



# Corporate Policy

---

**Policy:** C-LS-08 – Sale of Shore Road Allowances and Road Allowances  
**Main Contact:** Director of Legislative Services / Clerk  
**Last Revision:** January 12, 2018

---

[Purpose](#)

[Scope](#)

[Procedures/Steps](#)

[Records Management and Privacy](#)

[Change History](#)

---

## PURPOSE

To provide a procedure in accordance with the *Municipal Act, 2001*, as amended, for the restriction, closure and conveyance of shore road and road allowances within the Township of Muskoka Lakes.

## SCOPE

The Township of Muskoka Lakes will consider applications for the restriction, closure and conveyance of most types of road allowances within the Township. All restrictions, closures and conveyances are at the discretion of the Township of Muskoka Lakes and Council shall not be required to grant any request to close and/or convey a road allowance.

## DEFINITIONS

In this policy:

- a) **Act** means Municipal Act, 2001, S.O. 2001, Chapter 25, as amended;
- b) **Clerk** means the Clerk of The Corporation of the Township of Muskoka Lakes;
- c) **Council** means the elected Council of The Corporation of the Township of Muskoka Lakes;



## Corporate Policy

d) **Director** means the Director of Legislative Services/Clerk of The Corporation of the Township of Muskoka Lakes

e) **Highway** means as defined by subsection 26 of the Municipal Act, 2001, as amended and includes, but is not limited to original shore road allowances, road allowances, highways, streets and lanes shown on a registered plan of subdivision, highways established by by-law and all highways transferred to the municipality under the Public Transportation and Highway Improvement Act that have not been closed;

f) **Public Road** means a Highway that includes a travelled road and has been assumed by By-Law passed by The Corporation of the Township of Muskoka Lakes for the purpose of classifying municipal highways for maintenance purposes. This may include travelled roads that are maintained year-round or seasonally by the Township;

g) **Road Allowance** means an allowance for a road as set out on the original survey, Crown Patent or on a registered plan of subdivision. Road allowances are commonly 66 feet wide (or one chain length) and often divide lots and concessions within a geographic township or between townships;

h) **Shore Road Allowance** means an allowance for a road as set out on the original survey, Crown Patent or on a registered plan of subdivision along the shore of a lake or river. Shore Road Allowances are commonly 66 feet wide (or one chain length) but may also include additional lands where there has been accretion. Shore Road Allowances may include flooded lands where the original and current water levels of the lake or river differ.

i) **Township** means The Corporation of the Township of Muskoka Lakes;

j) **Township Solicitor** means legal counsel representing The Corporation of the Township of Muskoka Lakes;

k) **Value in Contribution** is an appraisal that uses the before and after methodology to determine the contributory value, known as value in contribution.

### PROCEDURES/STEPS

#### SHORE ROAD ALLOWANCES

1.01 (a) Applicants seeking to purchase Shore Road Allowance lands must own property directly abutting the Shore Road Allowance. The Shore Road Allowance lands must be able to merge in title with the applicant's abutting lands through common ownership.

(b) Generally the portion of the Shore Road Allowance to be closed and conveyed



## Corporate Policy

---

will be determined by the straight extension of existing lot lines.

- (c) Staff may consider or require deviations from the straight extension of existing lot lines.
  - i. Requests by the applicant for deviations must be explained in writing and accompany the application.
  - ii. Comments from the abutting neighbours may be solicited prior to staff's determination of a deviation.
  - iii. Staff has sole discretion to proceed with a deviation from the straight extension of existing lot lines, or deny such a request based on the specific characteristics of the proposal and subject lands.
  - iv. Deviations will not be approved should the neighbouring property be owned by the Township.
- (d) Applicants are required to purchase both unflooded and flooded portions of the Shore Road Allowance from the Township.
- (e) Applications will not be approved if the Township deems:
  - i. the closure would have a negative impact on neighbouring owners of land, or
  - ii. other owners of land are or may be deprived of vehicular access to their property, or
  - iii. that the closure will result in conflicts with Township Official Plan policies, by-laws, policies, regulations or procedures.
- (f) Applications for closure of portions of the Shore Road Allowance in front of one property will not be considered. The Township will only consider closures of Shore Road Allowances fronting on the entirety of an applicant's property and bounded on both sides by the straight lot line extensions of the applicant's lands, or Staff approved deviations from the straight extension of existing lot lines.
- (g) Notwithstanding section 1.01 (f), Staff may consider a partial closure of a Shore Road Allowance should an applicant's property have excess of 1,000 feet of continuous shoreline frontage.
- (h) Shore Road Allowances may not be closed when it abuts or provides access to significant features as identified by the Ministry of Natural Resources and Forestry, or contains significant historical, cultural, or recreational features as determined by Township Council.
- (i) Property owners will be required to purchase open Shore Road Allowance lying in front of their property prior to Building Permit application submission for any construction or re-construction, of a new or existing building(s) or structure(s) that



