



## The Corporation of the Municipality of Highlands East

### Policy and Procedures to Purchase an Original Shoreline Marine Road Allowance

*Pursuant to the Municipal Act, 2001, S.O.2001, as amended*

Applicants are required to submit an application to the Municipality along with the required deposit fee of \$750.00 towards the cost of the purchase for Marine Allowance.

- This deposit consists of the following;

Municipal Administration Fee: **\$250.00**

Deposit (Purchase price of land) **\$500.00** for the first 150 feet (45.7 meters) of water frontage - \$2.00 per foot (\$6.50 per meter) plus applicable taxes of frontage thereafter

1. If this Application is signed by a solicitor or agent on behalf of the applicant, written authorization must accompany the Application.
2. The Application is approved/rejected by Council.
3. Advertising and Legal Fees: Invoiced to the applicant(s) by the Municipal solicitor.
4. Please provide a sketch with dimensions of the lot and location of all buildings, not necessarily by scale.
5. With respect to the conveyance of the Shoreline Marine Allowance, the dry land portion of the allowance is conveyed to the adjacent landowner. The flooded portion of the allowance is retained by the Municipality.
6. The applicant arranges for an Ontario Land Surveyor for the preparation of the preliminary plan. All cost associated with the survey are to be paid directly to the surveyor by the Applicant. The Applicant submits two (2) copies of the plan to the Municipality and three (3) copies to the Municipal solicitor.
7. If there are buildings on the Shoreline Road Allowance that are illegal, e.g.: (buildings that have been enlarged or a use change in past few years) the Building Department may request the Applicant to remove the building(s) before completion of the closure and conveyance of shoreline.
8. If there is a septic system or a Class 1 system (privy) on the Shoreline Marine Allowance the Applicant shall supply the Municipality with a copy of the sewage system inspection report and use permit issued by the local Health Unit.
9. The Municipal office will forward the Application to the solicitor who will contact the neighboring landowners to obtain consent from adjacent land owners regarding access and survey lines. The proposed date and location of the proposed passing of the By-law will be advertised in local papers and in the general vicinity of the Shoreline Allowance, for once a week for two (2) consecutive weeks in a local paper, a minimum of ten (10) days prior to passing the By-law.
10. A By-law for the closure and conveyance of the shoreline will be scheduled for passing by the Council of the Municipality of Highlands East.
11. The solicitor prepares the Deed and all applicable documents for signatures.
12. The solicitor will register the Affidavit of Residence and the Land Transfer Deed with the Land Registry Office after all outstanding monies have been paid in full.

Questions concerning the purchase of the Shoreline Marine Allowance should be directed to the Municipality of Highlands East, P. O. Box 295, Cty. Road 648, Wilberforce, ON., K0M 3C0,  
Att: Irene S. Cook, Clerk. Phone (705) 448-2981 or Fax (705) 448-3211  
or e-mail [icook@higlandseast.ca](mailto:icook@higlandseast.ca)

**The Corporation of the Municipality of Highlands East**

*Pursuant to the Municipal Act, 2001, S.O.2001, as amended*

**Application for Shoreline Marine Allowance**

Please Print

Name of Applicant: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Cottage Business

Name of authorized Agent, if any \_\_\_\_\_  
(must be in writing)

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

Phone Number: (\_\_\_\_) \_\_\_\_\_

**Property Information:**

Ward # \_\_\_\_\_ Concession(s) \_\_\_\_\_ Lots(s) \_\_\_\_\_ Plan # \_\_\_\_\_

Lake \_\_\_\_\_ Property Roll # \_\_\_\_\_

Is your land adjacent to this Shoreline Marine Allowance? Yes \_\_\_\_\_ No \_\_\_\_\_

**Please Check One:**

Access is by: Private Road \_\_\_\_\_ Public Maintained Road \_\_\_\_\_ Water Access \_\_\_\_\_

Brief reason why you wish to purchase the Marine Allowance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Note:** If you would like your solicitor to do the legal work, the Municipality’s solicitor will still have to review the application and there will be additional costs.

**Please Check:**

Do you want the Municipality’s solicitor to do the legal work? \_\_\_\_\_

Do you want your solicitor to do the legal work? \_\_\_\_\_

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I \_\_\_\_\_ agree to pay all costs involved in accordance with the  
Applicant  
policy of the Municipality of Highlands East.

Signature of Owner or Agent: \_\_\_\_\_

Dated at \_\_\_\_\_

this \_\_\_\_\_ of \_\_\_\_\_  
Day Month Year