



## **Municipality of Hastings Highlands**

### **Policies and Procedures for the Sale of Original Shore Road Allowance (OSRA) and Original Road Allowance (ORA) Bylaw No. 2018-127 (as amended)**

**Office Consolidation: May 2024**  
(contains amendments up to May 6, 2024)

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How to Read this Bylaw: Amendments to Bylaw 2018-127 will be ***bold and italicized*** with "\*" at both the end and beginning of the amended wording and will include the Bylaw No. that amended that wording.

Official versions of all By-laws can be obtained from the Clerk's Office by calling 613-338-2811.



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**Amendments to Bylaw 2018-127  
(as of July 22, 2022)**

<b>Bylaw No.</b>	<b>Date</b>
2022-053	July 20, 2022
2024-032	May 1, 2024



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**THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS**

**BYLAW 2018 - 127**

**BEING A BYLAW TO FORMALLY ADOPT POLICIES AND PROCEDURES FOR THE SALE OF ORIGINAL SHORE ROAD ALLOWANCES AND ORIGINAL ROAD ALLOWANCES WITHIN THE MUNICIPALITY OF HASTINGS HIGHLANDS.**

**WHEREAS** the *Municipal Act, 2001* is the governing legislation that requires a municipality to adopt and maintain policies with respect to its sale and other disposition of land.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF HASTINGS HIGHLANDS ENACTS AS FOLLOWS;**

1. That this policy will provide guidance to both Council and Staff and provide a basis for decision-making relating to the closure and conveyance of Original Shore Road Allowances (OSRA) and Original Road Allowances (ORA) within the Municipality of Hastings Highlands.
2. That the Policies and Procedures for the Sale of Original Shore Road Allowances and Original Road Allowances within the Municipality of Hastings Highlands attached hereto as Schedule A forms part of this bylaw.
3. That Council hereby authorizes the Policies and Procedures for the Sale of Original Shore Road Allowances and Original Road Allowances within the Municipality of Hastings Highlands to be implemented and enforced effective as of the 21<sup>st</sup> day of November, 2018.
4. That all former bylaws to establish procedures for the closure and sale of shore road allowance land, including Bylaw 2017-012 are hereby repealed.

ENACTED AND PASSED IN COUNCIL this 21<sup>st</sup> day of November, 2018.

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Vivian Bloom, Mayor

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Pat Pilgrim, CAO/Clerk



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SCHEDULE A TO BYLAW 2018-127

Municipality of Hastings Highlands- Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Planning			<b>POLICY #:</b>
<b>POLICY:</b> Original Shore Road Allowance and Original Road Allowance Closure and Sale			
<b>DATE:</b> Nov, 2018	<b>REV. DATE:</b> <i>May 1, 2024</i>	<b>COVERAGE:</b> Municipality of Hastings Highlands	<b>PAGE #:</b>

**PURPOSE:**

To provide a procedure for the closure and conveyance of Original Shore Road Allowances (OSRA) and Original Road Allowances (ORA) within the Municipality of Hastings Highlands.

**POLICY STATEMENT:**

The Municipality of Hastings Highlands will consider application for the closure and conveyance of certain types of roads within the Municipality to abutting owners. All closures are at the discretion of the Municipality of Hastings Highlands.

**GENERAL PROVISIONS:**

1. The ***role and responsibilities of the*** Municipal solicitor ***is to*** act on behalf of the Municipality ***for legal services*** in the closure and conveyance of all OSRA and ORA. ***(amended by Bylaw 2022-053)\****
  - 1.1 ***The role and responsibilities of the Municipal Planner is to act on behalf of the Municipality to administer the Bylaw including the review of applications, providing minor approvals, preparing Public Notice, preparing and presenting Reports to Council, and for corresponding with and receiving confirmation of necessary documentation from the Municipal solicitor, solicitor for the Applicant, and from the Applicant.***
    - a. ***In the event that the Municipal Planner is not able to carry out the role and responsibilities in Section 1.1, the Chief Administrative Officer shall, at their discretion, determine an employee or representative to act on behalf of the Municipal Planner as a designate. (amended by Bylaw 2022-053)\****
2. The Applicant is responsible for preparing the Application and submitting the required documentation, paying all administrative, legal, surveying, advertising



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and land acquisition costs involved in the OSRA/ORR closing. In the event that an applicant fails to pay the costs incurred within six (6) months of Council passing the applicable bylaw, all outstanding costs will be added to the tax roll and collected, in the same manner as taxes pursuant to Section 398 of the *Municipal Act*, c. 25, S.O. 2001, as amended.

