing this application.

I/We hereby recognize that a purchase price will be established by the Township based on the attached schedule.

I/We acknowledge and agree that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application until the amount has been paid in full.

I/We further acknowledge and agree that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

I/We 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 it is of the same force and effect as if made under oath.

Signature(s): DM Moore
Terry Ethridge

Declared before me at the: City of Kingston
(name of Municipality)

in the _____
(name of County)

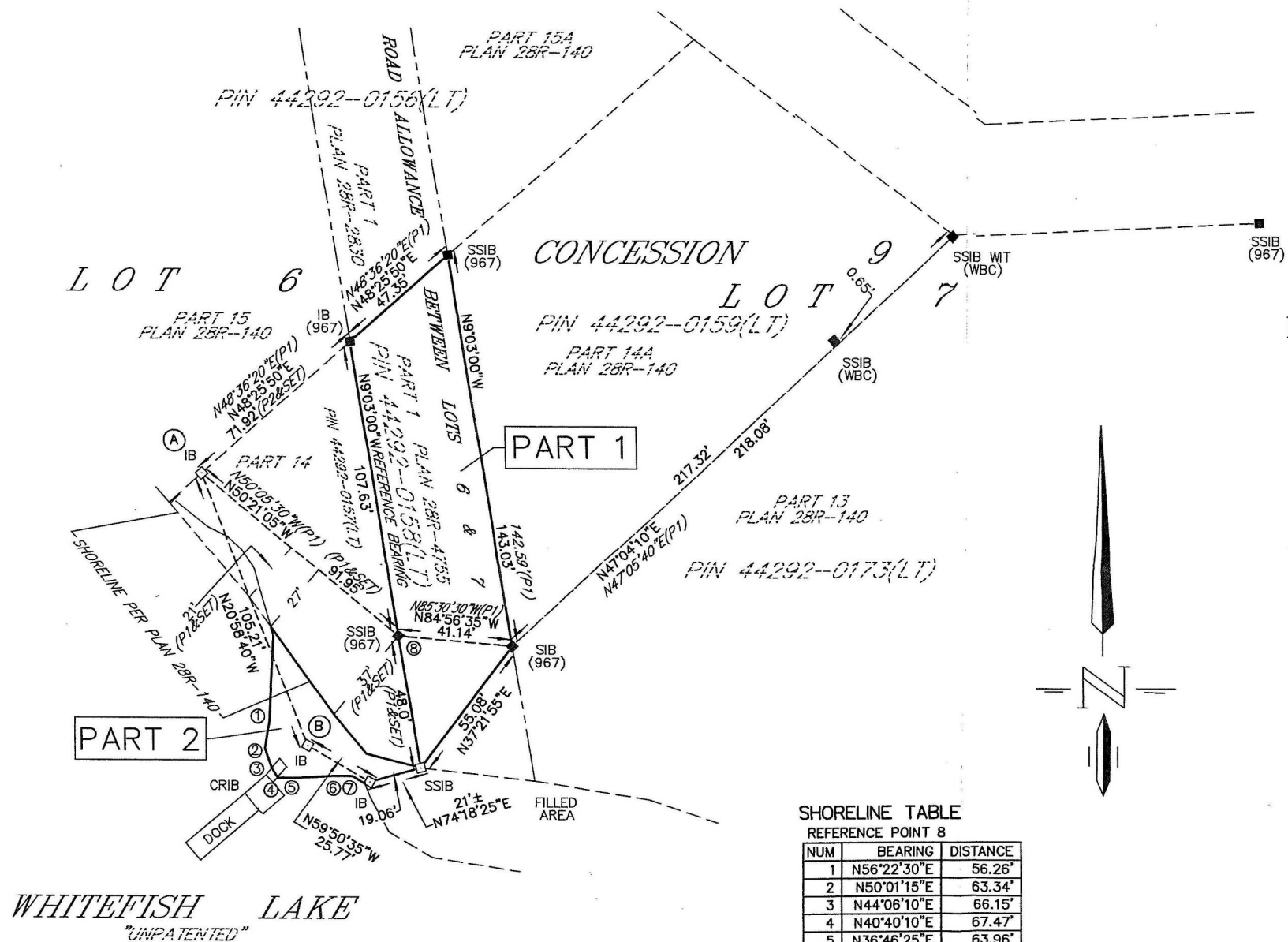
This 21st day of JULY, 2025.

