



CORPORATION OF THE MUNICIPALITY OF CALVIN

AD HOC ROADS COMMITTEE

MINUTES OF THE SEVENTH MEETING - TUESDAY JANUARY 24, 2017

The SEVENTH meeting of the Ad Hoc Roads Committee was held this date at the Calvin Community Centre.

Present were: Coun Adams (chair), Coun Edwards, Coun O'Connor, Mayor Brown, Chris Whalley & Lynda Kovacs.

Regrets: 0

Guests: 5

The meeting was called to order following the Regular Council meeting at 8:03 p.m. by the Chair, Councillor Adams.

PECUNIARY/CONFLICT OF INTEREST                      None Declared

PETITIONS AND DELEGATIONS                              None Received

2017-AH01    ADOPT MINUTES

Moved by Coun Edwards and seconded by Coun O'Connor that the minutes of the AD HOC Roads Committee meeting held on Tuesday August 9, 2016 be hereby approved and will be included in the next regular meeting of Council for consideration of final approval.

Carried

The Clerk-Treasurer provided all Members of the Committee with several current by-laws from Ontario municipalities relating to assumption of private roads and road allowances, as well as requests for year round road maintenance. These were to be reviewed by the Ad Hoc Committee. Members of the Committee shared information about their findings as follows:

- Referred to the by-laws of Muskoka Lakes, Georgian Bay, Lake of Bays, Powassan and Charlton & Dack as good examples.
- Request requires 100% agreement by property owners benefitting from the upgrade
- Common thread through all is that the applicant/benefitting property owners pay all costs related to bringing the road to municipal standards (surveys, legal fees, studies, materials, construction, engineering etc.)
- All Committee Members want to keep the by-law clear and simple
- Potential for doing the road work "in-house" to keep costs as low as possible to the property owners/applicants
- Possibility of applying Ontario Regulation 586/06 – Local Improvement Charges – Priority Lien Status in order to attach all costs pertaining to the road upgrade to each benefitting Property Tax Roll. This would allow for recapture of costs from the

benefitting properties annually over a set period of time and would be attached to the property roll even if the property changes hands

The Clerk-Treasurer was asked to prepare a DRAFT by-law, working with the Charlton & Dack and Kawartha Lakes policies, and bring it to the next AD HOC Roads Committee meeting for review and further discussion.

2017-AH02 SCHEDULE NEXT MEETING AND ADJOURNMENT

Moved by Coun O'Connor and seconded by Coun Edwards that the next meeting of the AD HOC Roads Committee be scheduled for Tuesday March 28, 2017 following the regular meeting of Council in the Calvin Community Centre, and that this meeting of the AD HOC Roads Committee now be adjourned at 8:45 p.m.

Carried

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Chair or Vice-Chair

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Clerk

Schedule "A"

To By Law No 2017 \_\_\_\_\_

**Policy to establish guidelines for <sup>property and needs</sup> residents wanting to receive year round municipal road services on existing seasonal roads, unassumed road allowances or private roads**

**1. Rationale**

It is in the public's interest that all roadways to be considered for assumption by the municipality for year round maintenance meet a minimum municipal standard. The municipality will consider, upon written request only, evaluated on its own merits, and as budget allows; assuming seasonal roads for year round maintenance, private roads for year round maintenance as well as assuming and maintaining an unassumed municipal road allowance for year round maintenance, which meet the municipality's minimum road construction standards as specified in Schedule "B".

It is the intent of the Council of the Municipality of Calvin to protect the municipality and its residents from incurring tax increases to finance road construction and upgrades that are the responsibility of developers, and in some cases residents whose properties are abutting and/or accessed by unassumed road allowance, seasonal roads, and/or private roads.

Unless it is clearly in the public interest and for the general benefit of the Municipality as determined by Council, it is not intended that seasonal roads, unopened roads or private roads will be assumed by the Municipality and no responsibility for access, snow clearance, maintenance, repair, liability or other obligation is acknowledged for such unassumed road.