## Corporate Policy

---

is located wholly or partially on, or located on the waterfront side of the Shore Road Allowance. Notwithstanding the forgoing, a dock is exempted from this requirement.

- (j) Closure of the Shore Road Allowance may be subject to the registration of easements or rights-of-way at the discretion of the Township, but at the sole cost of the applicant.
- (k) The Township will not register the required road closing by-law on title until the realty taxes on the applicant's property are paid in full.

### ROAD ALLOWANCES

- 1.02 (a) Applicants seeking to purchase Road Allowance lands must own property directly abutting the Road Allowance. The Road Allowance lands must be able to merge in title with the applicant's abutting lands through common ownership.
- (b) Should the Road Allowance requested to purchase abut more than one abutting owner, the other abutting landowner(s) will be contacted to determine if they wish to purchase a 33 foot portion of the Road Allowance.
- (c) When considering an application for the closing and conveying of a portion of a Road Allowance, Committee and/or Council will take into consideration its proximity to open Municipally maintained roads.
- (d) Agreements may be entered into between the applicant and the Township to exchange land for Road Allowances provided the applicant pays all costs involved which includes fees related to a Reference Plan to describe the Road Allowance and lands being exchanged, lands being exchanged are of equal or greater value, payment of the difference should the Road Allowance lands be bigger than the lands being exchanged, and all taxes including Land Transfer Tax to complete the exchange.
- (e) Generally the Township will not close portions of a Road Allowance. The entire portion of the Road Allowance abutting a property must be closed. Notwithstanding, Council may consider requests by the applicant for closure of a portion of a Road Allowance ORA in some circumstances. These circumstances must be explained in writing and accompany the application and are up to the discretion of staff and/or Committee/Council, if applicable.
- (f) Road allowances that provide present or potential public access to waterbodies are considered strategic public assets. Accordingly, the Township will not close Road Allowances, or portions thereof if they abut a Shore Road Allowance or lead to water. Applications will not be accepted for these types of road closures unless there is consideration of a land exchange as provided in standard 1.02 (d)



## Corporate Policy

---

of this policy or in special circumstances as provided in standards 1.02 (i) of this policy. Additionally, a Road Allowance may not be closed when it abuts or provides access to significant features as identified by the Ministry of Natural Resources and Forestry, or contains significant historical, cultural, or recreational features.

- (g) Should a property owner wish to dispute section 1.02 (f) of the policy, they may delegate at an appropriate Township Committee meeting to seek permission from Council to submit an application. The decision to accept an application is at the sole discretion of Township Council.
- (h) The Township will not close a Road Allowance, or portions thereof if it is deemed such lands will help facilitate the logical development and expansions of the Township's recreational trail system, associated parklands, road network or other community development uses.
- (i) In special circumstances including but not limited to a Road Allowance crossing an island or a peninsula that is landlocked or where the public does not have access to the Road Allowance in question and has no present or foreseeable future municipal use, Township Council may agree to close and convey the Road Allowance leading to the Shore Road Allowance or water, at their sole discretion.
- (j) Applications will not be approved if the Township deems:
  - (a) the closure would have a negative impact on neighbouring owners of land, or
  - (b) other owners of land are or may be deprived of vehicular access to their property, or
  - (c) that the closure will result in conflicts with Township Official Plan policies, by-laws, policies, regulations or procedures.
- (h) Closure of the Road Allowance may be subject to the registration of easements or rights-of-way at the discretion of the Township, but at the sole cost of the applicant.
- (i) The Township will not register the required road closing by-law on title until the realty taxes on the applicant's property are paid in full.

