



# Request Application for Unopened Road Allowance Closure and Purchase

Updated January 2021

As the applicant, it is your responsibility to make sure 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 processing delays.

## The Process:

### Step 1: Meet with the Municipality

- Submit an Intake form on the website or in person;
- A pre-consultation meeting will be arranged with Township staff to discuss the proposal and understand requirements.

### Step 2: Complete Application

- Bring complete application to the South Frontenac Township Office located at 4432 George Street, Sydenham, Ontario K0H 1W0;
- A complete Request Application for Unopen Road Allowance Closure and Purchase required with the following:
  - Completed application form in metric measurements (signed in the presence of a commissioner);
  - Payment of the required fee and deposit for the Township; and
  - Sketch (or drawing)

### Step 3: Application is processed

- A site visit will be conducted by Planning Staff;
- Staff will prepare a report and your application will be put on the agenda for Council. Staff will provide a recommendation to Council and Council will make the final determination if the road allowance will be closed and transferred. You are encouraged to attend the council meeting;
- Notice of your application will be advertised in the local newspaper for four consecutive weeks;
- A letter will be sent to the property owner adjacent (if applicable) to ask if they are interested in purchasing 50% of the unopened road allowance;
- If Council is supportive of the closure and transfer, the final purchase price for the portion of the unopened road allowance shall be established by Council.

### Step 4: Council Meeting & Survey

- The applicant, adjacent landowners & all interested parties may attend the public Council meeting and provide comments;
- You, as the applicant will have the opportunity to speak to your application;
- If there are no objections to the road closing, Council will direct staff to prepare the by-law to close and transfer a portion of the road allowance;
- It is at this stage that the applicants shall have a draft survey prepared to be submitted and approved by staff prior to depositing with the Land Registry Office;
- Once Staff has approved the survey, the Ontario Land Surveyor shall deposit the survey with the Land Registry Office and a digital and paper copy shall be provided to staff.

### Step 5: By-Law and Purchase

- Staff will prepare a report to Council with a by-law for consideration;
- Council is the authority who will consider approving the transfer of the road allowance.

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### Step 6: Purchase

- Purchase price to be paid by applicant to the Township by certified cheque or money order;
- Following payment of the purchase price staff will forward all relevant paperwork to the municipal lawyer who will be in touch with you or your lawyer to execute all necessary documents, once the documents have been forwarded back to the municipal lawyer the transfer registration will be completed;
- Please note that the deposit will be held by the Township until all legal invoices have been received and the transaction has been completed.

I have read and understand the Request Application for Unopened Road Allowance Closure and Purchase process and my role within it.

**Sharon Carr**

Digitally signed by Sharon Carr  
DN: cn=Sharon Carr, o=Carleton University, ou=Earth  
Sciences, email=SharonCarr@cunet.carleton.ca, c=CA  
Date: 2022.08.16 16:24:43 -04'00'

August 16, 2022

Signature

Date

**NOTE: The application must be accompanied by a detailed sketch of the proposed unopened road allowance closure and the abutting properties. Please see Schedule "A" for an overview of the process and requirements.**

Planning Application:	Planning Fee:	Deposit:	Total:
Close and Transfer an Unopened Road Allowance	\$510.00	\$3,000.00	\$3,510.00



**Request Application for Unopened Road Allowance Closure and Purchase**

**For Office Use Only**

Date received: \_\_\_\_\_ File Number: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Fee paid (date): \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Deposit paid (date): \_\_\_\_\_

Application Deemed Complete (date): \_\_\_\_\_

Council Meeting Date(s): \_\_\_\_\_ & \_\_\_\_\_

Public Meeting Date: \_\_\_\_\_

1. Name of Owner(s): Sharon Denise Carr

FULL Mailing Address of Owner(s): \_\_\_\_\_

\_\_\_\_\_

Email Address of Owner(s): \_\_\_\_\_

Phone # of Owner(s): \_\_\_\_\_

Full names, dates of birth and marital status of all individuals the property will be transferred to:

1. Sharon Denise Carr \_\_\_\_\_  
(name) (d.o.b) (marital status)

2. \_\_\_\_\_  
(name) (d.o.b) (marital status)

3. \_\_\_\_\_  
(name) (d.o.b) (marital status)

4. \_\_\_\_\_  
(name) (d.o.b) (marital status)

Signature of Owners consenting to agent acting on their behalf (agent information on pg.4):