3. The required bylaw to approve the closure and conveyance of OSRA/ORR will not be passed until the current realty taxes on the applicant's property are paid and the account is up to date.
4. The land acquisition costs are calculated on the inner limit of the shoreline for an OSRA or on the length of the ORR at the cost per foot established by the Municipal Fees bylaw from time to time.
5. Applications will be considered terminated if inactive for a period of two (2) years.

#### **ORIGINAL SHORE ROAD ALLOWANCE (OSRA)**

6. Applicants must own property directly abutting the OSRA. The Municipality will only convey to the adjacent land owner the portion of the OSRA above the controlled or normal high water mark. Flooded land will not be sold. The portion of land between the OSRA and the property owner's lot that is owned by the Crown (Ministry of Natural Resources and Forestry), if any, must be purchased through the Ministry of Natural Resources and Forestry prior to proceeding with the Municipal OSRA purchase. The existence of Crown land may be documented in a previous Survey of the land or will become evident at the time the Reference Plan is prepared.
7. Applications will not be approved if it is deemed:
  - a. To have a negative impact on neighbouring owners of land; or
  - b. Other land owners may be deprived of the sole vehicular access to their property; or
  - c. Closure will result in conflicts with municipal bylaw regulations or procedures or County of Hastings Official Plan.
8. Generally the portion of OSRA to be closed and conveyed will be determined by straight lot lines extensions. As a result of the irregular nature of the shoreline, deviations from straight extension of existing lot lines may be considered and may be required by the Municipality in these cases.
9. The application shall be to close and purchase the OSRA along the entire frontage of the applicant's property. Applications for closure of portions other than the entire OSRA will only be considered at the discretion of Council and are subject to the following criteria:
  - a. Owners are required to have an excess of 1,000 feet of shoreline frontage;
  - b. 500 feet is the minimum partial closure; and
  - c. The 500 foot portion of OSRA consists of a continuous non-interrupted measurement.



10. ***\*Where there is a forced (travelled) road running through the applicant's property, the Municipality reserves the right to require an exchange of the OSRA/ORA and the Municipality shall waive the land acquisition cost, however the applicant shall be responsible for administrative, legal, surveying and advertising costs involved in the OSRA closing and the transfer of the forced (travelled) road portion to the Municipality. (amended by Bylaw 2022-053)\****

#### **ORIGINAL ROAD ALLOWANCE (ORA)**

11. The Municipality may close and convey ORA when all of the following criteria is met:
- a. A comparable or better parcel of land located in the vicinity is provided in exchange, if required by Council, and
  - b. Other land owners will not be deprived of the sole vehicular access to their property; and
  - c. Applicants must own property directly abutting the ORA; and
  - d. The adjoining owners that are not the applicants shall consent to the closure and sale of the ORA ***\*unless an exemption under Section 16 is deemed appropriate (added by Bylaw 2024-032)\****;
  - e. The closure will not conflict with Municipal policies, bylaws or procedures or County of Hastings Official Plan; and
  - f. The ORA does not lead to or abuts a water body ***\*unless an exemption under Section 19 is deemed appropriate. (amended by Bylaw 2022-053)\****

#### **PROCEDURE:**

12. The non-refundable application fee shall include:
- a. Review of the application and creation of new file;
  - b. Correspondence with applicant regarding application;
  - c. Preparation of Report to Council for tentative approval\*, ***if required (amended by Bylaw 2022-053)\****;
  - d. Correspondence with applicant advising of tentative approval and next steps;
    - i. ***\*Advise neighbouring property owners of tentative approval (added by Bylaw 2022-053)\****
  - e. Review of Preliminary Reference Plan and title documents of applicant;
  - f. ***\*(deleted by Bylaw 2022-053)\****;
  - g. Correspondence with applicant advising to instruct Surveyor to register Reference Plan;
  - h. Providing Municipal solicitor with documentation and instructions to prepare Notice and Bylaw to declare property surplus;