Stephanie Helene Trudel, a Commissioner,
etc., Province of Ontario, for The
Corporation of the City of Kingston.
Expires June 7, 2028.

[Signature]
Signature of Commissioner for Taking Affidavits, etc.

(Official Stamp of Commission, etc.)

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.



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.	PLAN 28R RECEIVED AND DEPOSITED.
DATE _____	DATE _____
GEORGE N. BRACKEN ONTARIO LAND SURVEYOR	REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF LEEDS. (No.28)

SCHEDULE			
PART	LOT	CONCESSION	PIN
1	PART OF ROAD ALLOWANCE BETWEEN LOTS 6 AND 7	9	PART OF 44292-0156(LT)
2	PART OF LOT 6		UNPATENTED

PLAN OF SURVEY OF
PART OF LOT 6 AND ROAD ALLOWANCE
BETWEEN LOTS 6 AND 7
CONCESSION 9
GEOGRAPHIC TOWNSHIP OF LEEDS
TOWNSHIP OF LEEDS AND THOUSAND ISLANDS
COUNTY OF LEEDS
GEORGE BRACKEN LIMITED

SCALE 1" = 40'
0 10 20 50 100 150 200 FEET
IMPERIAL: DISTANCES & COORDINATES SHOWN ON THIS PLAN ARE IN FEET
AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

BEARING REFERENCE
BEARINGS SHOWN ON THIS PLAN ARE ASTRONOMIC DERIVED FROM
THE WESTERLY LIMIT OF PART 1, PLAN 28R-4755, SHOWN AS N9°03'00"W

- LEGEND
- DENOTES SURVEY MONUMENT FOUND
 - DENOTES SHORT STANDARD IRON BAR PLANTED
 - SIB DENOTES STANDARD IRON BAR
 - SSIB DENOTES SHORT STANDARD IRON BAR
 - IB DENOTES IRON BAR
 - RIB DENOTES ROUND IRON BAR
 - RPL DENOTES ROCK PLUG
 - X--X DENOTES FENCE
 - (1054) DENOTES GEORGE BRACKEN, O.L.S.
 - P1 DENOTES PLAN 28R-140
 - P2 DENOTES PLAN 28R-4755
 - (967) DENOTES W.N. WILDMAN, O.L.S.
 - (WBC) DENOTES B. COLLETT, O.L.S.

SHORELINE TABLE		
REFERENCE POINT 8		
NUM	BEARING	DISTANCE
1	N56°22'30"E	56.26'
2	N50°01'15"E	63.34'
3	N44°06'10"E	66.15'
4	N40°40'10"E	67.47'
5	N36°46'25"E	63.96'
6	N24°52'40"E	55.57'
7	N18°37'00"E	53.21'

INTEGRATION DATA		
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999707.		
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 18,NAD83 (CSRS)(1997.0) COORDINATES TO REMOTE ACCURACY PER SEC. 14 (2) OF O. REG. 216/10.		
POINT ID	NORTHING	EASTING
A	16171246.64	1320799.40
B	16171148.19	1320836.74
COORDINATES CANNOT IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

