

## APPLICANT SHORE ROAD CHECKLIST

- Application submitted \_\_\_\_\_ (date)
- Provide the following to the Municipal Office to begin application process:
  - \$500 Administration Fee + \$65 HST = \$565 payable to Municipality of Hastings Highlands
  - Consent (Schedule “C”) of neighbour 1
  - Consent (Schedule “C”) of neighbour 2
  - Sketch with neighbour 1 signature
  - Sketch with neighbour 2 signature
- Application goes to Council meeting for tentative approval to purchase shore road allowance
- Applicants receive letter with Resolution of Council giving tentative approval
  - Includes Acknowledgment to pay legal fees
  - Includes Checklist
  - Requires Preliminary Reference Plan, neighbours must sign again
  - Requires copy of Deed to property
  - Requires cheque payable to Lorne C. Plater Professional Corporation in the amount of \$1,000 being a deposit on account of his legal fees, disbursements and advertising
- Provide the following to Municipal Office after tentative approval has been given:
  - Preliminary reference plan with neighbour 1 consent on property line
  - Preliminary reference plan with neighbour 2 consent on property line
  - Surveyor’s Report (if available)
  - Acknowledgment to pay fees executed by applicant
  - \$1,000 cheque payable to Lorne C. Plater Professional Corporation on account of his legal fees and disbursements (No HST)
  - Deed to property
- Council gives final approval of Preliminary Reference Plan
- Applicant advises Surveyor to register Reference Plan
- Registered Reference Plan to Municipal Office (paper copy and electronic PDF copy)
- Municipal Office sends Reference Plan, deposit cheque, Deed and Acknowledgment to solicitor
- Municipal Solicitor prepares Notices, By-Law and Municipal staff post Notices
- By-Law included in agenda for Council meeting
- By-Law passed
- By-Law to Municipal Solicitor for circulation/registration
- Municipal Office receives documentation from solicitor to register By-Law and Transfer
- Lawyer registers by-law on title
- Receive letter from solicitor’s office enclosing accounting and requesting applicants to sign deed, have ID verified and provide balance of monies owing
- Receive registered Transfer of closed shore road allowance and balance due on closing from lawyer
- Transaction is complete and documents are filed in Applicant’s tax roll file