

USE OF ROAD ALLOWANCE INFORMATION SHEET

1. **Application Fee and Planning Services Acknowledgment**

Each application shall be accompanied by the application deposit in the amount of \$300.00, and shall be accompanied by one signed, witnessed and dated copy of the attached "Use of Road Allowance Waiver." The application fee will be based on the Municipality's Fees and Charges By-law.

Use of Road Allowance Application Fee	\$300.00
---------------------------------------	----------

2. **Site Plan Required**

Each application shall be accompanied by a detailed site plan of the subject property and the road allowance in question:

- (a) The boundaries and dimensions of the property
- (b) The accurate location, size and type of all existing buildings and structures on the property.
- (d) The location, width and names of all roads within or abutting the property, indicating whether they are public traveled roads, private roads or rights of way or unopened road allowances.
- (e) The location of all natural and artificial features on the property (i.e. railways, wells, septic tanks, drainage ditches, watercourses, slopes, swamps, wooded areas), the location of any of these features on adjacent lands which may affect the proposal, and any proposed changes to the land, such as grading, blasting, planting or channelization.
- (g) The location and nature of any restrictive covenant or easement affecting the property.

3. **Additional Information**

Additional information may be required to properly process the application and will be requested if necessary.

4. **Declaration Required**

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

5. **Responsibility of Applicant**

The filing of this application is considered as an undertaking by the applicant(s) to accept all conditions as herein set forth.

6. **Submission**

Mail the application of in person to: Municipality of Dysart et al

OR

Planning and land Information Department
135 Maple Ave, P.O. Box 389, Haliburton, ON., K0M 1S0

Email the application to:

planning@dysartetal.ca

The Municipality of Dysart et al offers a variety of ways to make payment for planning applications.

- Mail a cheque with the application.
- In-person with cash, cheque or debit card at the Municipal Office (Mon.-Fri. 8:30am-4:30pm)
- On-line with credit card or debit card using Paymentus:
<http://ipn.paymentus.com/rotp/DYEA>

**USE OF ROAD ALLOWANCE
APPLICATION**

1. OWNERSHIP INFORMATION:

Name of Owner(s): _____

Telephone No.: _____ Residence: _____ Office: _____

Address: _____
_____ Postal Code: _____

E-mail address: _____

Date of Birth: _____

(a) Reason For Request: _____

(b) Legal Description of Road Allowance to be Used: _____

(c) Legal Description of owner(s) land:

Lot: _____ Concession: _____

Lot/Part: _____ Plan: _____

Geographic Township of: _____

Civic Address: _____

2. AUTHORIZED AGENT(S):

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization:

I/We, _____, am/are the registered owner(s) of the lands subject of this application and I/we hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: _____

Owner(s) Signature: _____

Date: _____

Owner(s) Signature: _____

3. CONSENT OF THE OWNER(S):

I/We, _____, are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by, or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Date: _____ Owner(s) Signature: _____

Date: _____ Owner(s) Signature: _____

4. SECTION “G” – PLANNING SERVICES ACKNOWLEDGEMENT

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for all outstanding costs related to the processing of this application.

5. APPLICANT’S RESPONSIBILITY:

The Applicant agrees to provide the Municipality with the following:

- (a) Any information in the Applicant’s possession concerning all planning matters with respect to this application.
- (b) All surveys, drawings, sketches or plans as required to process this application.
- (c) The required application fee as determined by the Municipality of Dysart et al Fees and Charges By-law, as amended.

6. MUNICIPALITY’S RESPONSIBILITY:

The Municipality agrees to process the application in accordance with the provision of the Municipal Act 2001.

7. SITE VISITS:

The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application to process this application. The Owner(s) consents to such site visits as may be required. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject land(s). The Owner(s) consents to such pictures as may be required.

WITNESSED BY:

Per: _____
Signature of Owner(s)

Per: _____
Signature of Owner(s)

DATE: _____, 20____

MUNICIPALITY OF DYSART ET AL
ROAD ALLOWANCES

1. No person shall perform any work, remove any trees, soil or other material or erect upon or use any road allowance without the specific approval of Council.
2. Applications for permission to use an unopened road allowance shall be submitted in writing to the Director of Planning and Land Information. The application must state the intended use, the applicant's interest in the allowance, and be accompanied by an accurate location and description plan.
3. If permission is granted by Council to use the road allowance, the following policies shall apply, as determined by the Municipality.
 - a. The actual location of the allowance is the responsibility of the applicant and may be required to be verified by an Ontario Land Surveyor, at the expense of the applicant.
 - b. If a new entrance way is required, the approval of the Municipality's Director of Public Works as to its location, width, size and length of culvert to be installed and the grade at which it intersects the Township Road is required. Where entry is upon a roadway not under the jurisdiction of the Municipality, the standards and specifications of the County of Haliburton or the Ministry of Transportation shall apply.
 - c. If brushing and clearing of the road allowance is undertaken, all wood larger than 4 inches in diameter shall be piled for pick-up by the Municipality. Alternatively, the Municipality may agree to sell the wood to the applicant at a pre-set fee per face cord, the volume of wood sold to be determined jointly by the applicant and the Director of Public Works. All brush and stumps shall be cleared to the satisfaction of the Municipality.
 - d. If the application is for the provision of an access road, driveway or right-of-way, the minimum width of clearance shall be 16 feet. This 16 feet shall be located in the centre of the road allowance, leaving an equal buffer on either side of the cleared area, unless otherwise approved by Council.
 - e. The applicant shall acknowledge in writing that any and all improvements to the road allowance are at the sole expense of the applicant and all such improvements must be approved by the Municipality. The applicant must also acknowledge in writing that any member of the general public has the right to use the subject road allowance.
 - f. The applicant must post the road allowance with a notice, in a form acceptable to the Municipality, advising all users of the road allowance that the roadway is an unassumed Municipal roadway and is used at his/her own risk. The applicant is to provide the Municipality with a photograph showing said notice once installed.
 - g. The applicant must acknowledge in writing that the Municipality assumes no liability, responsibility or obligation whatsoever to construct and/or maintain and/or repair the road allowance.
 - h. The applicant must agree to indemnify and save harmless the Municipal Corporation from any and all manner of actions, causes of actions, claims or demands whatsoever for or by reason of any personal injury and/or property damage of or in any way arising out of any accident whatsoever occurring on the road allowance.

