



**DEVELOPMENT SERVICES DEPARTMENT
REALTY SERVICES DIVISION**

2nd Floor, Victoriaville Civic Centre
111 South Syndicate Avenue, P.O. Box 800
Thunder Bay, ON P7C 5K4

A meeting with City staff is encouraged prior to submission of this Application. This application form must be accompanied by the submission requirements in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

Tel: (807) 625-3199 Fax: (807) 625-2977
Email: realty@thunderbay.ca
Web Site: www.thunderbay.ca/realty

APPLICATION TO STOP UP AND CLOSE AND	
<input type="checkbox"/>	PURCHASE OR LEASE <input type="checkbox"/>
ALL OR PORTION OF LANE/STREET	

APPLICANT/PROPERTY OWNER: _____

AGENT: (if different from above): _____

ADDRESS: _____

MAILING ADDRESS (if different from above): _____

CITY: _____ POSTAL CODE: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

The Applicant hereby makes application to stop up and close and purchase or lease the lane/street described below.

The Applicant has read **SCHEDULE "A"** attached to this Application, which outlines the City's procedural guidelines for stopping up, closing and selling or leasing lanes/streets. The Applicant also understands the application process and accepts the conditions set out in this Application.

All property owners abutting the lane/street to be closed, have been made aware of the City's procedural guidelines for stopping up, closing and selling or leasing lanes/streets as set out in **SCHEDULE "A"** to this Application. All abutting property owners also understand the application process and accept the conditions set out in this Application.

The Applicant, together with all abutting property owners, have indicated by signature on **SCHEDULE "B"** attached to this Application, whether or not they are prepared to purchase/lease all or a portion of the lane/street abutting their properties.

SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	Sketch/Plan showing the location of the street or lane to be closed.
BRIEF DESCRIPTION OF THE APPLICATION & REASON FOR REQUEST	
<hr/> <hr/> <hr/>	
DESCRIPTION OF LANDS	
LOCATION OF:	<input type="checkbox"/> STREET OR <input type="checkbox"/> LANE
FROM (Street or Lane)	_____
TO (Street or Lane)	_____
BETWEEN (Street or Lane)	_____
LEGAL DESCRIPTION OF LANDS	_____

SCHEDULE "A"

PROCEDURAL GUIDELINES

THE FOLLOWING PROCEDURAL GUIDELINES OF THE CITY OF THUNDER BAY APPLY WITH RESPECT TO APPLICATIONS TO HAVE LANES/STREETS STOPPED UP, CLOSED AND OFFERED FOR SALE OR LEASE:

- a) The Applicant must consult with all owners of property abutting the lane/street that the said Applicant is proposing to close and obtain signatures of those abutting property owners having no objection to the closing and sale of the said lane/street.
- b) All abutting owners must be aware as to the City's practice to close the whole of the lane/street concerned, as it is not normally possible or feasible to close just a portion of a lane/street.
- c) All portions of the lane/street must be purchased by the Owners of abutting property.
- d) All Purchasers acknowledges that the City may require easements over the Lands and the Purchasers accept title to the Lands subject to those easements. The Purchasers acknowledge that easement rights may also be required to be transferred to Thunder Bay Hydro Electricity Distribution Inc. and Union Gas Limited. (Note: This would mean that no structures could be constructed on a lane/street which has been closed and sold or leased)
- e) All Applicants purchasing portions of the lane/street agree to pay all costs, which include administrative, survey, solicitor's fees, advertising, registry costs, appraisal and any other unforeseeable costs.
- f) The purchase price of the lane/street and costs set out above shall be payable by the Purchaser(s) prior to obtaining the Transfer/Deed of Land or Lease Agreement.
- g) An initial Deposit (minimum \$1,000.00) is due and payable from each prospective Purchaser upon notification by the Realty Services Division that Council has agreed to the closing of the lane/street for sale.
- h) It should be noted that if any legitimate objections to the closing of the lane/street are received following advertising, the said Deposit will be forfeited to the City to cover the costs incurred, and any costs above this amount will be billed to the Applicants.

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The following is the approximate total costs associated with a **STREET** closing and sale.

1. Reference Plan Survey Costs		\$1,200.00	(minimum per Part)
2. Newspaper Advertising Costs		750.00	
3. By-law Registration Costs		70.70	
4. Document Preparation Fees			
Closing By-law	50.00		
Transfer/Deed of Land	125.00		
Total Fees	\$175.00	<u>175.00</u>	
APPROXIMATE TOTAL COSTS		2,195.70	

5. Purchase Price of Land
To be determined by appraisal “in contribution” to current holdings.
6. All other associated costs (e.g., title search, etc.).
7. Appraisal – Estimate to be provided to Purchasers.
8. 7% GST on Purchase Price of Land (as determined in Paragraph 5).

The following is the approximate total costs associated with a **LANE** closing and sale.

1. Reference Plan Survey Costs		\$1,200.00	(minimum per Part)
2. Newspaper Advertising Costs		750.00	
3. By-law Registration Costs		70.70	
4. Document Preparation Fees			
Closing By-law	50.00		
Transfer/Deed of Land	125.00		
Total Fees	\$175.00	<u>175.00</u>	
APPROXIMATE TOTAL COSTS		2,195.70	

5. Purchase Price of Land (Residential Only)

<u>Scenario 1</u> - Lane classified as Backlands . Only requires a <u>survey</u> .	Without retention of Easement Rights	\$3.00	Per Square Foot
	With retention of Easement Rights	\$1.50	Per Square Foot
<u>Scenario 2</u> - Lane classified as Frontage . Requires a <u>survey</u> and an <u>appraisal</u> .	Without Retention of Easement Rights	\$800.00	Per Front Foot
	With retention of Easement Rights	\$400.00	Per Front Foot
6. All other associated costs (e.g., title search, etc.).
7. 7% GST on Purchase Price of Land (as determined in Paragraph 5).