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- i. Preparation of Report to Council ***\*for the Bylaw to close and convey (amended by Bylaw 2022-053)\****;
  - j. Presentation of Bylaw to Council and Public Meeting;
  - k. Confirmation that taxes are paid up to date;
  - l. Providing Municipal solicitor with certified copies of Bylaw;
  - m. Receiving documentation from Municipal solicitor to register Bylaw and transfer property
  - n. Receiving land acquisition funds and reporting letter enclosing registered documents from Municipal Solicitor and closing file.
13. **Application To Close And Convey Original Shore Road Allowance/Original Road Allowance (OSRA/ORA) *\*(Attachment A)\**** shall be submitted to the Municipality accompanied by the following ***(added by Bylaw 2022-053)\****:
- a. Application fee, as per the current Municipal User Fees Bylaw;
  - b. Detailed sketch or site plan of the applicant's property clearly indicating with reasonable accuracy the following:
    - i. The location of the OSRA/ORA;
    - ii. Lot lines and dimensions;
    - iii. The location and measurements of all existing buildings/structures (including docks, boathouses, accessory buildings and septic system) on the applicant's property;
    - iv. The location and measurements of all existing structures on the Municipality's property;
    - v. The distance from the structures to the abutting lot lines and from the shoreline; ***\*and (amended by Bylaw 2022-053)\****
    - vi. Vegetation, driveways and paths.
  - c. For the closing of an OSRA, approval of the abutting property owners concerning the location of the extension of the side lot line is required in the following manner:
    - i. Signed and witnessed **Consent of Abutting Land Owner and Lot Line Extension Authorization** form ***\*(Attachment B) (amended by Bylaw 2022-053)\****; and
    - ii. A Sketch or survey signed by all abutting owners (neighbours) which clearly shows the applicant's property and the abutting properties and the proposed extension of the boundary lines from the inner limit of the shore line of the applicant's property to the high water mark.
    - iii. Should an abutting property owner be unable or unwilling to consent to the proposed boundary line, Section 16 shall apply.
    - iv. Should an abutting property owner's shore road allowance be closed and conveyed, the abutting property owner's consent is not required, however Section 21 e. shall apply.
  - d. For the closing of an ORA, approval from the abutting property owner is required in the following manner:



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- i. Signed and witnessed **Letter of Agreement** to the closure and transfer of the ORA.
  - ii. A Sketch or survey signed by the owners abutting the ORA which clearly shows the applicant's property and the abutting property and the proposed extension of the boundary lines across the ORA.
  - iii. ***\*Should adjoining owners that are not applicants be unable or unwilling to consent to the proposed closure and conveyance of the ORA, Section 16 shall apply. (added by Bylaw 2024-032)\****
14. The applicant shall clearly mark on the ground the boundary lines as agreed to with their neighbours on either side of the applicant's property and shall plant pickets at least two feet (2') high marked with red paint or with a survey ribbon as follows:
  - a. For the closing of an OSRA, beside the corner of the applicant's property nearest the water and another marking the inner limit of the OSRA or
  - b. For the closing of an ORA on both sides of the ORA to be closed and conveyed.This will clearly mark the extension of the boundary lines that have been agreed to and will enable the surveyor to prepare an accurate Reference Plan.
15. The Municipality will not become involved in any boundary line disputes between abutting owners.
16. Notwithstanding Section 15, in the event of a disagreement between abutting property owners over the location of the boundary line extension or should abutting property owner(s) be unable or unwilling to consent to the proposed boundary line extension, the Council of the Municipality may
  - a. Close and convey from the property corners of the applicant's land a straight line production of the side boundaries through the shore road allowance without the written consent or approval of either one or both of the applicant's neighbours;  
OR
  - b. The Council of the Municipality of Hastings Highlands may, at its sole discretion, close and convey to the applicant the portion of the shore road allowance abutting the applicant's land as deemed advisable in the interest of good planning.
  - c. ***\*The Council of the Municipality of Hastings Highlands may, at its sole discretion, close and convey to the applicant or applicants the portion of the ORA to access the applicant's land as deemed advisable in the interest of good planning, including the status and use of the ORA, the proposed length to be closed and conveyed, the reason for adjoining owners being unable or unwilling to consent to the proposed closure and conveyance (if any given), alternatives have been considered, and in accordance with the criteria of Section 11 of this Bylaw, excluding Section 11 d. of this Bylaw. (added by Bylaw 2024-032)\****