### **SPECIFIC CLOSURE PROCEDURES**

- 2.01 The Township will provide a potential applicant with a formal application form, advice as to the procedures to be followed, as well as information on the fees required.
- 2.02 The road closure procedure commences when the application together with the following information is received:



## Corporate Policy

---

- (a) Application fee as indicated in the Township's Fees and Charges By-law.
  - (b) A sketch plan or location map of the road allowance being considered and the applicant's property.
- 2.03 If the application is rejected, the application fee is non-refundable when advice of such rejection is issued. A total refund shall be provided, should it be found that the road allowance has already been closed and conveyed.
- 2.04 Should the applicant decide to withdraw their application following its initial approval by the Clerk or Committee / Council, the total application fee will be retained by the Township.
- 2.05 In the event that an applicant fails to pay any costs incurred within six (6) months of Council passing the applicable by-law, 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, 2001, as amended.
- 2.06 Unless prior permission has been granted by the Clerk or designate, a registered Reference Plan of survey for the subject road allowance must be filed with the Municipality within one (1) year from the date of approving the application or the application will be considered null and void and a new application will be required.
- 2.07 An application will be considered expired if it has been deemed inactive by the Clerk or designate after a period of twelve (12) months, and a new application and application fee will be required.
- 2.08 Upon receipt of a completed application, the fees currently in effect under the Township's Fees and Charges By-law will apply. If the application is held up in any way, fees may increase should there be a change in fees under the Township's Fees and Charges By-law.
- 2.08 Shore Road Allowance purchase prices shall be calculated on the square footage area of the Shore Road Allowance as determined by the Reference Plan and subject to the fees set out in the Township's Fees and Charges By-Law in place at the time the land is declared surplus, plus any applicable taxes. The sale amount of the Shore Road Allowance will be calculated by multiplying the square foot area of lands to be sold, by the applicable rate per square foot.
- 2.09 Road Allowance purchase prices shall be calculated on the square footage area of the Road Allowance as determined by the Reference Plan. The sale amount of Road Allowance lands will be calculated by a cost per square foot based on the fees set out in the Township's Fees and Charges By-law in place at the time the land is



## Corporate Policy

---

declared surplus, plus any applicable taxes or an appraisal. An appraisal to establish the Value in Contribution to the applicant's lands is required. The purchase price will be the greater of the two amounts. The purchase price for the sales of Road Allowances that lead to water will be required to obtain an appraisal to establish the Value in Contribution to the applicant's lands only. The highest amount of either the appraisal or the cost per square foot will be applied. Appraisals will be at the expense of the applicant. Should an applicant not be satisfied with the first Appraisal, a second one can be obtained, at their expense, using the same methodology utilized for the first. Once completed, the lowest valuation between the two appraisals will be used.

- 2.10 A numbered Reference Plan is required in order to finalize the purchase. The applicant arranges for the preparation of such plan by an Ontario Land Surveyor, who will be required to provide a calculation of the square foot content of the Road Allowance and/or Shore Road Allowance area to be closed and sold. The flooded and unflooded areas of the Shore Road Allowance, are to be shown as part numbers as well as the foot frontage of the lot, on the Reference Plan. The Reference Plan should indicate the location of any private roads, driveways, easements, utility poles/lines/facilities and provided part numbers for the purpose of providing a registerable description for the granting of any easements or rights-of-way. The applicant is required to pay for such plan, prepared by an Ontario Land Surveyor.
- 2.11 Should the Ontario Land Surveyor, during the survey of the Road Allowance and/or Shore Road Allowance discover an encroaching structure on abutting Township owned property the Ontario Land Surveyor shall be required to include in the Reference Plan the abutting Township property. The Reference Plan shall include the road allowance, the shore road allowance, (flooded and unflooded), and all encroachments as part numbers. Structural encroachments must have a six (6) foot allowance around them for maintenance purposes. The applicant will be responsible for the additional survey fees.
- 2.12 Should a situation as indicated in paragraph 2.10 occur, the applicant will be required to apply to the Township for permission to allow the encroachment to remain. The Township Council Policy for License Agreements C-LS-07 may be required in these circumstances.

