

**The Corporation of the Township of  
Jocelyn  
Policies and Procedures  
Manual**

**Township Shore Road Allowance Closing Policy  
Schedule "A"**

**Approved by By-Law Number: 2018-1395**

**PURPOSE**

To establish the fees, costs and procedures for an application to purchase portions of the original shore road allowance.

**POLICY - General Provisions**

- a) The Township's solicitor shall act on behalf of the Township on behalf of the closure and conveyance of all shore road allowances.
- b) The applicant is responsible for paying all administrative, legal, surveying advertising and land acquisition costs involved in the shore road allowance closing. In the event that the applicant fails to pay the costs incurred within six months of Council passing the by-law, all outstanding costs will be added to the tax roll and collected in the same manner as taxes pursuant to Section 389 of the *Municipal Act*, 2001, S.O. 2001, as amended.
- c) The land acquisition costs are calculated at .00 cents per square foot of the shore road allowance as determined by the Reference Plan.
- d) Applications will be considered terminated if inactive for a period of one year.
- e) Applicants should allow one year to complete the purchase of the shore road allowance. The completion time may increase should easements be required or complications occur during the process.

**SHORE ROAD ALLOWANCE**

- a) Applicants must own property directly abutting the original shore road allowance. The Township will only convey to the adjacent landowner the portion of the shore road allowance above the controlled or normal high water mark.
- b) Applications will not be approved if the closure is deemed:
  - i) to have a negative impact on neighbouring owners of land; or
  - ii) other land owners may be deprived of the sole vehicular access to their property; or
  - iii) closure will result in conflicts with Township Official Plan policies, by-law regulations or procedures

- c) Generally the portion of the shore road allowance to be closed and conveyed will be determined by perpendicular to the shore lot line projections. As a result of the irregular nature of the shoreline, deviations may be permitted, provided for straight extensions of existing lot lines. All lot line extensions will require sign off and approval by the abutting landowner.
- d) The shore road allowance is to be joined in title to a lot on a plan of subdivision.

## PROCEDURE

- a) Applicant completes and submits the Application for Shore Road Allowance Closing, attached to this policy as Attachment A. A sketch or survey, if available, must be attached to the Application showing the property and proposed portion of the shore road allowance to be closed.
- b) Clerk receives Application and directs to Council for consideration. Clerk notifies the applicant of Council's decision.
- c) The Clerk shall give thirty days written notice to the adjoining landowners to provide written comments on the proposed sale and closure. If no written comments are received within 30 days of the Notice, the closure will proceed.
- d) If the application is approved by Council the applicant shall submit the following:
  - i) A preliminary draft survey, prepared by a Ontario Land Surveyor, of the subject allowance showing all buildings. Draft Plan to be approved by the Township. **Note:** The applicant is responsible for making arrangements for the survey with an Ontario Land Surveyor. All costs associated with the survey are the responsibility of the applicant and are to be paid directly to the surveyor.
  - ii) The required non -refundable administration fee of **\$500.00**.
  - iii) The required **\$900.00** deposit towards advertising and legal fees involved in the shore road allowance closing. **Note:** If the fees related to the processing of the closure are in excess of the deposit the applicant shall be responsible for all additional costs.
  - iv) A letter showing willingness to be responsible for all legal costs and any additional costs to the Township in the processing of the application and by-law.
  - v) Copy of existing deed of property owned by the applicant(s) which abuts the subject allowance.
  - vi) Clerk advises the surveyor of approval of draft plan of survey. The structures may be removed from the reference plan once the Township has reviewed and approved the Reference Plan.
- e) Applicants surveyor to submit five paper copies of the Registered Survey and one 8 ½ x 14 legal size digital copy of the registered survey to the Clerk;
- f) Upon receipt of the required documents the Clerk shall notify Bell Canada, Hydro One and Public Works Canada of the intention to pass the by-law to stop-up, close and convey part of the original shore road allowance.

- g) Once comments have been received from the above noted agencies Notice of Public Meeting to consider the proposed by-law is posted at the Municipal Office and also advertised for one week in the local newspaper.
- h) At the Public Meeting Council will hear anyone appearing to support or object to the by-law. Council subsequently passes or does not pass the By-law. If there are not legitimate and reasonable objections the By-law will be approved.
- i) The Clerk shall forward the documents to the Township's solicitor for deed preparation. The landowner will be contacted by the Township's solicitor when the deeds are complete.
- j) Any additional fees will be billed by the municipality to the landowner for reimbursement. If fees are not paid, the costs will be added to the tax roll of the subject property and treated like taxes.

**Note: Considerable savings may be realized if abutting owners apply jointly. The advertising fee and administration fee would be a shared cost.**

**THE CORPORATION OF THE TOWNSHIP OF JOCELYN**  
**Attachment A**  
**APPLICATION FOR SHORE ROAD ALLOWANCE CLOSING**  
*Pursuant to the Municipal Act, 2001, as Amended*

Please Print

Name of Applicant(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number (home): (\_\_\_\_) \_\_\_\_\_

Cottage \_\_\_\_\_

Business \_\_\_\_\_

Name of Authorized agent (must provide this in writing): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number:(\_\_\_\_) \_\_\_\_\_

**Property Information:**

Concession(s) \_\_\_\_\_ Lots(s) \_\_\_\_\_ Plan# \_\_\_\_\_

Property Roll Number: \_\_\_\_\_

Is your land adjacent to this Shore Road Allowance? Yes\_ No\_

**Please Check One:**

Access is by: Private Road \_\_\_\_\_ Public Maintained Road \_\_\_\_\_

Water Access \_\_\_\_\_

Brief reason why you wish to purchase the shore road allowance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I acknowledge that by purchasing the Original Shoreline Road Allowance, it does not permit construction or alteration of any kind of structure, or shoreline improvements on the shoreline allowance or shoreline alterations without obtaining all applicable approvals. The Township of Jocelyn zoning by-law requirements must be complied with.

Applicant(s) signature: \_\_\_\_\_

Dated \_\_\_\_\_ this \_\_\_\_\_ Of \_\_\_\_\_  
Day Month Year

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information gathered will be used for the purpose of processing this application.  
NOTE: All registered owners of the property must sign the Application for Shore Road Allowance Closing.

**D (iv) A letter showing willingness to be responsible for all legal costs and any additional costs to the Township in the processing of the application and by-law.**

I, \_\_\_\_\_, agree that I will be responsible for all legal costs and any additional costs owed to the municipality for the processing of this application.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information gathered will be used for the purpose of processing this application.  
NOTE: All registered owners of the property must sign the Application for Shore Road Allowance Closing.