

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.

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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.

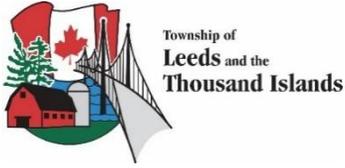
Step 6: Legal Fees

- 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



Unopened Road Allowance Closure and Purchase Application

Office Use Only				
Application:		Date Received:		
Roll Number:		Deemed Complete:		
Application Fee:	<input 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:
Planner:

2. Information for all individuals that the property will be transferred to. Complete additional pages for more than 2 owners.	
1. Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	
_____ Signature of Owner	_____ Printed Name
2. Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	
_____ Signature of Owner	_____ Printed Name

3. Information for Authorized Agent
Name:
Mailing Address:
Phone Number:
Email Address:

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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:

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:

Civic Address:

Legal Description:

Lake/Water Body

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:

Frontage on Road:

Length:

Width:

Area:

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

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

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:

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.

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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 _____,
(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):

(Name of Applicant(s)/Authorized Agent(s))

- 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: _____ Date: _____

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

I/We, _____
(name of owner (s), applicant or authorized agent)

Of the _____
(name of Municipality)

In the _____
(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): _____

Declared before me at the: _____
(name of Municipality)

in the _____
(name of County)

This ____ day of _____, 20____.

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.

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Application Checklist

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

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