The Municipality will consider assuming seasonal roads, unopened roads or private roads for year round maintenance where the number of potential users warrants the expense of maintaining it and where such potential users are prepared to pay all associated costs of initially constructing a road to the minimum municipal standards as herein set out.

Council shall review each written proposal on an individual basis to determine if the assumption of that road would best serve the Municipality and the residents therein.

**2. Scope**

This policy shall apply only to the assumption of existing seasonal roads, existing private roads and roads constructed on municipal road allowances prior to the adoption of this policy. This policy does not apply to the construction of any new roads or roads as part of a development proposal or plan of subdivision.

3. Purpose

This policy establishes guidelines and minimum standards for the upgrading of existing seasonal roads, private roads and unassumed municipal road allowances within the jurisdiction of the Municipality of Calvin. The goal of this policy is:

- a) to ensure consistency in the upgrading of existing roads
- b) to ensure that proponents upgrading existing seasonal roads, private roads and unassumed municipal road allowances abide by a minimum municipal standard
- c) to ensure adherence to the Official Plan of the Municipality
- d) to avoid passing costs for such road upgrades onto all ratepayers of the municipality
- e) to control the means by which the Municipality may assume seasonal roads, private roads or unassumed municipal road allowances in a fair and consistent manner
- f) to control the use and development of unopened road allowances

4. Definitions

The following definitions are included solely for the understanding of this policy:

- a) "Council" shall mean the Municipal Council of the Corporation of the Municipality of Calvin
- b) "Manager" shall mean the Public Works Superintendent or his/her designates
- c) "Municipal Roads" shall mean roads and highways that have been assumed by the Municipality and are maintained year round by the Municipality
- d) "Municipality" shall mean the Corporation of the Municipality of Calvin
- e) "Private Roads" shall mean any roads and lanes that have not been assumed by the Municipality, which provide access by means of a road allowance or registered right-of-way to private property; the use and maintenance of which is the responsibility of the abutting landowners
- f) "Proponents" shall mean developers, residents, ratepayers or other associations who are requesting the Municipality to upgrade an existing seasonal road, private road, or unassumed road allowance to a municipal road for assumption and maintenance
- g) "Seasonal Roads" shall mean roads that are owned by the Municipality but on which no winter maintenance is performed from October 1<sup>st</sup> through May 31<sup>st</sup> each year
- h) "Unassumed Road Allowance" shall mean a road laid out of the original crown survey of the municipality that has not been assumed by the Municipality for year round maintenance

5. Policy Intent

It is the intent and the policy of the Municipality of Calvin:

- a) to provide minimum construction standards for all municipal roads, private roads and seasonal roads within the Municipality
- b) to apply consistently the minimum standard to ensure the quality of road construction
- c) to ensure that all proponents are held to the same standard of quality

- d) to not assume responsibility for or maintenance of any private road except as outlined in this policy. Should Council ever deem it necessary to assume such a road, it must first be brought up to municipal standards as outlined in Schedule "B"
- e) to not assume on a year round basis any seasonal road. Should Council ever deem it necessary to assume, on a year round basis, such a road, it must first be brought up to municipal standards as outlined in Schedule "B"
- f) to provide an equitable and fair process for undertaking any road improvements and collecting the cost of such improvements from the benefitting property owners

**6. Policy and Procedure - Requests for Year Round Maintenance of Seasonal Roads and Unassumed Road Allowance**

When submitting a written request to the Municipality, all documentation and information must satisfy Council that the assumption of the non-assumed road is in the public interest, and that the proponent(s) acknowledges and accepts that any and all costs associated with such assumptions are to be borne by the proponent(s), and the following procedures applied.