17. A field inspection of the abutting property and road allowance will be conducted if deemed necessary by Municipal staff or Council.
18. ***\*The application shall be reviewed to determine any obvious obstacles affecting the normal procedure of sale. The Municipal Planner, or designate, is delegated authority to give tentative approval to proceed with the completion of the sale within a time limit of two (2) years. If warranted, a written request to the Municipal Planner, or designate, for extension may be considered by the Municipal Planner, or designate. Otherwise, the application will be deemed expired after two (2) years.***
  - a. ***Notwithstanding Section 18 above, Council shall retain all powers and authority for granting tentative approval to proceed with the completion of the sale, where:***
    - i. ***The Municipal Planner, or designate, at their discretion refers the matter to Council; or***
    - ii. ***The applicant requests in writing that the matter be referred to Council. (amended by Bylaw 2022-053)\****
19. ***\*ORA leading to water shall not be closed unless an exemption is granted where an alternate, suitable and sufficient access, with the same or better water frontage is demonstrated elsewhere by the Applicant(s) to the satisfaction of the Municipality in order that public access is maintained to the shoreline.***
  - a. ***The Municipal Planner, or designate, will deem whether an exemption is permitted to close and convey an ORA that leads to water.***
  - b. ***Notwithstanding Section 19 a. above, Council shall retain all powers and authority to deem an exemption under Section 19, where:***
    - i. ***The Municipal Planner, or designate, at their discretion refers the matter to Council; or***
    - ii. ***The applicant requests in writing that the matter be referred to Council. (amended by Bylaw 2022-053)\****
20. If a building or buildings are located on ORA or OSRA, Council may, in its discretion, close and sell only a portion of the road allowance being a three metre (3m) envelope around the building or buildings.
21. Once tentative approval is granted, the Municipality will provide a letter notifying the applicant to provide the Municipality with the following:
  - a. Certified cheque payable to the Municipal solicitor, in trust, in the amount of \$1,000.00 or other amount as directed by staff or Council. This amount is a deposit for legal fees, disbursements and advertising costs and shall be deemed as authorization to proceed with the transfer of the ORA or OSRA.
  - b. Copy of the Transfer (deed) to their property abutting the OSRA or ORA



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- c. Preliminary Reference Plan prepared by an Ontario Land Surveyor familiar with OSRA/ORR closings of the subject road allowance showing
    - i. all structures on the applicant's property
    - ii. all encroachments on the road allowance.
  - d. Prior to depositing the Reference Plan at the Registry Office, the applicant shall obtain the signature of the abutting owners endorsed on a true copy of the Preliminary Reference Plan to acknowledge the boundaries established by the Reference Plan ***\*, unless an exemption under Section 16 is granted (added by Bylaw 2024-032)\****. The signatures of abutting property owner of shore road allowance that has been closed and conveyed is not required on the Preliminary Reference Plan as that boundary has already been legally established.
  - e. The Municipality shall send Notice to the owners of the properties abutting the applicant's property on either side, informing them of the application and notifying them that they have 30 days in which to submit any objection in writing to the Municipality.
22. A copy of the Preliminary Reference Plan approved by the abutting owners shall be delivered to the Municipality for approval by ***\*the Municipal Planner, or designate (amended by Bylaw 2022-053)\*\*\*, unless an exemption under Section 16 is granted (added by Bylaw 2024-032)\****.
23. The ***\*Municipal Planner, or designate,\**** will notify the applicant when the Preliminary Reference Plan ***\*is satisfactory\**** and will advise the applicant to have the surveyor register the Reference Plan. ***(amended by Bylaw 2022-053)\****
24. The applicant will provide four (4) paper copies and one PDF format copy of the registered Reference Plan and Surveyor's Report to the Municipality.
25. The Municipality will forward to the Municipal solicitor the following documents received from the applicant:
- a. Reference Plan and Surveyor's Report;
  - b. Transfer (deed) to applicant's property; and
  - c. Certified cheque payable to Municipal Solicitor in the amount of \$1,000.00.
26. The Municipality will ***\*(amended by Bylaw 2022-053)\****:
- a. Prepare the Public Notice;
  - b. ***\*Ensure the Public Notice is posted at least 30 days prior to the Public Meeting on the Municipal website and in at least one (1) location that is clearly visible and legible from a public highway or other place to which the public has access near the subject property or, where posting on the property is impractical, at a nearby location chosen by the Municipal Planner or designate (amended by Bylaw 2022-053)\****;
  - c. Publish the Notice in The Bancroft Times and The Valley Gazette at least 30 days prior to the Public Meeting to declare the lands surplus;



