



For Office Use Only

Consultation Fee + HST Enclosed: \$1145.00 Yes No
(To be applied to Total Application Fee: \$5048.65)

Date Application Received:

CITY OF HAMILTON APPLICATION FOR PERMANENT PUBLIC HIGHWAY CLOSURE

The following items must be submitted with your application:

- A clear drawing or sketch showing the extent of the closure requested
- Application Fee payable with application in accordance with the City of Hamilton's User Fees & Charges By-law

APPLICANT INFORMATION

Legal Name of Applicant:

Mailing Address:

Primary Phone:

Email Address:

Date of Application:

AGENT INFORMATION (IF APPLICABLE)

Agent's Name:

Mailing Address:

Primary Phone:

Email Address:

PROPERTY INFORMATION

Type of Road Closure: Alleyway Road Allowance Other (please specify):

Description of Parcel:

Purpose of Application:

ACKNOWLEDGEMENT

I agree and acknowledge that the information contained in this application and any documentation, including agreements, reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, I hereby consent to the City of Hamilton making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Signature of Applicant/Agent:

Dated:

Signature of Applicant/Agent:

Dated:

PAYMENT

PAYMENT OPTION: VISA or MASTERCARD

Upon receipt of application staff will contact you to process payment

Please submit your completed application along with all necessary attachments to the following:

By Email: highwayclosures@hamilton.ca

This form can be signed and submitted electronically when opened in Adobe Acrobat.
Click SEND FORM to automatically compose a new email with this form attached

If you have any questions or require any assistance in completing this application please contact our department by phone at 905-546-2424 ex. 5803 or by email to highwayclosures@hamilton.ca.

IMPORTANT INFORMATION FOR ALL APPLICANTS

Payment of the Formal Consultation Fee of \$1145.00 (tax included) is payable to the City of Hamilton upon of the application. This fee is necessary to cover the administrative cost of researching the history of the road, alley or walkway, is necessary for determining the extent of public and private utilities that may have been constructed and notifying area property owners who may be affected by the proposed closure.

The application will be processed by Public Works staff. Public Works can advise as to the progress of the application, any difficulties or additional expenses that may be involved and the anticipated date of it being considered by the appropriate Committee and Council. Should City staff determine that the application should move forward the initial \$1145.00 fee will be applied to the total fee of \$5048.65 (tax included). The residual amount of the total fee will be requested from you once Public Works is prepared to make the appropriate recommendation. You will be notified of this via email. All road allowances and alleyways must be permanently closed and sold by By-law under the Municipal Act, 2001. Most public unassumed alleyways must first be closed by Judge's Order, following Council approval.

Road allowances and alleyways are typically only sold to abutting property owners as these lands are generally insufficient to form a buildable lot. All City-owned lands are sold at market value.

Applicants should be fully aware that a successful application to close any road, alley or walkway may result in additional costs to the applicant. Additional costs may include the following:

1. Any required Environmental Assessments if applicable
2. Purchase price of the lands to be conveyed in accordance with the City of Hamilton Sale of Land Policy By-Law 04-299.
3. Survey Costs - The applicant must engage an Ontario Land Surveyor to prepare a Reference Plan and deposit it in the Land Registry Office. The plan must clearly define the extent of the road, alley or walkway to be closed and the manner in which it will be divided between the abutting owners. This Reference Plan must be forwarded to the Corridor Management Department for pre-approval via email to highwayclosures@hamilton.ca.
4. Real Estate Fees - Owners will be contacted by the City of Hamilton, Real Estate Division, with respect to the value placed on the lands and from this point on it becomes a regular real estate transaction, for which the owners will require the services of a solicitor and pay any additional fees to the Real Estate Division for their services.
5. Utility Costs - The applicant must satisfy the requirements of any utility company or the City of Hamilton regarding the disposition of any existing service.
6. Legal Fees - If an alley is to be closed by Judge's Order the applicant must engage a solicitor to prepare the documentation and complete the process. This documentation must be complete and is subject to the approval of the City Solicitor.