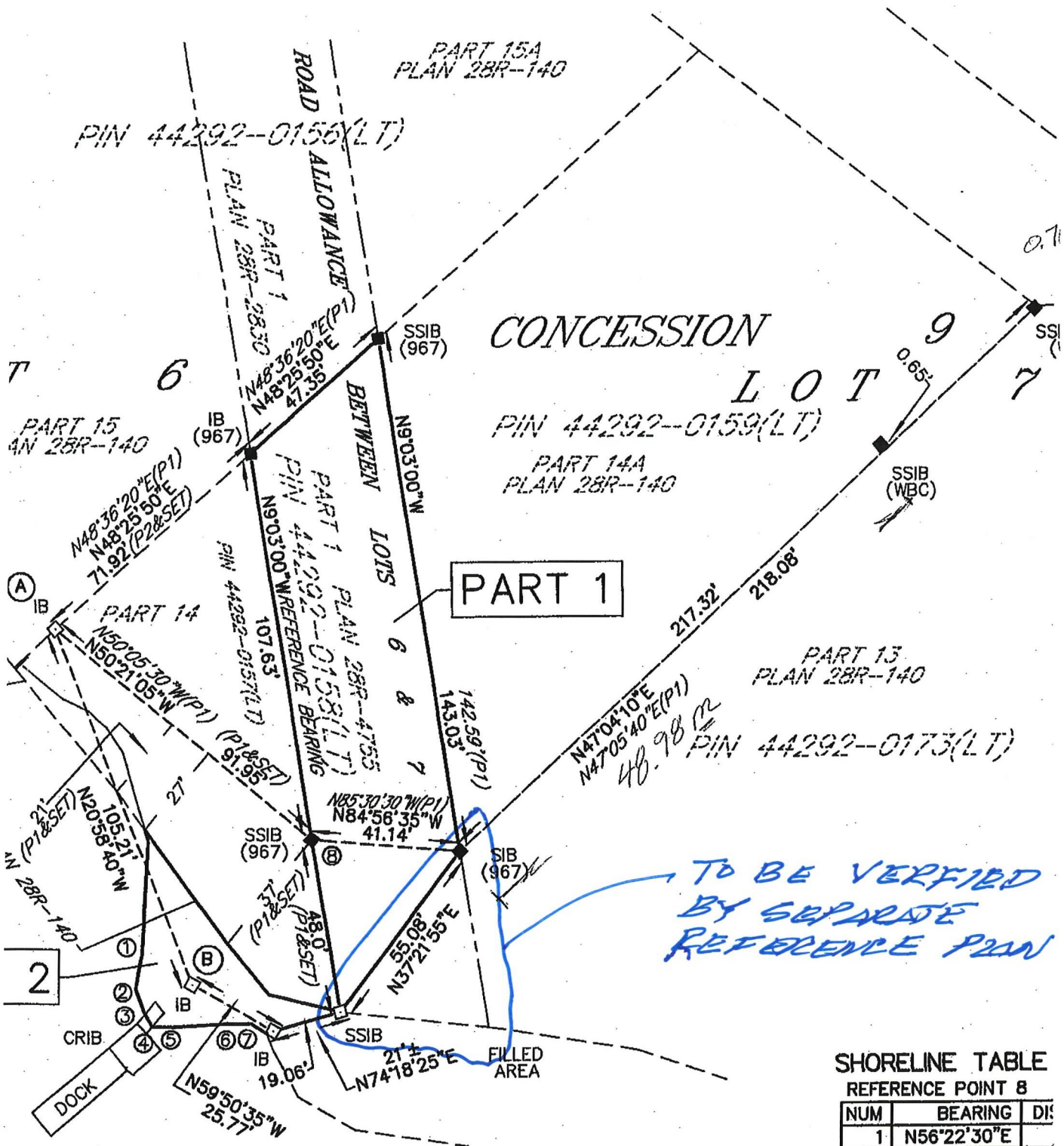
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 6th. DAY OF AUG., 2018.

DATE: _____ 2018

GEORGE N. BRACKEN
ONTARIO LAND SURVEYOR

George Bracken Limited ONTARIO LAND SURVEYORS 40 MAIN STREET, WEST SMITHS FALLS, ONTARIO PHONE: (613) 283-2233 K7A 4S9 FAX: (613) 283-6886	
DRAWN BY: GNB	MATH CHECK: GNB
CALC'D BY: GNB	FILE: LES-22
CHECKED BY: GNB	JOB No.: B-3709

