



The Corporation of the  
City of North Bay  
200 McIntyre St. East  
North Bay, ON P1B 8V6

Planning Department  
Direct Line: (705) 474-0400, ext. 2414  
Toll Free: 1-800-465-1882  
zoning@northbay.ca

**Application for Laneway Closure ☐**  
**Application for Road or Road Allowance Closure ☐**

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Applications for road/lane closures should be filed in duplicate with Planning Services and must be accompanied by a copy of the site plan, as required, showing the portion(s) of the subject road or laneway applied for closure and appropriate fee.

Two (2) copies of the completed application accompanied by a fee of \$1000.00 for a Laneway Closure Application or for a Road or Road Allowance Closure Application are required.

**Please Print and Complete or (✓) Appropriate Boxes**

**Section 1: Applicant Information**

**1.1 Name of Owner(s).**

An owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)		Home Telephone No.
Business Telephone No	Fax No.	Email Address
Address		Postal Code

**1.2 Agent/Applicant – Name of the person who is to be contacted, if different than the owner:**

(This may be a person or a firm acting on behalf of the owner)

Name		
Address		Home Telephone No.
Business Telephone No		Postal Code
Fax No.	Email Address	

**1.3 Communications to be between the Municipality and:**

Owner ☐      Applicant/Agent ☐      All ☐

**Section 2: Description of Road/Lane Applied for Closure (Complete Applicable Boxes in 2.1)**

**2.1 Location:**

In the block bounded by:		/	/
	and		.

**2.2 Legal Description:**

Abutting Lots		to	
Plan No.			

**Section 3: Purpose of Application**

**3.1 Describe why the closure of the road/lane is being requested:**

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**Section 4: Land Use**

**4.1 What is the existing Official Plan designation(s), of the subject land?**

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**4.2 What is the existing Zoning?**

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**Section 5: Other Information**

**5.1 Other information that may be useful to the review of this application? If so, Please explain:**

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### **Section 6: Consent of Abutting Owners:**

Applicants should be aware that the written consent of all abutting property owners is desirable for approval.

The following space provided **must** be signed by all abutting property owners, signifying their consent to the application to close the road/laneway. *(if insufficient space, please attach a separate sheet).*

Should the abutting property owners choose to accept a deed to one half the road/lane width they consent to pay their share of advertising, legal, survey and appraisal costs, where applicable.

An explanation will be required in relation to any abutting property owner who does not consent or chooses not to acquire the one half of the road/laneway abutting their property.

<b>Name(s)</b>		<b>Address</b>	
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**I/we wish to acquire the one half of the road/laneway abutting my/our property: Yes or No? If No, why?**

<b>Name(s)</b>		<b>Address</b>	
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**I/we wish to acquire the one half of the road/laneway abutting my/our property: Yes or No? If No, why?**

<b>Name(s)</b>		<b>Address</b>	
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**I/we wish to acquire the one half of the road/laneway abutting my/our property: Yes or No? If No, why?**

<b>Name(s)</b>		<b>Address</b>	
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**I/we wish to acquire the one half of the road/laneway abutting my/our property: Yes or No? If No, why?**

<b>Name(s)</b>		<b>Address</b>	
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**I/we wish to acquire the one half of the road/laneway abutting my/our property: Yes or No? If No, why?**

## **Section 7: Authorization**

### **7.1 Authorization of Owner for Agent to Make the Application:**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I, \_\_\_\_\_, am the owner of the land that is subject of this application and I authorize \_\_\_\_\_ to make this application on my Behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

### **7.2 Authorization of Owner for Agent to Provide Personal Information:**

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of privacy Act,

I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

### **7.3 Consent of the Owner to the Use and Disclosure of Personal Information:**

Consent of Owner - Complete the consent of the owner concerning personal information set out below:

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

## **Section 8 – Check List**

Applicants check list – Have You Remembered to Attach:

- ☐ 2 copies of the complete application form
- ☐ 2 copies of the required site plan
- ☐ The required fee of \$1000.00 payable to the City of North Bay

## **Section 9: Information for Applicants**

- Application forms are available from Planning Services or online at [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca).
- Applications are acceptable only if:
  - Submitted by the registered owner of the abutting property; and
  - Accompanied by a copy of plan clearly showing the boundaries of the subject road/laneway applied for closure.

### **7.1 For the Purposes of this Application:**

- An “**Abutting Owner**” means anyone whose land fronts on the portion of the road or lane intended to be closed.
- An “**Affected Owner**” means anyone who has access to their property by the road/ laneways contained in that particular city block.
- **Advertising, Survey and Legal Fees:**  
The signing of this form by the applicant signifies to the municipality that the applicant and abutting owners intending to acquire the one half (1/2) of the road/lane contiguous to their property are willing to pay their share of the advertising, legal and survey costs associated with the transfer of lands, **and also** to accept a deed to one-half (1/2) of the road/lane width abutting the respective properties. **These fees are in addition to** any consideration which Council deems fair and equitable. Road allowances are sold based on appraised market value.
- **Approval Period Limit:**  
Approved closure applications shall be processed (*i.e. lands transferred to applicants and abutting owners*) within twelve (12) months from the date of Council approval.

### **7.2 Procedural Stages**

- 1) Application submitted to Council.
- 2) Application referred to Planning Services for report.
- 3) Application circulated to abutting and affected property owners and utilities.
- 4) Report from Senior Planner, Current Operations with recommendation to the Chief Administrative Officer.
- 5) Council resolution re approval or denial of road/lane closure application.
- 6) Notice of Council’s decision to applicant, along with any conditions. (i.e. Provision of easements, etc.)
- 7) The by-law is prepared and given first reading.
- 8) City directs Appraiser to establish value of land in case of road closure.
- 9) Applicant pays advertising costs and by-law is advertised and given second and third readings.

- 10) Applicant engages solicitor and surveyor to obtain Judge's order and prepare any transfers required.
- 11) If the Application is for a Laneway Closure, the Applicant's Solicitor must prepare the transfer and consolidation of Parcels for registration.

**7.3 For More Information Please Contact the Planning Services Department:**

(705) 474-0400 x.2409

5<sup>th</sup> Floor City Hall  
200 McIntyre Street East  
North Bay, Ontario Canada P1B 8V6

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