\_\_\_\_\_

Signature

Sharon Carr

Name, printed



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Signature \_\_\_\_\_

Name, printed \_\_\_\_\_

2. Name of Agent: \_\_\_\_\_

FULL Mailing Address of Agent: \_\_\_\_\_

Email Address of Agent: \_\_\_\_\_

Phone # of Agent: \_\_\_\_\_

3. Pre-Consultation meeting date: \_\_\_\_\_

Pre-consultation fee paid: \_\_\_\_\_ receipt #: \_\_\_\_\_

4. Abutting Owners, Information (if applicable):

a) Name of Abutting Owner: \_\_\_\_\_

Address of Abutting Owner: \_\_\_\_\_

Phone # of Abutting Owner: \_\_\_\_\_

b) Name of Abutting Owner: \_\_\_\_\_

Address of Abutting Owner: \_\_\_\_\_

Phone # of Abutting Owner: \_\_\_\_\_

c) Name of Abutting Owner: \_\_\_\_\_

Address of Abutting Owner: \_\_\_\_\_

Phone # of Abutting Owner: \_\_\_\_\_

5. The description of the **owners** land:

District:       Bedford               Portland               Loughborough               Storrington

Concession Number: 9                      Lot Number: 26

Street Number: 302A              Name of Road/Street: Briggs Lane

Reference Plan Number: RP 13R8720              Part Number(s): 10, 11 & 12

I also own the adjacent vacant lot CON 10 PT LOT 26 RP, 13R8720 Parts 2, 3 & 7;  
RP 13R872. Roll Number 010-010-10705-0000.



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Roll Number: 010-010-10704-0000

Lake/Water body: Wolfe Lake

6. Frontage(s), depth and area of the Road Allowance to be closed

my plan is in feet so English measurements are reported here

Frontage (on water): ~ 66 feet Length (metres): 932.70' (east side); 1036.13' (west side)

Width (metres): 66 feet Area: 64,609 square feet

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

I own two adjacent lots separated by a concession line (designated as parts 8 & 9, separating concessions 9 & 10) . The lot with my home on it is A 00302 Briggs Lane, CON 9 PT LOT 26, RP 13R8720, Parts 10, 11 & 12. My adjacent vacant lot is 00000 Briggs Lane, Bedford CON 10 PT LOT 26 RP, 13R8720 Parts 2, 3 & 7. The lots have waterfront on Wolfe Lake. I would like to have the concession line or road allowance between my two lots closed. I would like to have the two lots plus the concession line made into one lot.

The concession line intersects Briggs Lane, a private road with no public access. The terrain along the concession line ( i.e. rocky ridges, swamps, 100-foot high cliff to the water) is such that it is not possible to access the Wolfe Lake waterfront along the concession line. The waterfront land, at the lake shore, within the bounds of the concession line, is an impassable cliff - the rocky slope extends right to the shoreline and it is not possible to walk along the shoreline due to the steepness and lack of footing. To be clear, the shoreline within the bounds of the concession line is not accessible by land or water (e.g. it is too steep and rocky to be usable for the purposes of recreation via boat access and there is no place to beach a canoe or other boat).

My motivation to make one larger piece of land (i.e. by having the two lots combined and closing the concession line) is to help preserve the natural forest and lake shore environment for the future by keeping the density of development in the area as low as possible.

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

Principal residence

9. Are there any Buildings, Structures or Septic Systems **on the Unopened Road Allowance**?

Yes  No

If yes, please describe. \_\_\_\_\_

10. Are there any buildings or structures on the owner's land?  Yes  No

If yes, please describe. Principal residence, waterfront access via a path and stairs

**NOTE:** If there are buildings or structures on the road allowance or the owner's lands, these should be shown on an attached sketch, with details of setbacks and distances.



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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 (i.e. Conservation Authority Regulatory Controls, Zoning By-Law Regulations, etc.)

### Affidavit of Owner/Agents

I/We Sharon Carr, 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 of 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 Sharon Carr of the Wolfe Lake, Briggs Lane in the  
(name of owner(s) agent(s)) (City in which you reside)

Township of Frontenac in the Province of Ontario  
(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 known that this is of the same force and effect as if it were made under oath.

Declared before me at the Township of South Frontenac,  
In the County of Frontenac, Province of Ontario



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### 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 fee by-law)
- Copy of Property Transfer / Deed of Land (that you own) Adjacent to Road Allowance