**Criteria for Council**

**1. Written Petition Required**

- a) the proponent(s) requesting assumption of a seasonal road or an unassumed road allowance must be a registered property owner(s) and shall prepare and submit their request in writing by signed petition to Council
- b) Council must be satisfied that 100% of all property owners who will receive direct benefit from the assumption of the road agree to the undertaking (one owner signature per benefitting property). Requests not supported by 100% of property owners will not be considered
- c) assumption of less than 500 metres will not be considered unless the roadway links existing municipal roads

**2. Council Considerations**

- a) Does the road serve, or will it serve five (5) or more separate and distinct parcels of land which are being used, or have the capability of being used for the purposes permitted within that zone?
- b) Does the road provide access to a municipally maintained boat launch, beach or other facility promoted by the Municipality for public use?
- c) Would the assumption of the road over extend existing municipal roads maintenance programs, operations and resources?
- d) Was the road constructed to the standards as stated herein, thus avoiding costly future repairs?
- e) Will the assumption of the road promote further desired development?
- f) Would further development require the road to be extended?
- g) Would further development on this road over extend existing municipal services?

- h) Would the road facilitate the safe and efficient movement of goods and people?
- i) Council must be satisfied that all property owners who will receive direct benefit from the assumption of the road agree to the undertaking
- j) Council must be satisfied that the North Bay-Mattawa Conservation Authority has been consulted and that all regulations are followed where there could be any interference with wetlands or any alterations to shorelines or watercourses
- k) Is there a reference plan prepared by an Ontario Land Surveyor documenting the lands affected by the proposed assumption?
- l) Has the Municipality received a legal opinion on the ownership status of the subject road and a risk assessment of assuming or not assuming the road?
- m) Has the proponent provided original deeds and certification of title for the lands in question prepared by the proponents Solicitor?

### 3. Responsibilities

- a) all costs associated with the works necessary to meet the minimum road construction standards including but not limited to surveys, administration and legal costs associated with the assumption of the road shall be borne by the proponent(s). Cost estimates will not be provided by Municipal Staff
- b) prior to proceeding with any work or expense a Council Resolution approving the work and acceptance by the Municipality to maintain once completed shall be required
- c) upon approval by Council the proponent(s) will be required to submit plans prepared by a Civil Engineer for staff approval
- d) once approved the proponent(s) will be required to retain the services of a Civil Engineer or Civil Engineer Consulting firm to facilitate completion of the works in a manner consistent with the approved plans
- e) prior to proceeding with any work the Agreement attached herein as Schedule "C" must be entered into between the parties
- f) ongoing municipal inspections will be required during the upgrade process:
  - an initial inspection will be completed before any work begins on the road to determine the work to be completed to the current standards
  - an interim inspection will be completed when the work is in process to ensure standards are being met
  - a final inspection will be undertaken after all said work is completed and any adjustment to the work shall be completed before this inspection takes place
  - this inspection schedule shall be deemed as the minimum and shall be carried out by the Manager and/or the Municipal engineer. Spot inspections may be carried out at any time when work is in progress
- g) after a final inspection of the road by the Manager and/or the Municipal Engineer the municipality will assume year round maintenance by By-law and the assessment office shall be notified of changes in assessment of property owners on said road

h) proponent(s) will be responsible for any defects (other than wear from normal use and as determined by the Manager and/or the Municipal Engineer) in the road that become apparent within the first two years after the assumption of the road by the Municipality

## **7. Policy and Procedure - Requests for Assumption of Private Roads**

### **1. Road Assumption Costs**

- a) **Road Allowances** - All costs incurred by the Municipality, associated with the acquisition of the land required for the road allowance, whether from the Crown or private sources, shall be borne by the proponent(s). This will include areas required for realignments, snow plough turnarounds, and the accommodation of service vehicles, etc.
- b) **Ministry Costs** – All Ministry of Natural Resources Costs and Municipality costs associated with the acquisition of Crown Lands required to establish the road allowance, shall be borne by the proponent(s) and all lands should be acquired at once even if assumption is planned in stages. The Land acquisition shall be administered by the Municipality
- c) **Survey** – All survey costs shall be borne by the proponent(s)
- d) **Municipal Satisfaction** – The terms of the acquisition of private or public land for the road allowance shall be to the satisfaction of the Municipality. This includes private property issues that are not evident upon initial application, but are discovered during the survey process. Private land issues will be administered by the Municipality, but all associated costs shall be borne by the proponent(s)
- e) **Appraisal of Deficiencies** – An appraisal of the current state of the road as it compares to the Minimum Municipal Standards/Road Assumption Standards (Schedule “B”) currently in place by the Municipality must be undertaken by the proponent(s) and by an engineer experienced in the field of municipal roadways, with the cost borne by the proponent(s). The appraisal will be reviewed by the Municipality to ensure that all essential deficiencies are identified. The appraisal will include an identification of the costs (at the current date) associated with all essential deficiencies

