



ARNPRIOR

Application for Lifting 0.3m Reserve

Information Sheet for Applicant

A 0.3m reserve is a strip of land 0.3m wide, running along the street frontage or perimeter of a property or perpendicularly across a road right-of-way that is deeded temporarily to the Town as a condition of a subdivision agreement. This reserve has the effect of technically denying access to a property, or adjacent lands because the law requires that all land must have frontage on a public street to qualify for a building permit. The reserve is used as a means to control development until such time as various conditions are met or to prohibit development on lands that are not yet scheduled for development.

The lifting of the reserves can result in the dedication of land as public highways, the conveyance of land back to the owner or in some cases, both. If the conditions no longer apply, an application may be made to request that the Town “lift” the requirement for the reserve, giving the property owner direct access to a public street. For lifting of 0.3m reserves, Town staff prepare a By-law and forwards the By-law to Council for consideration.

This information sheet is to assist persons in completing the application. Please contact the [Community Services Branch](#) should you require clarification on the application. For a complete reference to the planning process, please consult the Planning Act.

A pre-application meeting with staff is encouraged prior to the submission of an application.

Application Fee

The application fee of \$325.00 per block or portion thereof is to be paid at the time of application, by cash, cheque or debit to the “Town of Arnprior”.

Completion of Application

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

You should discuss your proposal with staff before submitting an application. Application forms are available at the Town Hall or online. It should be submitted with the required fee and include the following information:

- A description of your property, including the location of the 0.3m reserve;
- A Registered Plan number;
- The reasons for the lifting of the reserve and where the reserve is to be transferred to (e.g. dedication to public road, conveyance to abutting property owner).

Your application must be accompanied by a survey plan and any other information that may be needed to assess your application.

Application Submission

The submission of this application must be accompanied with the technical drawing(s), supporting information, and required fee. The owner of the land, or the applicant, shall complete the following application form and the owner’s authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: planning@arnprior.ca

Appeal

There are no formal appeal procedures in the event that the Town does not approve your application.

Collection of Information

Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for consent. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk's Department.



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Part 1 – Contact Information

1. Applicant/Property Owner Information

Name:

Mailing Address:

Phone Number:

Email Address:

2. Agent Information

Name:

Mailing Address:

Phone Number:

Email Address:

3. Solicitor Information

Name:

Mailing Address:

Phone Number:

Email Address:

Correspondence should be sent to:

Property Owner

Agent

Solicitor

Part 2 – Details of the Application

1. Reserve(s) to be lifted:

2. Reason for the request:

Provide access for development

Dedicate as public highway

Reconveyance to abutting property owner

“Collect Back” in satisfied development agreement provision

3. If the request is to lift multiple blocks with separate reasoning, please indicate which block(s) shall be dedicated/conveyed (e.g. Block A to be conveyed to abutting Lot 10, Block B to be dedicated as public highway):

Part 3 – Required Plan(s)

1. Plan(s) submitted with application:

Legal survey identifying subject parts

Subdivision Plan 49M- _____

Reference Plan 49R- _____

Part 4 – Authorization

1. **Authorization of Application**

I/We, the undersigned, request the lifting of reserves as outlined in this application.

Name of application or agent: _____

Signature

Date