



## PROCEDURAL GUIDE

### ROAD WIDENING DEDICATIONS TO THE CITY OF HAMILTON

1. The Applicant should immediately provide copies of this Procedural Guide to their lawyer in order to ensure that the road widening dedication is completed by the Applicant by the time limit/deadline date. Where a new plan of survey is required, the Applicant should therefore allow at least three months lead time for their land surveyor to prepare and submit their draft Reference Plan for approval.

Where a road widening to the City is not completed by the required time limit, the Applicant will have to submit a new Application and will incur an additional Application fee.

2. Correspondence regarding the Reference Plan approval shall be addressed to the City's **Geomatics Section** by the Applicant's lawyer or by its surveyor. They are required to refer to the City's "Application Number" in all their correspondence. This Procedural Guide outlines the steps to carry out the road widening plan approval with the Geomatics Section. All draft e-reg transfers will be approved by the City's Legal Services Department, who will sign for completeness and release for the City Transferee in all land Transfers to the City.

3. The Geomatics Section's Address:  
City of Hamilton  
Public Works | Engineering Services  
**Geomatics and Corridor Management Section**  
77 James Street North, Suite 320, Hamilton, ON L8R 2K3  
Attention: Peter Feren, O.L.S.  
Phone Number: (905) 546-2424, Ext. 4459  
E-Mail: [Peter.Feren@hamilton.ca](mailto:Peter.Feren@hamilton.ca)

4. Where the Applicant does not have an existing Reference Plan already prepared that may be sufficient to designate the land for the required road widening Transfer:

- (a) The Applicant's Lawyer (or their surveyor):
  - (i) shall, at the Applicant's expense, have a new draft Reference Plan showing the required road widening prepared by the Applicant's private surveyor; and,
  - (ii) shall deliver a scanned PDF of their new draft Reference Plan and the Committee of Adjustment Notice of Decision OR Site Plan approval conditions that outline the road widening and daylight triangles necessary to satisfy the severance or site plan approvals, to the Geomatics Section to the email address listed in section 3 above, for its review and approval.
- (b) After the draft Reference Plan is approved by the Geomatics Section:
  - (i) the draft Reference Plan may be deposited on title, and,
  - (ii) a scanned PDF of the deposited Reference Plan and the Committee of Adjustment Notice of Decision OR Site Plan approval conditions that outline the road widening and daylight triangles necessary to satisfy the severance or site plan approvals, shall be emailed by the Applicant's lawyer (or by their surveyor) to the City Geomatics Section to the email address listed in section 3 above.

5. Where the Applicant already has an existing Reference Plan which may be sufficient to designate a proposed road widening, the Applicant's lawyer (or their surveyor) shall email a scanned PDF of the Reference Plan to the Geomatics Section, to the email address listed above, for its review and approval of the land designated on the Plan for the required road widening.

6. Where the road widening land designated on the Reference Plan is approved by the **Geomatics Section**, the Applicant's lawyer shall, in Teraview, prepare a draft Transfer of the required road widening land and message it — via e-reg. — to "**Maria Muir**" in Legal Services for review and approval of the draft Transfer of Land.

7. Send the registered transfer and the Lawyer's Certificate of Title and Registration to **Maria Muir** for clearance of the road widening condition to the appropriate municipal department, (the Committee of Adjustment or Development Department as the case may be).