### **2. Cost Estimates by the Municipality**

- a) The Municipality shall provide the proponent with an estimated costing including legal survey, legal fees, costs for the establishment of the road allowance, and any additional directly related costs

### **3. Commencement of Assumption Process**

- a) The Municipality will proceed with the assumption process at its sole direction after completion of all steps listed in Section 8 below and the passing of a By-law

### **4. Maintenance Before Assumption**

- a) The maintenance of the road which is the subject of an application shall remain the sole responsibility of the proponent(s) until all requirements for assumption by the Municipality have



been satisfied and Council has finally passed a By-law for the assumption of the road into the Municipality's road system

## 5. Method of Payment

a)

## 6. Procedure for the Assumption of a Private Road

- a) **Municipal Application** – The proponent shall make application (Schedule “ ”) to the Manager. The Appraisal of Deficiencies should also be included with the application, along with a detailed map of the area showing the road in question
- b) **Municipal Consideration**- The Manger, in consultation with the Clerk-Treasurer, shall assess whether the request for assumption substantiates further review. If he/she feels that the request does not substantiate further review, the proponent will be advised accordingly. An appeal of denial of the request may be submitted in writing to Council for consideration
- c) **Applications Substantiating Further Review** – If the Manger determines that the application warrants further review, he/she will undertake an assessment of the application taking into consideration , but shall not be limited to the following:
- i) The total dollar assessment and tax revenue for the area serviced by the road and the estimated additional tax revenue as a result of property upgrades resulting from four (4) season access
  - ii) A review of the Appraisal of Deficiencies as compiled by the proponent(s) and supported by a private civil engineering company and reviewed by the Municipality, will be undertaken to identify deficient sections and prorate them over the entire length of the road to derive a ratio of the proportion of deficiencies (the appraisal must reflect all seasons)
  - iii) A schedule for the elimination of deficiencies will be compiled by the Municipality. The schedule will identify the deficiencies to be eliminated by the proponent(s) prior to assumption, in the 5 year period following the assumption, and any deficiencies that are permitted to remain
  - iv) An undertaking will be sought from all property owners involved to acknowledge that the application has been made and to acknowledge the financial commitments of the proponent(s) for the assumption period and the 5 year period following the assumption. **An agreement in favour of undertaking the assumption must be signed by at least two-thirds?? of the owners representing at least one-half of the value of the lots liable to be specifically charged for the work (in accordance with (O. Reg. 119/03 s.6)**
  - v) A Planning review of economic impact with respect to future development of vacant lots and redevelopment of existing lots
  - vi) A determination of maintenance costs

vii) Potential for use by school busses and emergency vehicles, a determination as to whether the road could be considered a road feeding other private roads, the number of properties accessed by such and the accompanying assessment

viii) Traffic volume

d) **Report to Council** – The data collected pursuant to Section 6 (c) above will be compiled and submitted in a report, with a recommendation from the Manager to Council. If Council denies the application, the proponent(s) shall be advised accordingly with comments or recommendation(s). If the application is approved by Council, the events outlined in Section 7 will be followed.