PORTION OF ROAD ALLOWANCE IN THIS APPLICATION



SHORELINE TABLE

REFERENCE POINT 8

NUM	BEARING	DIS
1	N56°22'30"E	
2	N50°01'15"E	
3	N44°06'10"E	
4	N40°40'10"E	
5	N36°46'25"E	
6	N24°52'40"E	
7	N18°37'00"E	

INT

This cheque for \$750 + HST is in support of my pending application to purchase the URA part (shown in red outline) on my property at 800 Maple Rock Lane

David Moon
Dm Moon

BEARINGS ARE ASTRONOMIC AND ARE
REFERRED TO THE NW'LY LIMIT OF

FOR YOU, YOUR FAMILY & YOUR LAKES' HEALTH



SEWAGE SYSTEM

RE-INSPECTION CERTIFICATE

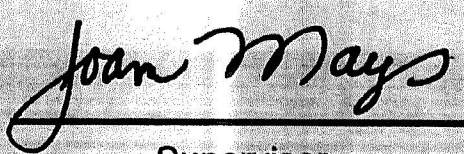
**This is to certify that
the sewage system located at:**

800 Maple Rock Lane

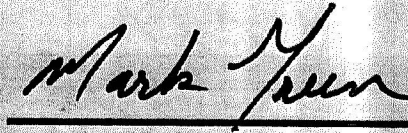
was re-inspected on

May 11, 2013

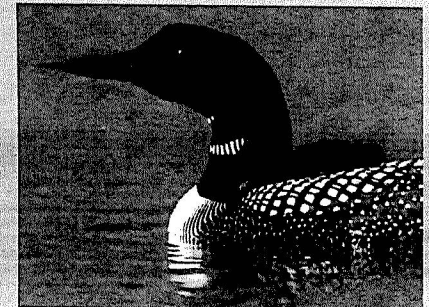
At the time of inspection, this sewage
system was being operated and maintained
in accordance with the Ontario Building Code.



Supervisor



Chief Building Official



Amount of Fee Pd: 50.00 Cheque # 6361
Receipt No.: 2191 Date: May 17/13

FILE NO: 9239

APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

To Be Completed By Applicant

Page 1

Property Information

Building number, street name 800 MAPLE ROCK LANE			Lot Number	Concession
Municipality: Leeds & 1000 Islands	Ward 2	Postal code	Plan number	Sublot number
Roll # 081281603006212				

Applicant Applicant is: ☒ Owner or ☐ Authorized Agent of Owner

Last Name <u>MOORE</u>	First Name <u>DAVID & MARY</u>	Corporation or Partnership
	Fax Number ()	Mailing Address
	Cell Number ()	

Property Owner (if different from applicant)

Last name <u>MOORE</u>	First name <u>MARY</u>	Corporation or partnership
	Fax Number ()	Mailing Address
	Cell Number ()	

Purpose of Application

<input type="checkbox"/> Minor Variance	<input type="checkbox"/> Zoning By-law Amendment	<input type="checkbox"/> Building Renovation	<input checked="" type="checkbox"/> Sewage System Reinspection	<input type="checkbox"/> Real Estate/Property Sale
Proposed use of building		Current use of building		
Description of proposed work				

Type of Sewage System

A) Privy: <input type="checkbox"/> Earth Pit <input type="checkbox"/> Vault <input type="checkbox"/> Pail <input type="checkbox"/> Other _____	B) Grey Water (Leaching) Pit <input type="checkbox"/>	C) Septic Tank System <input checked="" type="checkbox"/>	D) Holding Tank <input type="checkbox"/>	E) Other <input type="checkbox"/>
Sewage System Permit Number (if known) _____				

Declaration of Applicant

DAVID MOORE certify that:

(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge
- I have authority to bind the corporation or partnership (if applicable).