### **FLOODED ORIGINAL SHORE ROAD ALLOWANCES ALREADY CLOSED**

- 3.00 Pursuant to Section 43 of the Municipal Act, a municipality that permanently closes a highway shall not convey the land forming the highway if it is covered with water without the consent of the Ministry of Natural Resources. The Ministry of Natural Resources has provided written consent to the Township of Muskoka Lakes to close and convey the flooded portions of original shore road allowances adjacent to private landowners where Council deems it appropriate. Applicants will be required to



## Corporate Policy

---

purchase both the unflooded and flooded portions of any original shore road allowance, if both exist, in their entirety. The rate for the flooded portions will be the same rate as the unflooded portion, as detailed in the Township's Fees and Charges By-law.

- 3.01 Applications for the purchase of Flooded Shore Road Allowance lands that were previously stopped up, closed and retained by a Township By-law will be subject to a different application fee for a new application, as detailed in the Township's Fees and Charges By-law.

### GENERAL

- 4.01 Applicants for all road closures also pay all costs associated with the legal work (as well as survey work) required in connection with the closure and sale of a road allowance.
- 4.02 Upon receipt of the formal application and the required application fee for a Road Allowance closure a report will be prepared by Township staff and submitted to the applicable Committee of Council, complete with a map or sketch, as may be available from the applicant or from Township files. The comments of the necessary senior staff will be obtained. Any other abutting land owners in addition to the applicant will also be contacted to determine their interest in acquiring the Road Allowance. Should an abutting landowner waive their interest in acquiring a 33 foot portion, the applicant will then have the opportunity to purchase the entire 66 foot portion of the ORA. The report will contain a recommendation for the consideration of the Committee as to the merits of the closure. A formal survey or Reference Plan is not required at this point in the procedure.
- 4.03 Upon receipt of the formal application and the required application fee for a Shore Road Allowance closure, comments of the necessary senior staff will be obtained. The Clerk will review the application and comments to determine whether it adheres to the provisions required under this policy. If the application adheres to the provisions required under this policy, the Clerk, who in these cases has been delegated authority to provide initial approval for such applications, may provide initial approval to proceed. If the application for a Shore Road Allowance closure falls under the circumstances as provided in standard 1.01 (c) of this policy with respect to deviations from the straight lot line extension, in the case when members of staff as referenced above are not supportive of the application, or in any other case where the Clerk determines the application requires direction from Committee or Council, a report will be prepared. The report will contain a recommendation for the consideration of the Committee as to the merits of the closure. A formal survey or Reference Plan is not required at this point in the procedure, however, when beneficial in considering the application may be required.



## Corporate Policy

---

- 4.04 The Director of Legislative Services/ Clerk has been delegated authority to provide initial approval of Shore Road Allowance applications when such applications adhere to the provisions required under this policy and / or Township Council Policy, when closing is consistent with previous Council approvals, the subject lands are not identified to be retained by the Township, and when no objection is received from agencies or other departments. Further, the Director is authorized to declare surplus Shore Road Allowance and Road Allowance and to impose any conditions on a Shore Road Allowance application or Road Allowance application based on comments received or as deemed necessary at their discretion. Upon approval, the applicant will be advised that the closure and sale is to proceed. The applicant will also be advised of the need for a numbered Reference Plan, a copy of which will show the location of all structures located on the road allowance, and any other conditions imposed.
- 4.05 Once the required Reference Plan has been submitted by the applicant, a letter of instruction will be sent to the Township's solicitor to proceed with the closing and conveyance and will include a copy of the deposited Reference Plan and approval.
- 4.06 When a Road Allowance or Shore Road Allowance abuts a full Lot or Block on a Plan of Subdivision the applicant shall be required to submit a further Planning Application to have the Lot or Block deemed not part of a Plan of Subdivision to ensure the road allowance merges with the applicant's property. The applicant will be responsible for all costs associated with the additional application(s) and registration.
- 4.07 In the case of Road Allowances and Shore Road Allowances abutting a lot created by consent after March 31, 1979 the applicant shall be required to submit a further Planning Application to have the prior consent cancelled or undertake other steps to ensure the road allowance merges with the applicant's property. The applicant will be responsible for all costs associated with any additional application(s) and registration.
- 4.08 The Township requires that its solicitor act on its behalf in the closure and conveyance/sale of Township Road Allowances and Shore Road Allowances. All legal fees associated with the closure and conveyance/sale, are the responsibility of the applicant. The applicant, at their option and cost, may wish to have their solicitor act on their behalf in the usual relationship associated with the conveyance of lands.
- 4.09 The Township solicitor, upon receiving instructions, will proceed as follows:
- (a) Contact the applicant or the applicant's solicitor, advising them of the next steps in the process and establishing costs related to legal, advertising and purchase price of lands (subject to change as per the Fees and Charges By-law).