- d. ***\*Instruct the Municipal Solicitor to prepare the Bylaw, affidavits and exhibits and submit the Bylaw, affidavits and exhibits to the Municipality (amended by Bylaw 2022-053)\*;***
  - e. ***\*(deleted by Bylaw 2022-053)\*.***
27. At the scheduled Public Meeting Council is required to give consideration to written comments that may be provided to the Clerk of the Municipality and all other public input. The resolution declaring the land surplus and the bylaw are then passed concurrently in that order by the Council at the scheduled Public Meeting.
28. The Municipality will forward the resolution and executed bylaw to the Municipal solicitor for preparation of the necessary documents for registration.
29. ***\*The Municipal solicitor will then:***
- a. ***Perform a subsearch of title to confirm that the applicant is the owner of the property abutting the OSRA or ORA***
  - b. ***Prepare all documentation required to transfer the OSRA or ORA;***
  - c. ***Provide the Municipality with all documentation required to be executed by the Mayor and the Municipal Clerk to complete the closure and transfer; and***
  - d. ***Within six (6) months of the date of the Public Meeting and passing of the bylaw the Municipal solicitor shall register the Bylaw to close and convey the OSRA/ORA and prepare the Transfer to complete the sale of the OSRA/ORA on behalf of the Municipality and obtain the land acquisition fees from the Applicant's Solicitor. The Transfer will be released to the Applicant's Solicitor upon their Undertaking to prepare and attend to the registration of an Application to Consolidate the Applicant's existing holdings with the newly acquired OSRA/ORA together with a copy of the newly consolidated PIN page as soon as the same is available. The Applicant will be responsible for their own solicitor's fees and disbursements as well as those of the Municipal solicitor. The Municipal Solicitor will provide the Municipality with a final Report and the sales proceeds (amended by Bylaw 2022-053)\*.***

#### **ADMINISTRATION:**

- 30. Funds from the sale of OSRA/ORA shall be transferred to a reserve annually.
- 31. Staff and the Municipal solicitor who are responsible for processing applications for the closing and conveying of OSRA and ORA shall follow this policy.
- 32. This policy shall come into force and take effect under bylaw 2018-127 on the 21<sup>st</sup> day of November, 2018 ***\*and, as amended (amended by Bylaws 2022-053 and 2024-032)\*.***
- 33. Attachments:



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- a. Attachment A – Application to Close and Convey Original Shore Road Allowance/Original Road Allowance (OSRA/ORR)
- b. Attachment B – Consent of Abutting Land Owner and Lot Line Extension Authorization (Original Shore Road Allowance)
- c. Attachment C – Letter of Agreement (Original Road Allowance).



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ATTACHMENT A

**APPLICATION TO CLOSE AND CONVEY ORIGINAL SHORE ROAD ALLOWANCE/ORIGINAL ROAD ALLOWANCE (OSRA/ORR)**

Applicant Name(s)

Applicant Mailing Address

Applicant Telephone Numbers

Applicant email

Property Legal Description  
and Civic Address

Roll number 12 90 - - -

Lot(s)	Concession	Geographic Township of
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1. I/We am/are the registered owner(s) of the lands described above and hereby apply to have the Original Shore Road Allowance (OSRA) / Original Road Allowance (ORA) abutting said property closed and conveyed to me/us.
2. I/We hereby confirm that I/we have read the contents of the Municipality of Hastings Highlands Original Shore Road Allowance and Original Road Allowance Closure and Sale policy and agree to abide by this policy.
3. I/We acknowledge that I/we will be responsible for paying all legal, surveying, advertising and administrative costs involved in the OSRA/ORR closing and will be obliged to pay to the Municipality the land acquisition costs as per the current User Fee bylaw for the property and that should I/we fail to pay the costs incurred within six (6) months of Council passing the applicable bylaw, all outstanding costs will be added to my/our tax roll and collected, in the same manner as taxes pursuant to Section 398 of the *Municipal Act*, c. 25, A. O. 2001, as amended.
4. I/We confirm that there is no foot or vehicular traffic that passes through the road allowance to be closed and that access to no other property will be denied by virtue of the said road closing.
5. I/We confirm that there are no easements, verbal or written, registered or unregistered that apply to the said OSRA/ORR to be closed and that there are no utility services such as hydro, telephone, etc. that run through the said OSRA/ORR to be closed.



