

Office Use Only

Application Number: _____ Ward Number: _____ Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____ Fee Received:

\$



Lifting 30 Centimetre Reserve

Application Form

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business Support Services, Planning Infrastructure and Economic Development Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 24075

Background Information

** Mandatory Field*

***Site Address or Location:**

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

Application Numbers:

Applicant/Agent Information

Name:

Mailing Address:

Telephone: Email Address:

Registered Property Owner Information: Same as above

Name:

Mailing Address:

Telephone: Email Address:

Details about Reserve / Property Adjacent To Reserve

Legal Description:

Reserve frontage: m Reserve depth: m Reserve area: _____ m²

Or Lot area: (irregular lot) m²

Note: Not all reserves are 30 centimetres deep, they can vary in depth from 10 to 50 centimetres.

Reason for Request

- "Collect back" provisions satisfied in appropriate development agreement
- To provide required access for development
- Compliance to Private Approach By-law
- Reconveyance to abutting property owner (if selected, the reserve cannot be dedicated as public highway)
- Dedicate as public highway (if selected, the reserve cannot be reconveyed to abutting property owner)
- Other (please specify):

Required Fees

Please don't hesitate to visit the [Lifting of 30 Centimetre Reserve](#) website for more information.

Fees must be paid in full at the time of application submission.

Planning Fee

Plus Initial Conservation Authority Fee

\$215.00

Are multiple Applications being submitted?

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.

Yes No

Total

Submission Requirements

Standard Plans (mandatory submission requirements)

- Plan of survey identifying part(s) to be lifted (**2 copies**)
- Subdivision Plan (registered 4M Plan) or Reference Plan (deposited 5R Plan)

Technical Requirements

- All plans must be folded to 21.6 cm X 35.6 cm (8½" x 14").