



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

APPLICATION FOR LIFTING OF 0.30 METRE RESERVE

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

APPLICANT'S GUIDE

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Telephone: (613) 446-6022
Fax: (613) 446-1497

GENERAL INFORMATION

1. **This application is to be fully completed** and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland, signed by the applicant(s) of the affected lands, and accompanied by:
 - i) Fees for the amount indicated on the attached Schedule “B”.

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

 - i) 2 copies of a recent survey plan and/or reference plan.
 2. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the necessary approval will be delayed until a complete application is submitted.
 3. Once the application has been deemed complete, the Infrastructure & Planning Department will ultimately bring forward a report with a recommendation to the municipal Council who will then make a decision.
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1.0 Owner/applicant and application information

1.1 Name of owner/applicant.

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name of applicant or agent:		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

1.2 Send correspondence to: Owner Applicant Other _____

1.3 Which official language would you prefer French English
for any correspondence?

1.4 Have you had a pre-consultation meeting with the City's Yes No
Infrastructure & Planning Department?

If yes, with whom and when? _____

2.0 Details regarding the reserve and the adjacent property

2.1 Provide a description of the reserve.

Lot:		Concession:		Reference Plan No.: 50R-	
Subdivision Plan No(s): 50M-			Block/Lot No(s):		
Reserve Area:	m ²	Reserve Depth:	metres	Reserve Frontage (width):	metres
	sq. ft.		feet		feet

2.2 Provide a description of the property affected by this reserve.

Municipal Address:					
Lot:		Concession:		Reference Plan No.:	
Subdivision Plan No(s): 50M-			Block/Lot No(s):		
Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

3.0 Reason for the request

- To provide the required access to a development
- Reconveyance to abutting property owner (if selected, the reserve cannot be dedicated as public highway)
- Dedicate as public highway (if selected, the reserve cannot be reconveyed to abutting property owner)
- Other (please specify) _____

Signature of Applicant _____

Date _____

SCHEDULE A – APPLICANT’S CHECKLIST

Applicant’s Checklist:

Have you remembered to attach:	Yes
▪ 1 original copy of the completed application form	<input type="checkbox"/>
▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland	<input type="checkbox"/>
▪ 2 copies of a survey plan and/or reference plan	<input type="checkbox"/>

SCHEDULE B

1. LIFTING OF 0.30 METRE RESERVE

\$350.00 / File