## **7. Road Assumption Process**

### **a) Checklist of Events**

A checklist of events required to be met to accomplish the transfer shall be forwarded to the proponent(s) and shall include, but shall not be limited to the following:

- i) The determination of realignment/right of way requirements (surveying and land transfer processes shall not commence prior to such determination)
- ii) The provision by the municipality of the estimate as identified in Section 7
- iii) Upon receipt of acknowledgement by the proponent(s) of the estimated costs as identified in Section 7.2, and the required agreements being received in favour by the taxpayers, the surveying and land transfer processes shall commence
- iv) The determination by the Municipality and the acceptance by the proponent(s) of the level of service for the short-term (1-10 years)
- v) The acceptance by the proponent(s) of the content of the Schedule of Elimination of Deficiencies, including written confirmation that any failure of the proponent(s) to comply prior to assumption will result in the assumption process ceasing and any failure to comply post assumption will result in the Municipality undertaking the works and applying the costs to the applicable tax accounts
- vi) A copy of the survey shall be submitted to the Municipality for review before being deposited in the Land Registry Office
- vii) When a reference plan of survey is to be deposited in the Land Registry Office the Municipality will require 6 copies
- viii) When transfers of all lands required to complete the road allowance requirements are in the possession of the Municipality, and all applicable costs have been paid, the transfer documents will be registered in the Land Registry Office
- ix) A By-law to authorize the assumption for use by the public will be passed
- x) The scheduling of any post assumption works that are the responsibility of the proponent(s) must first be approved by the Municipality
- xi) The Schedule for Elimination of Deficiencies will be reviewed annually to verify compliance with the deficiencies identified therein
- xii) All prior and post assumption works undertaken by the proponent(s) are to be to the satisfaction of the Municipality

**b) Annual Review**

The Municipal staff will undertake an annual review of the checklist of events required to accomplish the transfer.

- i) If the schedule is adhered to and the work performed meets the requirements of the Municipality, the process will continue accordingly
- ii) If the proponent(s) fails to comply with any item of the checklist, the Municipality will undertake the required works and apply the costs to the applicable tax accounts

DRAFT

Schedule "B"

To By Law No 2017 \_\_\_\_\_

**Minimum Municipal Standards/Road Assumption Standards**

*Specifications may vary depending on the road area at the discretion of the Manager and/or Municipal Engineer*

Gravel Road Standard (based on Ontario Provincial Standards for Roads and Municipal Services)

Right-of-Way	20 m (66')
Minimum Clearance Width	12 m (40')
Length	150 m (minimum)
Surface Width - including shoulder	8.0 m (.5 + 3.5 + 3.5 + .5)
Surface Material	100 mm (4") Gravel – Granular "A"
Base Material	150mm (6") Gravel – Granular "B" (depending on sub-grade material)
Culvert	400 mm (16")
Grade	8% Maximum
Cross Fall - Crown to Edge	2%
Turnarounds	13 m (43') radius
Drainage	.5 m depth outletting to an adequate receiving watercourse or Municipal Drain

Notes

1. Deviations from the minimum standard may be approved by the Manager and/or Municipal Engineer where the deviation will not result in any significant loss of safety or increased maintenance costs to the Municipality. The permitted deviations do not represent the minimum standard.
2. The standards detailed above apply only to the assumption of Private Roads, Unopen Road Allowances or Seasonal Roads and are not the standards applicable to new construction after the date of the adoption of this standard by Council.

Schedule "C"

To By Law No 2017 \_\_\_\_\_

**Agreement**

"SAMPLE"

SCHEDULE "C"

AGREEMENT FOR OPENING AN UN-OPENED ROAD ALLOWANCE OR UPGRADING A SEASONAL ROAD.

BETWEEN: The Corporation of the Municipality of (hereinafter called the "The Municipality")

AND: Hereinafter called the "Property Owner"

WHEREAS the unopened road allowance affected by this Application is located as follows:

WHEREAS the purpose of work on the unopened road allowance is as follows:

WHEREAS the proposed work on the unopened road allowance within 12 months of the date of the agreement is as follows:

WHEREAS:

- 1. The Property Owner is the owner in fee simple of the land described above (the "Lands");
2. Section of Bylaw No. provides that no person shall erect any building or structure in any zone unless the lot upon which such building or structure is to be erected has sufficient frontage on a an improved street which is maintained year round by the municipality or the Province.
3. In consideration of the mutual covenants and in consideration of opening a section of road allowance the parties agree:
4. Any notices required or permitted to be given pursuant to the terms of this Agreement shall be given in the manner hereinafter set out, in writing addressed in the case of:

the Municipality: Municipality of

the Property Owner: ?, ?, Ontario

- 5. The conditions of approval required of the Property Owner by the Municipality, in addition to the terms of this agreement, shall be set out in Schedule "B".
6. On approval of preliminary plans, the Property Owner must have:
a. An insurance policy with an insurance company satisfactory to the Municipality insuring for the joint benefit of the Property Owner and the Municipality against public liability and property damage arising out of the construction and installation of any work to be performed pursuant to this contract.
7. The Property Owner shall be responsible for any costs incurred for installing or changing the locations of hydro poles, lines and attachments necessitated by this Agreement and:
a. Changes in the established grades of the land;

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b. Conflict with driveways where pole locations had been approved.

8. The Property Owner shall pay promptly the contractors employed for the construction and installation of the roads but shall hold back such sums as required by law and shall indemnify the Municipality against any claims, actions or demands for construction liens or otherwise in connection with the roads and services and on demand by the Municipality shall immediately discharge any construction liens for the roads and services which may have been registered.

### ROADS

9. Detailed plans and specifications of the roads shall conform to the overall plan of the Municipality and shall be subject to the approval of the Public Works Superintendent. No work shall be commenced until the approval has been received. The approval shall not relieve the Property Owner of responsibility for errors or omissions in the plans and specifications.

10. The Property Owner shall construct the roads in accordance with the approved plans and specifications and in accordance with good engineering practice and minimum road standards and the Municipality shall accept the road as being completed upon the Public Works Superintendent certifying that it has been completed to his satisfaction and in accordance with the plans and specifications.

11. The Property Owner will ensure that a land surveyor has found or replaced all standard iron bars as shown on the registered plan before the Municipality will accept the roads.

12. The Property Owner shall erect street signs, traffic and speed limit signs of a design and in locations requested by the Municipality. The signs shall become the property of the Municipality upon acceptance for the road and services.

13. Until the Municipality has accepted the roads through a by-law of Council the Property Owner shall be responsible for their maintenance including snow removal and any damage done to any roads during construction, and any liability to the public. If the Municipality agrees to provide snow removal, the doing of the snow removal by the Municipality shall not amount to a waiver by the Municipality of its rights to require that the other work be done by the Property Owner, nor shall the Municipality be deemed to have accepted the roads. Council agrees to pass such bylaw within 2 years subject to a successful final inspection and recommendation by the Public Works Superintendent.

14. The Property Owner agrees to indemnify and save harmless the Municipality, its officers and employees, with respect the services described herein, from losses due to bodily injury (including death resulting from injury) or damage to the property of others arising out the operations of the Property Owner, its employees or agents or contractors, or losses due to omissions or negligent acts in the performance of services by the Property Owner, its employees and agents or contractors under this agreement. These indemnity provisions relate to losses, damages, liabilities, or expenses based on claims by third parties and do not derogate from or limit remedies either party may have against the other for breach of this contract.

15. The Property Owner agrees to reimburse the Municipality for all legal, planning, and engineering costs associated with the preparation and enforcement of this Agreement and the installation of the roads.

16. Unless the context otherwise requires, where the Property Owner is obligated by this Agreement or the approved Plans to make any payments or install or construct or carry out any services or action the provision thereof contained herein shall be deemed to include the words "at the sole expense of the Property Owner".

17. All work done under this agreement shall be construed in accordance with the laws of Ontario, the laws of Canada, and Municipal By-Laws.

