

Shoreline Road Allowance Closure Application Guidelines

The Municipality offers for sale the 66 foot shoreline allowance **only** to the property owner(s) whose land is adjacent to the shoreline road allowance.

Application Process

The Applicant files the following documentation with the municipality:

1. A correctly completed "Application to Purchase" form, including all owners. (Attached)
2. A cheque payable to the **Municipality of Trent Lakes** to cover the cost of lands, H.S.T. and municipal administration costs. A cheque payable to **LLF Lawyers, in trust** to cover legal fees, advertising costs and the Solicitor's administration costs **undated**.
3. One digital copy of the **registered** survey plan or six physical copies is required. The shoreline road allowance portion should be indicated as a separate part number.

Costs

All survey costs are the responsibility of the applicant.

Costs For Lands

The fee for the purchase of shoreline road allowances is \$7.50 per m², plus H.S.T.

There is also an Administration Fee of \$1,500.00 for 1 application or \$500.00 to be included in a group of 10 applications.

Upon presentation of your application to Municipal Staff, they will calculate your cost for lands based on the area of the part(s) you are purchasing, as indicated on your survey.

Legal Costs

- (a) 1 application – To be determined at time of application
- (b) 10 applications – To be determined at time of application

These are approximate legal fees, please be advised that the costs for purchases may vary and you may be required to submit additional funds as required. If, after the closure is complete, there are funds remaining on deposit, a refund will be issued to the applicant from LLF Lawyers.

The Municipal Office is prepared to accept individual applications and collect them into a group of ten in order to keep legal and administration costs at a minimum. **If you wish to have your application included with a group of ten, please submit your cheque payable to LLF Lawyers, in trust, undated.**

Consent from Adjacent Landowners

Discuss your shoreline purchase with your neighbours. You may wish to discuss your survey with your neighbours before it is completed in order to determine whether they are in favour of the proposed boundary lines.

Note: In the event of a disagreement between abutting land owners over the location of the property line or other such matters, the Council of the Municipality of Trent Lakes will provide the final decision.

Survey Requirements:

- (a) The survey of the lands to be closed and deeded shall not include any areas that have been filled, "man-made" or are under water;
- (b) The survey must show any/all submerged portions of the shoreline road allowance
- (c) The survey must show any/all filled lands on the bed of the water body;
- (d) The survey must be deposited (i.e. Registered with date and signature of Land Registry office in the top right corner);
- (e) The area of the part(s) must be indicated in m²;
- (f) The shoreline road allowance must be defined as a separate part number;
- (g) When the survey consists of more than one part, an "X" must be placed on the particular part to be purchased;
- (h) Surveys that are submitted and do not meet all of the above criteria, will be rejected.

The municipality will review the documentation provided and advise the Applicant of any deficiencies. The application will be held until all documentation is correctly completed.

The documentation will be sent by the Municipality to Mr. Jim Baird, LLF Lawyers, Barristers and Solicitors, 332 Aylmer Street, P.O. Box 1146, Peterborough, Ontario K9J 7H4 Telephone: (705) 742-1674 Fax: (705) 742-4677.

During the legal process the Solicitor will post a notice of closure on the website and in a local newspaper for at least two weeks prior to the Council meeting when the closure by-law will be considered.

Any person who feels his/her ingress or egress to his/her property may be affected, can file an objection. Any negative comments would be resolved before Council would enact a by-law.

Owners should check the description of their lands on their next tax notice or on the assessment roll at the Municipal Office to ensure that the Regional Assessment Office changes your property description to include the lands purchased.

The purchase of a shoreline road allowance does not normally increase your property

assessment. If you do experience an increase in assessment, contact the Regional Assessment Office for assistance. Please remember, the municipality does not assign the assessed value to your lands - the Regional Assessment Office does.

Once your application has been forwarded to the Municipal Solicitor for processing, please allow at least 18 months to two years to complete the purchase of your shoreline road allowance. The completion time may increase should easements be required or complications in the process occur.

Submit Application to: Municipality of Trent Lakes
760 County Road 36
Trent Lakes ON K0M 1A0
(705) 738-3800 or 1-800-374-4009
Fax (705) 738-3801

**Application To Purchase
Shoreline Road Allowance**

Names of all owners on deed:

Municipal Address:

Roll Number: 15-42-_____-_____-_____

Mailing Address:

Telephone: _____

Email Address: _____

Birthdate of Owners (required for registration of deed):

Description of land to be purchased

Plan 45R _____ Part(s) _____

Area of Part(s) (as indicated on reference plan): _____ m²

Application (select one)

single application

group of ten applicants

Payment to Municipality of Trent Lakes

Cost for Lands: \$ _____

HST: \$ _____

Administration Fee: \$ _____

Total: \$ _____

Payment for Legal fee (separate, undated cheque made payable to LLF Lawyer, in trust)

Legal Fee: \$ _____

Signature of Applicant

Signature of Applicant