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6. I/We confirm that if any utility plant is found to be on the road allowance, the Municipal solicitor must take the necessary steps to ensure that an easement is granted to the appropriate authority.
7. I/We confirm that the abutting property owners consent to this application.
8. I/We acknowledge that any approval that may be given to this application by the Municipality of Hastings Highlands is subject to all other approvals being obtained for all other statutory bodies, failing which this application cannot be approved.
9. I/We authorize Municipal Staff to enter onto the subject property to conduct a site visit in accordance with the processing of this application.
10. We confirm that the property tax account is paid up to date.

Submitted with this **Application to Close and Convey Original Shore Road Allowance/Original Road Allowance** are the following:

- Required Application Fee (as per the current User Fee Bylaw)
  - Sketch of subject lands showing:
    - lot lines and dimensions;
    - location of all buildings/structures, including docks, boathouses, pump houses, accessory buildings wells, septic system, vegetation, driveway, paths, stairs, hydro poles, etc.
    - location of the OSRA/ORAs;
    - distance from the structures to all property lines including OSRA/ORAs;
    - include the location and measurements of all existing structures on the OSRA/ORAs;
    - Side lot line extensions across the OSRA/ORAs.
  - **Consent of Abutting Owners and Lot Line Extension Authorization** from the abutting property owners for **Original Shore Road Allowance (OSRA)** closure
- OR**
- **Letter of Agreement** from the abutting property owner for **Original Road Allowance (ORA)** closures.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information in this application will be used for the purpose of processing this application. **NOTE: This application will become a public record in the Report to Council for tentative approval which is published in the Council Agenda.***



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*Questions regarding this application should be directed to the Building/Planning Clerk,  
Municipality of Hastings Highlands, Box 130, Maynooth, Ontario, K0L 2S0 (613) 338-  
2811 X 222*



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**ATTACHMENT B  
APPLICATION TO CLOSE AND CONVEY ORIGINAL SHORE ROAD ALLOWANCE  
CONSENT OF ABUTTING OWNERS AND LOT LINE EXTENSION AUTHORIZATION**

The Applicant, \_\_\_\_\_ is the Owner of  
Part of Lot(s) \_\_\_\_\_, Concession / Plan \_\_\_\_\_,  
in the Geographic Township of \_\_\_\_\_, in the Municipality of  
Hastings Highlands, on \_\_\_\_\_ (name of lake or river)

Address of Applicant's land: \_\_\_\_\_

I/We, \_\_\_\_\_

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

Owner(s) of the abutting lands, being Part of Lot(s) \_\_\_\_\_, Concession/Plan \_\_\_\_\_,  
in the Geographic Township of \_\_\_\_\_, in the Municipality  
of Hastings Highlands, Address of abutting lands: \_\_\_\_\_

do hereby consent to the applicant purchasing that portion of the Original Shore Road Allowance lying adjacent to his/her/their property.

I/We have reviewed and signed a sketch or survey presented by the applicant which clearly shows the applicant's property and my/our property and hereby agree to the proposed lot line extension as shown on the sketch or survey attached hereto.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting property owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting property owner





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**ATTACHMENT C  
APPLICATION FOR CLOSING ORIGINAL ROAD ALLOWANCE  
LETTER OF AGREEMENT**

The Applicant, \_\_\_\_\_ is the Owner of  
Part of Lot(s) \_\_\_\_\_, Concession / Plan \_\_\_\_\_,  
in the Geographic Township of \_\_\_\_\_, in the Municipality of  
Hastings Highlands,

Address of Applicant's land: \_\_\_\_\_

I/We, \_\_\_\_\_

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

Owner(s) of the abutting lands, being Part of Lot(s) \_\_\_\_\_, Concession/Plan \_\_\_\_\_,  
in the Geographic Township of \_\_\_\_\_, in the Municipality  
of Hastings Highlands, Address of abutting lands: \_\_\_\_\_

do hereby consent to the applicant purchasing that portion of the Original Road Allowance (ORA) lying adjacent to his/her/their property. I/we do not require the ORA for access to my/our property nor do I/we desire to purchase one-half (1/2) of the ORA. I/We have reviewed and signed a sketch or survey presented by the applicant which clearly shows the applicant's property and my/our property and hereby agree to the proposed lot line extension as shown on the sketch or survey attached hereto.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting property owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Abutting property owner