## Corporate Policy

---

- (b) Sub-search title to confirm that the applicant is the owner of real property adjacent to the subject Road Allowance or Shore Road Allowance to be closed and conveyed. Steps will be taken to have a PIN assigned by the Registry Office to the Road Allowance or Shore Road Allowance Lands if one does not already exist, or to have title to the Road Allowance or Shore Road Allowance lands recorded in the name of the Township. The sub-search of title may also disclose the need for the passing of a Deeming By-Law or Certificate of Cancellation under the Planning Act to ensure the merger of the abutting property with the Road Allowance or Shore Road Allowance to be closed and conveyed to the applicant.
- (c) Notice of the application is prepared and served upon applicable agencies that may have an interest in the application, for the purpose of obtaining their comments. Concerns of agencies may be addressed through granting an easement or other attempts at resolution. To address concerns, applicants may be required to complete additional survey work, including the deposit of a Reference Plan to provide a legal description for any required easements.
- (d) If all concerns raised by 4.09(b) and 4.09(c) above have been addressed notice of the proposed road closing by-law shall be published in the manner, time and form as provided by the Township Council Policy for Public Notice C-LS-06.
- (e) The road closing by-law, together with all required affidavits and exhibits, is prepared and submitted to the Township for consideration and passage at a meeting of Council.
- (f) If approved by Council, a certified copy of the road closing by-law is returned to the Township solicitor for preparation of the necessary electronic documents for registration on title.
- (g) Report to the Township and to the applicant or the applicant's lawyer, and request the land acquisition fees from the applicant for compensation to the Township, including applicable taxes and obtain authorization to register the road closing by-law, deeming by-law (if required), notice of cancellation (if required), Transfer Easements (if required), Transfer, Consolidation Application (when possible as determined by the Township's solicitor).
- (h) Registration of required documents on title to effect the closure and conveyance of the Road Allowance or Shore Road Allowance to the applicants including the registration of any deeming by-laws, notice of cancellation, Transfer Easements and Consolidation Applications.



## Corporate Policy

- 
- (i) Forward applicable fees and registered documents to the Township and the applicant or applicant's solicitor.
  - (j) Confirm certification of all registered documents with ServiceOntario and complete a subsearch of title to confirm the new legal descriptions.
  - (k) Report to the Township and the applicant or the applicant's solicitor.
- 4.10 Prior to the passage of the road closing by-law as indicated in standard 4.09(e) of this policy, the road allowance shall be declared surplus by Township Council resolution.
- 4.11 The Township must be notified immediately of any change of ownership throughout the road closing process.
- 4.12 This policy will be amended by the Director as required pursuant to legislative requirements. The Director shall be authorized to amend this policy or to make any minor technical amendments or other amendments deemed necessary for administrative purposes to ensure that this policy is consistent with the Township's current operational practices.

### RECORDS MANAGEMENT AND PRIVACY

All records relating to any issue pursuant to this policy shall be maintained in accordance with the Municipality's record retention schedule. Throughout all processes outlined in this policy, all Members of Council and municipal employees shall adhere to all applicable legislation regarding privacy in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

### CHANGE HISTORY

Policy Name	Effective Date	Significant Changes	By-law/Resolution No.
C-LS-08 Sale of Original Shore Road Allowances and Original Road Allowances	October 6, 2010	Policy Amendments	Committee of the Whole Resolution No. COW-3-06/10/10
C-LS-08 Sale of Original Shore Road Allowances and Original Road	May 17, 2011	Fee Increases	Committee of the Whole Resolution No. COW-4-17/05/11

---



## Corporate Policy

Allowances			
C-LS-08 Sale of Original Shore Road Allowances and Original Road Allowances	August 14, 2015	Signing Authority	By-law No. 2015-107
C-LS-08 Sale of Original Shore Road Allowances and Original Road Allowances	July 21, 2015 August 14, 2015	Delegation of Authority	By-law 2015-101 Committee of the Whole Resolution No. COW-15-21/07/15
C-LS-08 Sale of Original Shore Road Allowances and Original Road Allowances	January 12, 2018	Signing Authority	By-law No. 2018-008