18. This agreement shall be binding on the parties and their respective successors and assigns,

**SIGNED BY THE PARTIES HERETO.**

**SIGNED, SEALED AND  
DELIVERED**

) **PROPERTY OWNER**

)  
) Per: \_\_\_\_\_  
) ? , Owner

)  
)  
) Date: \_\_\_\_\_

) **THE CORPORATION OF THE  
MUNICIPALITY OF**

)  
)  
) Per: \_\_\_\_\_  
) ?  
) Reeve

)  
)  
) Per: \_\_\_\_\_  
) ?  
) Municipal Clerk Treasurer CAO

)  
)  
) Date: \_\_\_\_\_

" SAMPLE "

SCHEDULE "A"  
(to be read in conjunction with the Act)

ROADS ASSUMPTION APPLICATION

Explanation

Upon receipt of this and any other information specific to your situation, this application shall be submitted to the Manager of Public Works for a high level review. Should the Manager of Public Works see merit in the application, an assessment under Section 10 of the Assumption of Private Roads By-Law will be undertaken.

Please provide the following:

Applicant: \_\_\_\_\_

Road Name: \_\_\_\_\_ Road Length: \_\_\_\_\_ km

Location:

LOT \_\_\_\_\_ CONCESSION: \_\_\_\_\_ WARD: \_\_\_\_\_

LOT \_\_\_\_\_ CONCESSION: \_\_\_\_\_ WARD: \_\_\_\_\_

LOT \_\_\_\_\_ CONCESSION: \_\_\_\_\_ WARD: \_\_\_\_\_

Number of Direct Benefactors: \_\_\_\_\_

Number of Current Year Round Residences: \_\_\_\_\_

Number of Indirect Benefactors: \_\_\_\_\_

Annual Membership Fees: \_\_\_\_\_

Current Annual Road Maintenance Costs: Summer: \_\_\_\_\_

(Please provide supporting documentation)

Winter: \_\_\_\_\_

Please attach a brief description of the nature of annual maintenance and improvements undertaken on your road.

Please attach written comment by a Civil Engineer experienced in the field of roadways on the merits of the application

Road Property Status: Trespass Crown  Trespass Private  Road Allowance

Date Application Fee Submitted: \_\_\_\_\_

For additional information or assistance in completing this application please contact the Manager of Public Works of the Municipality at \_\_\_\_\_, or \_\_\_\_\_



PROPERTY OWNER'S AGREEMENT FOR  
PRIVATE ROAD ASSUMPTION

Cost of Road Assumption

a) A cost estimate prepared by the Township include the costs of engineering, surveying, land purchase (MNR or private), and administration has been provided to your private road association.

b) Cost of assumption under:

Option 1	Cost per lot:	\$ _____
Option 2	Lump Sum:	\$ _____
	or	
	Annual 5 year Payment:	\$ _____

Approval/Against

Applicant Name: \_\_\_\_\_ Lot/Con./Ward: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

Approve Option # _____	Signature: _____
Against Assumption Application	Signature: _____

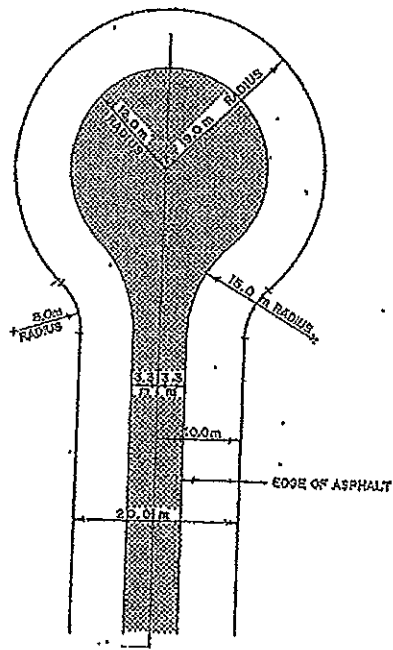
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- i) Lot share of (a)
  - ii) Lot share under the Local Improvement Charges Priority Lien Status (2003)

*For additional information or assistance in completing this application please contact the Manager of Public Works of the Municipality at*

"SAMPLE"

SCHEDULE "A"

ROAD ASSUMPTION STANDARDS  
PAGE 2



Y 11  
TYPICAL CUL-DE-SAC  
(PAVED ROADWAY, OPEN DITCH)  
20.0m ~ R.O.W.

DESIGN:	DATE:	NOV. 1961
DRAWN:	SCALE:	01
CHECKED:		

REMSOX