



**For Office Use Only**

Consultation Fee + HST Enclosed: \$1,283.00 Yes No

(To be applied to the Total Application Fee: \$5,657.15)

Date Application Received: \_\_\_\_\_

# CITY OF HAMILTON

## APPLICATION FOR PERMANENT PUBLIC HIGHWAY CLOSURE

PUBLIC WORKS | ENGINEERING SERVICES | GEOMATICS & CORRIDOR MANAGEMENT

The following application items must be submitted along with your **fully** completed application form:

- ✓ A clear drawing or plan showing/highlighting the extent of the closure area being requested
- ✓ Initial Consultation Fee payable with the application, in accordance with the City of Hamilton’s User Fees & Charges By-law

OWNER/APPLICANT INFORMATION			
<b>Legal Name of Property Owner:</b> <i>(as indicated on Title)</i>			
<b>Property Address:</b> <i>(address abutting the Subject Lands)</i>			
<b>Mailing Address for Service:</b> <i>(if different from Property Address)</i>			
<b>Primary Phone:</b>		<b>Alternate Phone:</b>	
<b>Email Address:</b>		<b>Application Date:</b>	
AGENT INFORMATION <i>(if applying on behalf of the Property Owner)</i>			
<b>Agent’s Name:</b>			
<b>Mailing Address:</b>			
<b>Primary Phone:</b>		<b>Email Address:</b>	
PROPERTY INFORMATION			
<b>Type of Road Closure:</b>	<input type="checkbox"/> Alleyway <input type="checkbox"/> Road Allowance <input type="checkbox"/> Other <i>(please specify):</i>		
<b>Description of Parcel:</b>			

**Detailed Purpose of Closure Application:**  
*(include any additional drawings or backup to support your 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 as 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 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 via email to process payment.

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

[HighwayClosures@hamilton.ca](mailto: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.

SEND FORM

ERASE FORM

**If you have any questions or require any assistance in completing this application, please contact our office by email to [HighwayClosures@hamilton.ca](mailto:HighwayClosures@hamilton.ca).**

## IMPORTANT INFORMATION FOR ALL APPLICANTS

Payment of the Formal Consultation Fee of **\$1,283.00** (tax included) is payable to the City of Hamilton upon receipt of the application. This fee is necessary to cover the administrative cost of researching the history of the road, alleyway, or walkway, preparing the internal circulation to all required City departments, divisions, and public utilities for review of the application, for determining the extent of public and private utilities that may have been constructed, and preparing the external circulation to notify area property owners who may be affected by the proposed closure. A summary of all comments received, including an estimated purchase valuation provided by the City's Corporate Real Estate Office, will be provided to the applicant for review and consideration. If there are no objections received or objections received that can be resolved, and the applicant confirms that they would like to proceed with the application, the Formal Consultation Fee is non-refundable.

The application will be processed by Public Works staff. Public Works staff will provide updates throughout the process to advise on the progress of the application, any difficulties or additional expenses that may be involved, and the anticipated date of the closure being considered by the appropriate Committee and Council. Should City staff determine that the application should move forward, the initial fee of \$1,283.00 will be applied to the Total Application Fee of **\$5,657.15** (tax included). The residual amount of the total fee will be requested from the applicant once Public Works is prepared to make the appropriate recommendation via a report to Committee and Council. The applicant will be notified of these meeting dates 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 fair market value.

Applicants should be fully aware that a successful application to close any road, alleyway, 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, alleyway, 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 Section for pre-approval via email to [HighwayClosures@hamilton.ca](mailto:HighwayClosures@hamilton.ca).
4. Real Estate Fees: Owners will be contacted by the City of Hamilton, Corporate Real Estate Office, 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 Corporate Real Estate Office 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 alleyway 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.