



The Township of St. Joseph

Application to Purchase Shore Road Allowance

APPLICANT'S GUIDE

Please read these guidelines carefully before submitting your application. These notes are intended to assist applicants and should not be regarded as complete or exhaustive. Reference should be made to the *Municipal Act*, to the St. Joseph Island Official Plan, and the Zoning By-Law of The Township of St. Joseph. In case of uncertainty please direct enquiries to:

Amanda Richardson, Clerk Administrator
The Township of St. Joseph
1669 Arthur Street, PO Box 187
Richards Landing, Ontario
P0R 1J0
Ph: 705-246-2625, ext 202
E-mail: clerkadmin@stjosephtownship.com
Fax: 705-246-3142

1. One copy of the completed application is to be submitted to the Clerk Administrator of The Township of St. Joseph. The application must be signed by the registered owner(s) of the property and must be accompanied by:
 - a. An application fee of \$500.00 made payable to The Township of St. Joseph;
 - b. A deposit in the amount of \$1,000.00 payable to The Township of St. Joseph (see Item 10). All or part of this deposit will be used to cover expenses required to process the application.
 - c. One copy of a detailed sketch (sample attached) showing the applicant's lands and the abutting 66 foot shore road allowance.
 - d. The property boundaries on the Reference Plan should be drawn in straight lines from the ends of the present lot boundaries perpendicular to the shore. As a result of the irregular nature of the shoreline, deviations from straight extensions of existing lot lines may be required, and property boundaries may be determined upon the agreement of the adjoining owner(s) and the municipality.
2. By submitting an application and supporting documentation, the Applicant agrees to assume all expenses, fees and charges in respect to this application and subsequent transactions.
3. If someone other than the property owner is acting on behalf of the owner, a letter of direction signed by the owner must accompany the application.
4. The aforementioned fees do not include the cost of land, which shall be calculated at \$.55 per square foot. Example: the cost of the land for an SRA parcel that measures 100 ft frontage and 66 feet wide will cost \$3,630. HST will be added to the cost of the land.
5. Portions of the Shore Road Allowance may only be sold to the owner(s) of the adjacent uplying property.

6. Ownership of the 66 foot shore road allowance does not permit a property owner to encroach into the 100 foot Shoreline Setback as set out in the Township's zoning by-law.
7. The Clerk Administrator will review the application and detailed sketch to ensure compliance with the Township's Zoning By-law and Official Plan and submit same to Council for preliminary approval to proceed.
8. Applications will not be approved if the requested closure would:
 - a. Result in limiting or closing public access to the shore;
 - b. Have a negative impact on neighbouring property owners;
 - c. Deprive other land owners of the sole vehicular access to their property; or
 - d. Result in conflicts with the Official Plan, Township Zoning By-law, or any regulations or procedures approved by Council.
9. If Council authorizes staff to proceed, the applicant(s) agrees to:
 - a. Provide one electronic and eight (8) paper copies of a written legal description and a full sized draft Reference Plan prepared by an Ontario Land Surveyor acceptable to the Municipality and the Ministry of Natural Resources and Forestry.
 - b. Assume all legal and survey costs associated with this application.
 - c. Agree to a covenant being placed in the deeds to run with the land indicating that the applicant understands and agrees that neither the municipality nor the Provincial Government shall be liable in case of flooding, damage or erosion of the subject land.
10. The \$1,000 deposit, required upon submission of an Application to Purchase, will be used to cover costs incurred by the municipality in the course of the sale process. Any portion of this deposit which is not required to cover the costs of the municipality shall be returned to the applicant upon finalization of the transaction.
11. The Township's solicitor shall act on behalf of the Township for the closure and conveyance, and shall provide the transfer documents and deeds to the applicant upon receipt of all applicable outstanding costs.
12. The application shall expire one year from the application date if no action is taken on the part of the owner to progress. Any unspent portion of the deposit will be returned.
13. Information collected for the purposes of this application process will be made public through the Council Agenda and the applicant's personal information may be published on the Township website.

DECLARATION:

I/WE solemnly declare that, to the best of my/our knowledge and belief, the particulars given in this application and accompanying plans are true and correct. In addition to the application fee payable upon filing this application, and the deposit, I/WE also hereby undertake and agree to assume all fees

or charges incurred by the Township in the processing of this application and transferring the subject lands. A portion of the deposit may be returned to the applicant once the Township's expenses have been covered. The approval of this application shall be subject to the provisions of the *Municipal Act, 2001*, as amended, and The Township of St. Joseph Zoning By-law.

DECLARED BEFORE ME AT THE _____)
_____)
_____ OF _____)
_____) Applicant
_____)
IN THE _____ OF _____)
This _____ day of _____, 20____)
_____) Applicant

COMMISSIONER FOR TAKING AFFIDAVITS

THE TOWNSHIP OF ST. JOSEPH
APPLICATION TO PURCHASE A
PORTION OF SHORE ROAD ALLOWANCE

Name of Applicant: _____

Mailing Address: _____

Daytime Phone: _____ E-mail: _____

Location: A Portion of the Shore Road Allowance lying in front of (current owned parcel):

Lot No _____ Conc/Plan: _____ Dimensions: _____

Frontage: _____ feet / metres Area: _____

Existing Use: _____ Proposed Use: _____

Description of 66 foot Shore Road Allowance (parcel to be purchased):

Frontage: _____ feet / metres Area: _____

Average width: _____ Average depth: _____

Existing Use: _____ Proposed Use: _____

Reasons for application: _____

Each copy of this application must be accompanied by a survey or detailed sketch showing:

- a. Abutting and uplying lands owned by the applicant, showing the boundaries and dimensions thereof;
- b. The portion of the shore road allowance that is the subject of the application, showing the proposed boundaries and dimensions thereof;
- c. The approximate location of all natural and artificial features on the applicant's land and the subject portion of the Shore Road Allowance such as buildings, fences, roads, easements, watercourses, drainage ditches, slopes, swamps, wooded areas, docks, wells, septic systems, etc. Also the location of any of these features on adjacent lands which may affect this application.

Sample attached.

Personal information collected herein and contained on this application will be made available to the public as part of the Sale of Land procedures.

Roll No: 5708 - _____