

Application #: _____ Ward #: _____ Fee Received:

\$

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____



STREET OR LANE CLOSING/OPENING

APPLICATION FORM

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the Authority of *The Planning Act* and will be used to process this application.

SECTION 1: BACKGROUND INFORMATION

* Mandatory Field

*Site Address or
Location:

Have you discussed this proposal with City Staff? Yes No

If **Yes**, please indicate the date (dd/mm/yyyy):

(*Note Applicants are encouraged to contact the [Planning and Growth Management Department](#) to discuss proposal details before submitting a development application).

For any and all previously approved, and concurrent development application(s), please list application numbers:

Application #'s:

Applicant/Agent Information:

Name:

Mailing Address:

Telephone:

Email Address:

Registered Property Owner Information:

Same as above

Name:

Mailing Address:

Telephone:

Email Address:

SITE DETAILS

Legal Description:

Describe the land uses surrounding the street or lane.

North:

South:

East:

West:

DETAILS OF STREET OR LANE CLOSING/OPENING

Briefly describe the purpose of this application.

Are the land owners/tenants surrounding the street/lane aware of this application?

Yes

No

Unknown

COMMUNITY NOTIFICATION

Is this application subject to public consultation? Yes No

(Note: An application to close a street/lane is subject to public consultation. However, an application to close an untravelled street/lane does not require on-site signs. An application to open a street or lane is not subject to public consultation.)

If Yes:

Have you contacted the Ward Councillor to explain this proposal? Yes No

Have you contacted the Registered Community Organization's representative(s) to explain this proposal? Yes No

If **Yes**, indicate the name of the Registered Community Organization(s):

SECTION 2: APPLICATION TYPE AND FEES

Please visit the City's website for additional information on [Street or Lane Closing/Opening](#). Fees must be paid in full at the time of application submission.

Planning Fees

- | | |
|---|--------------------|
| <input type="radio"/> Street/Lane Opening | \$13,338.12 |
| <input type="radio"/> Street Closing - Category A (Arterial, major collector, collectors): Travelled | \$9,598.52 |
| <input type="radio"/> Street Closing - Category A (arterial, major collector, collectors): Untravelled | \$9,033.52 |
| <input type="radio"/> Street/Lane Closing - Category B (local road, lane): Travelled | \$4,822.52 |
| <input type="radio"/> Street/Lane Closing - Category B (local road, lane): Untravelled | \$4,257.52 |

Are multiple Applications being submitted?

Yes No

Each planning fee will be reduced by 10% if two or more planning applications are submitted at the same time and for the same lands. Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction. If "Yes" is checked, the fee will be adjusted accordingly.

Fees Total:

Standard Plans (mandatory submission requirements)

- ✓ Sketch/Plan showing street or lane to be closed/opened.
- ✓ Coloured photographs of the street or lane.

Legal Requirements

- All signatures requested through this document must be hand-written.

Financial Requirements

- When an application requires public notice, large black and white signs describing the proposal will be posted on the subject property. The fee for this service is included as part of the application cost (\$565). Additional signage, if required will be invoiced to the applicant at a cost of \$282.50 per sign.
- If this application is approved, a subsequent process to consider the disposal (sale) of the City-owned lands is initiated by the Realty Services Branch. It is advised that the applicant contact the City's Realty Services Branch prior to submitting this application.

SECTION 4: DECLARATIONS

Affidavit or Sworn Declaration that the Information is Accurate

I, [] , of the City of [] solemnly declare that all of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of The Canada Evidence Act.

SWORN (or Declared) BEFORE ME

At []
This [] day of [] , [] .

Commissioner of Oaths

(Please print Name)

Signature of Applicant

(Please print Name)

Consent - Development Application Client Satisfaction Survey - Optional

I, [] consent to the City of Ottawa conducting a Client Satisfaction Survey by

mailing to me a paper questionnaire at the following address:

[]

e-mailing me an electronic questionnaire at []

The purpose of this voluntary survey is to measure my level of satisfaction with the development application process and assist the City of Ottawa to improve services. The survey is anonymous. My name will not appear on the questionnaire nor will my responses be linked to my identity. The survey will take approximately 15-20 minutes to complete and be mailed to me after the development application process is complete

Signature

Date