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
 Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)  
 Phone: 705-765-3156 Fax: 705-765-6755

**ORIGINAL ROAD ALLOWANCE CLOSING APPLICATION**

DATE: \_\_\_\_\_ ROLL #: \_\_\_\_\_

REGISTERED PROPERTY OWNER(S): \_\_\_\_\_  
 \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TOWNSHIP PROPERTY ADDRESS: \_\_\_\_\_

E MAIL: \_\_\_\_\_

FORMER MUNICIPALITY: \_\_\_\_\_

CONCESSION: \_\_\_\_\_ LOT: \_\_\_\_\_ PLAN: \_\_\_\_\_ PART: \_\_\_\_\_

I/We hereby apply to the Township of Muskoka Lakes for the closing and conveying of the above road allowance. All registered property owners have signed below and are in agreeance of this application.

I/We confirm that I/We have read and understand the Original Road Allowance Closure Policy C-LS-08 and acknowledge that I/We are responsible to pay all legal, surveying and administrative costs involved in the process and will be obligated to pay to the Township the land acquisition rate as per the current municipal policy C-LS-08.

Submitted herewith is the following:

- (1) Required application fee of \$1200.00.
- (2) A sketch or site plan which shows the original road allowance and all structures situated on the lands.

Registered Property Owner(s):

\_\_\_\_\_  
 Signature Signature

I/We hereby appoint the following agent/solicitor to act on our behalf and are aware that the Township Solicitor must be used for the Original Road Closing process. Any other solicitor or agent acting on my/our behalf is at my/our expense and is in addition to any fees required by the Township Solicitor. Appointment of an agent/solicitor is optional.

Name of Agent/Solicitor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The personal information on this form is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, for the principle purpose of processing this application. Questions about this collection should be directed to the Clerk, Township of Muskoka Lakes, Box 129, Port Carling, Ontario, P0B 1J0, (Telephone 705-765-3156).



P.O. Box 129, 1 Bailey Street, Port Carling, Ontario, P0B 1J0  
 Website: [www.muskokalakes.ca](http://www.muskokalakes.ca)  
 Phone: 705-765-3156 Fax: 705-765-6755

**ORIGINAL SHORE ROAD ALLOWANCE CLOSING APPLICATION**

DATE: \_\_\_\_\_ ROLL #: \_\_\_\_\_

REGISTERED PROPERTY OWNER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TOWNSHIP PROPERTY ADDRESS: \_\_\_\_\_

E MAIL: \_\_\_\_\_

FORMER MUNICIPALITY: \_\_\_\_\_

CONCESSION: \_\_\_\_\_ LOT: \_\_\_\_\_ PLAN: \_\_\_\_\_ PART: \_\_\_\_\_

I/We hereby apply to the Township of Muskoka Lakes for the closing and conveying of the above road allowance. All registered property owners have signed below and are in agreeance of this application.

I/We confirm that I/We have read and understand the Original Shore Road and Road Allowance Closure Policy C-LS-08 and acknowledge that I/We are responsible to pay all legal, surveying and administrative costs involved in the process and will be obligated to pay to the Township the land acquisition rate as per the current municipal policy C-LS-08 and Fees and Charges By-law.

Submitted herewith is the following:

- (1) Required application fee of \$1200.00.
- (2) A sketch or site plan which shows the original shore road allowance and all structures situated on the lands.

Registered Property Owner(s):

\_\_\_\_\_  
 Signature Signature

I/We hereby appoint the following agent/solicitor to act on our behalf and are aware that the Township Solicitor must be used for the Original Shore Road Closing process. Any other solicitor or agent acting on my/our behalf is at my/our expense and is in addition to any fees required by the Township Solicitor. Appointment of an agent/solicitor is optional.

Name of Agent/Solicitor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The personal information on this form is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, for the principle purpose of processing this application. Questions about this collection should be directed to the Clerk, Township of Muskoka Lakes, Box 129, Port Carling, Ontario, P0B 1J0, (Telephone 705-765-3156).