31 July 2012 Date

[Signature] Signature of applicant

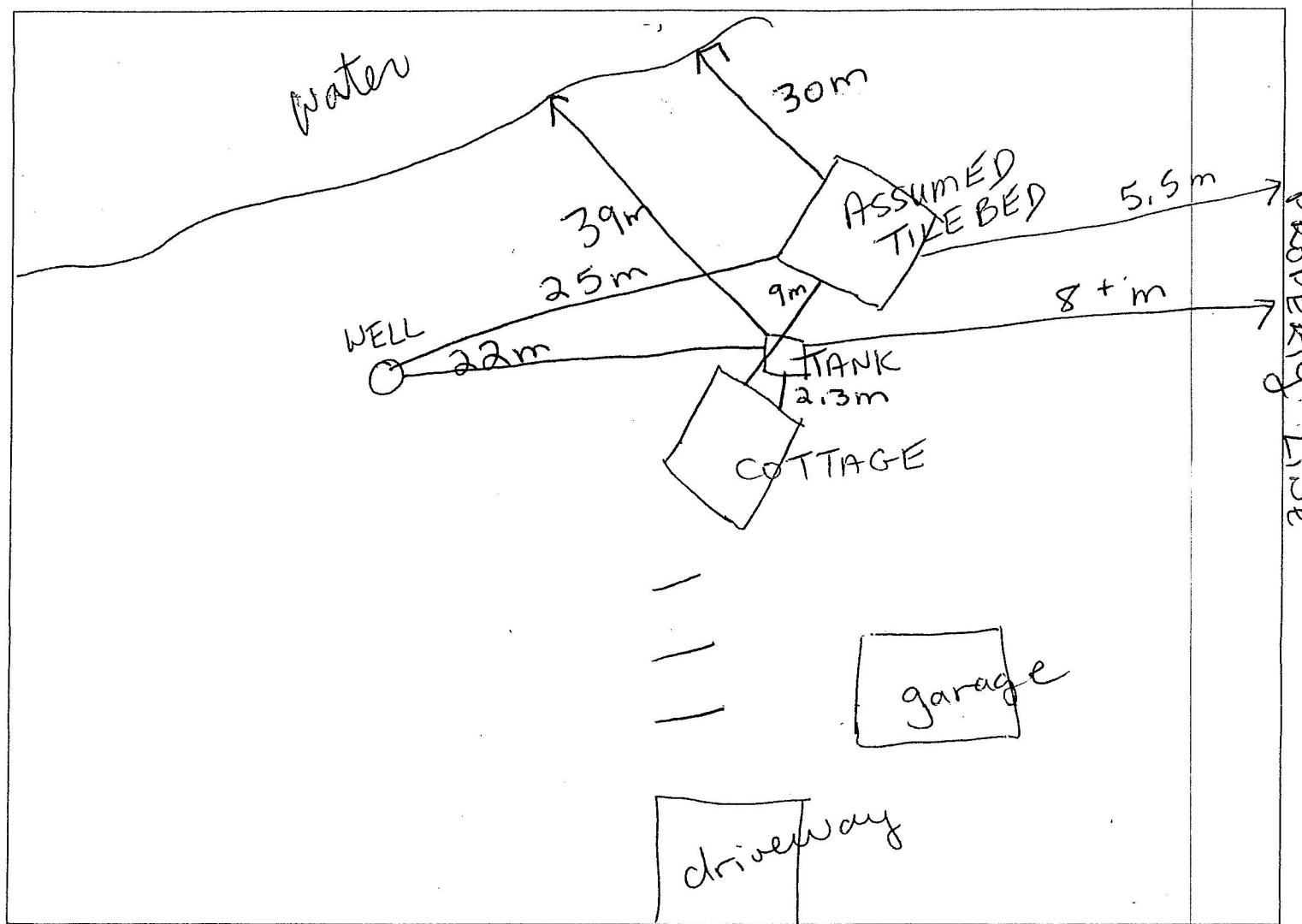
APPLICATION FOR A SEWAGE SYSTEM MAINTENANCE INSPECTION

File No: 9239

SITE PLAN

Provide the following information:

- Location of sewage system components (eg. tanks, leaching bed). Locate and show horizontal distances from system to adjacent existing or proposed buildings, water supplies (including neighbours), existing on-site sewage systems, driveways, property lines, lakes, rivers, water courses, swimming pools.
- Lot dimensions, topographic features (e.g. swamps, steep slopes) near system.



Directions to Your Lot:

Hwy 15 → Thomas Rd → Rideau wood
→ Maple Rock Lane #800