

ORIGINAL SHORE ROAD ALLOWANCE CLOSING PROCEDURES

Effective: January 1, 2023

General Policy:

1. (a) Application by owner(s) shall be directed to the Planning Department of the Town of Gravenhurst, along with a **non-refundable application fee of \$923.00** per lot. The application should set out the applicant's legal description to his/her property and provide three (3) sketch plans (8-1/2" x 11" or 8-1/2" x 14") showing the property and identify the portion of the Original Shore Road Allowance requested to be closed.
- (b) The applicant shall provide a location plan indicating existing and proposed structures on the property (including the shore road allowance) and setbacks (dimensions) for all structures.
- (c) In order to illustrate which portion of the Original Shore Road Allowance the applicant intends to close, it should be noted that it is the Town's normal procedure to close that portion of the Original Shore Road Allowance that lies between the side lot lines, when extended out, in a parallel manner, from the inner limit of the Original Shore Road Allowance, to the Normal or Controlled High Water Mark.
- (d) At the Town's discretion, the file will be closed if the file is inactive in excess of one year after approval of the closure by Council Resolution.

2. (a) Following the receipt of the complete application as noted in 1(b) above, the application will be forwarded to the Town's solicitor (Cruickshank & MacLennan). All correspondence with reference to the application shall then be directed to the Town's solicitor.
- (b) The Town's solicitor shall circulate letters to the various agencies that are likely to have an interest in the application, for the purpose of obtaining their approval or comments.
- (c) Following the receipt of all comments, the Town's solicitor shall advise the applicant(s) a survey (Reference Plan) will be required at the expense of the applicant(s). Said survey shall include all of the Original Shore Road Allowance, and must differentiate by Part numbers, that portion of the Original Shore Road Allowance lying **above** and **below** the normal or Controlled High Water Mark.

Moreover, Council will not close any Original Shore Road Allowance where there is a public road between the applicant's property and the Original Shore Road Allowance.

3. (a) The applicant(s) shall forward one (1) copy of the registered plan of survey (Reference Plan) to the Town's solicitor and one (1) copy to the Planning Department.
- (b) The applicant's surveyor shall determine the frontage (measured in a linear manner along the normal or controlled high water mark) of the Original Shore Road Allowance to be closed for the purposes of calculating the frontage charge.

4. (a) The Town's solicitor shall request payment of their fees for processing the application(s) (Single application: \$1,800.00; Group applications, \$1,400.00 each applicant and properties must be side by side), and for any incurred disbursements (i.e. registering deed and by-law, land transfer tax, levy, etc.; estimated at \$600.00 for individual applications) and cost of advertising (estimated at approximately \$600.00 for single notice for 2 weeks).

The solicitor's fees as noted above are approximate only and will depend on the complexity of the application.

- (b) The above fees are approximates only since the cost of disbursements is subject to change and all fees may vary over time. Responsibility is with the applicant to pay for the solicitor's disbursements, i.e. registration of documents, subsearching, etc. over and above the advertisement costs. All fees and majority of disbursements are subject to H.S.T.
- (c) The solicitor will require an initial \$3,000.00 towards the advertisement costs and disbursements.

NOTE: Attempts should be made to have landowners band together and approach the municipality as a group to have the Original Shore Road Allowance closed abutting their lands, as it would be more economical and efficient to do so. The banding together of landowners may result in survey costs being reduced through cost sharing as well as legal fees if only one sketch is submitted.

5. (a) Upon receipt of the survey plans and the fees as noted in 3(a) and 4 above, the Town's solicitor shall prepare the necessary Notice for publication in local newspapers.
- (b) The Town's solicitor will request the consideration to be paid to the Town of Gravenhurst. The applicant shall purchase that portion of the Original Shore Road Allowance to be closed at the price of \$86.00 per running foot of shoreline **for Lake Muskoka** (\$282.15 per running metre), and a price of \$63.00 per running foot of shoreline **for all other lakes** (\$206.69 per running metre) based upon the surveyor's calculation. Fees are subject to H.S.T.
- (c) The Notice as described in 5(a) above shall be published at least once a week for two consecutive weeks in the local newspaper(s).
6. (a) Following the final publication of the Notice as described in 5(c) above, and receipt of the consideration for the lands, the Town's solicitor shall prepare a Road Closing By-law and forward it to Council for their consideration.
- (b) The Town's solicitor will forward six (6) copies of the By-law (if approved), Affidavit of the Clerk, Petition, and any other required documentation to the Ministry of Municipal Affairs for approval.
7. (a) The Town's solicitor shall prepare a deed and deliver same to the applicant(s).



THE TOWN OF GRAVENHURST

**ORIGINAL SHORE ROAD CLOSURE OR
UNOPENED ROAD ALLOWANCE CLOSURE**

FOR OFFICE USE ONLY:

Application No.: _____ Roll No.: _____

Official Plan Designation: _____ Zoning: _____

Application Fee: _____ Receipt No.: _____

Received by: _____ **DATE STAMP – RECEIVED:**

Assigned to: _____

REGISTERED OWNER(S):

Name(s): _____ Date of Birth: _____

_____ Date of Birth: _____

Mailing Address: _____

Email Address: _____

Telephone Number(s): Home: _____ Business: _____

Cottage: _____ Cell: _____

LOT DESCRIPTION:

Lot(s): _____ Concession: _____ Former Township of: _____

Plan: _____ Part(s)/Lot(s): _____ Water Body: _____

Municipal Address: _____

Reason for Applying to Close Shore/Road Allowance: _____

Dated: _____ Signature of Registered
Owner or Agent: _____



NAME AND MAILING ADDRESS OF ABUTTING PROPERTY OWNERS: (O.S.R.A. refers to owners of abutting property on each side of lot described above) (U.R.A. refers to owners of property abutting the opposite side of the unopened road allowance).

1. _____

2. _____

Lot #: _____

Lot #: _____

CONSENT OF ABUTTING OWNER

I/We, the undersigned, being the registered owner(s) of Part of Lot _____, Concession _____, in the former Township of _____, now in the Town of Gravenhurst, District Municipality of Muskoka; being Part/Lot _____, Plan _____, have no objection to the closing of the Original Shore Road Allowance / Unopened Road Allowance, as shown on the attached sketch plan.

Registered Owner

Date

Registered Owner

Date



**THE TOWN OF GRAVENHURST
CONSENT OF ABUTTING OWNER**

I/We, the undersigned, being the registered owner(s) of Part of Lot _____, Concession _____, in the former Township of _____, now in the Town of Gravenhurst, District Municipality of Muskoka; being Part/Lot _____, Plan _____, have no objection to the closing of the Original Shore Road Allowance / Unopened Road Allowance, as shown on the attached sketch plan.

Registered Owner

Date

Registered Owner

Date