



**DEVELOPMENT & EMERGENCY SERVICES  
DEPARTMENT  
REALTY SERVICES**

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111 South Syndicate Avenue, P.O. Box 800  
Thunder Bay, ON P7C 5K4  
Tel: (807) 625-3199 Fax: (807) 623-9344

**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. **A \$384.20 (\$340.00 admin fee + \$44.20 HST); of (non refundable) Administration Fee payable to the City of Thunder Bay must accompany this Application.**

**APPLICATION – STREET OR LANE CLOSING**

APPLICANT/PROPERTY OWNER: \_\_\_\_\_

AGENT: (if different from above): \_\_\_\_\_

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

MAILING ADDRESS (if different from above): \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

The Applicant has read **SCHEDULE "A"** attached to this Application, which outlines the City's procedural guidelines for stopping up, closing and selling street or lanes. 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, should be made aware of the City's procedural guidelines for closing and selling streets and lanes as set out in **SCHEDULE "A"** to this Application

The Applicant, together with all abutting property owners, have indicated by signature on **SCHEDULE "B"** attached, whether or not they are prepared to purchase all or a portion of the street/lane 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	
_____ _____ _____ _____	
DESCRIPTION OF LANDS	
<b>LOCATION OF:</b>	<input type="checkbox"/> <b>STREET</b> <b>OR</b> <input type="checkbox"/> <b>LANE</b>
FROM (Street or Lane)	_____
TO (Street or Lane)	_____
BETWEEN (Street or Lane)	_____
<b>LEGAL DESCRIPTION OF LANDS</b>	_____ _____ _____ _____

# SCHEDULE "A"

## PROCEDURAL GUIDELINES

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

- a) The Applicant is required to consult with owners of property abutting the lane/street proposed to be closed. It is preferred that all owners agree to the closure in writing.
- b) Any portion of street/lane to be closed should be transferred to the owners who wish to purchase in order to avoid creating landlocked municipally owned portions of lanes and streets (unless the lane/street is otherwise unusable due to topography, or is already a dead end). It should be noted that the Municipal Act removed the requirement to offer each abutting land owner the first right of refusal to purchase that half of the lane abutting his or her property. In certain instances, the City will consider closings required to support development.
- c) All Purchaser(s) will be advised that there may be a provision being made in the Transfer/Deed of Land for an easement to the City and in most cases to a gas company for all services including sewer, gas main, poles and lines for power service, telephone, etc. In most instances, the easement will cover the full width of the lane/street to be closed and sold. (Note: This would mean that no structures could be constructed on a lane/street which has been closed and sold).
- d) All Purchaser's will be fully responsible for all costs (e.g., surveying, administrative, legal fees, advertising, registry costs, etc.), and must purchase the closed lane/street from the City at fair market value.
- e) 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.
- f) 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.
- g) 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.

### CAUTIONARY NOTES

*If easements are required by utilities to protect their infrastructure, specific permission from them will be required for future fence construction and utilities may request that the fence or portion thereof be removed (temporarily) to allow for maintenance or installation work.*

**SIGNATURES OF OWNERS ABUTTING THE LANE/STREET TO BE CLOSED**

# SCHEDULE "B"

NAME OF ABUTTING PROPERTY OWNER	ADDRESS OF ABUTTING PROPERTY OWNER	LEGAL DESCRIPTION OF ABUTTING OWNERS' PROPERTY	WE HAVE NO OBJECTION TO HAVING THE LANE/STREET CLOSED		
			WE WANT TO PURCHASE/LEASE THE HALF OF THE LANE/STREET ABUTTING OUR PROPERTY	WE WANT TO PURCHASE/LEASE THE OPPOSITE HALF OF THE LANE/STREET IF THE OTHER OWNER DECLINES	WE DO NOT WANT TO PURCHASE ANY PORTION OF THE LANE/STREET ONCE CLOSED



**DEVELOPMENT & EMERGENCY SERVICES DEPARTMENT,  
REALTY SERVICES DIVISION**

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

- |                                                                             |                        |
|-----------------------------------------------------------------------------|------------------------|
| 1. Reference Plan Survey Costs                                              | \$2,000.00- \$3,000.00 |
| 2. Newspaper Advertising Costs (Public Notice)                              | \$500.00-\$600.00      |
| 3. By-law Registration Costs                                                | \$78.79                |
| 4. Easement Registration each (non City)                                    | \$78.79                |
| 5. Admin Fee per Easement – first 2, after 2 an additional \$110 + HST each | \$384.20               |
| 6. Document Preparation Fees                                                | \$384.20               |

7. a) Purchase Price of Street/Lane

To be appraised “**based on highest and best use**”.

b) Purchase Price of Lane (Residential Only) based on area or frontage ie:

**Example Values**

**Scenario 1** - Lane classified as **Backlands**.

Without retention of Easement Rights

**\$3.00 - \$9.00**

**Per Square Foot**

With retention of Easement Rights price may be eligible for a price reduction.

**Scenario 2** - Lane classified as **Frontage**.

Without Retention of Easement Rights

**\$600.00 - \$1,500.00**

**Per Front Foot**

With retention of Easement Rights may be eligible for a price reduction.

8. All other associated costs (e.g., title searches, cost of neighborhood mail-outs, etc.).
9. Appraisal – Estimate to be provided to Purchasers (if needed).
10. 13% HST (if applicable).

**\*Note: All costs to be shared if more than one Purchaser.**