

APPLICANT OSRA PURCHASE CHECKLIST

- Application (Attachment "A") submitted _____ (date)
- Provide the following to the Municipal Office to begin application process:
 - Application signed by ALL owners
 - \$500 Administration Fee + \$65 HST = \$565 payable to Municipality of Hastings Highlands (Bylaw 2017-001)
 - Consent of Abutting owner (Attachment "B") of neighbour 1
 - Consent of Abutting owner (Attachment "B") of neighbour 2
 - Sketch with neighbour 1 signature
 - Sketch with neighbour 2 signature
- Application goes to Council meeting for tentative approval to purchase shore road allowance
- Applicants receive letter with Resolution of Council giving tentative approval
 - Includes Checklist
 - Requires Preliminary Reference Plan, neighbours must sign again
 - Requires copy of Deed to property
 - Requires certified cheque payable to Lorne C. Plater Professional Corporation In Trust in the amount of \$1,000 being a deposit on account of his legal fees, disbursements and advertising
- Applicants provide the following to Municipal Office after tentative approval has been given:
 - Preliminary reference plan with neighbour 1 signature on property line
 - Preliminary reference plan with neighbour 2 signature on property line
 - Surveyor's Report (if available)
 - \$1,000 certified cheque payable to Lorne C. Plater Professional Corporation, In Trust

NOTE: Applicant is responsible for ALL legal fees and disbursements of Municipal Solicitor

 - Deed to property
 - Contact information for their own solicitor (optional)
- Council gives final approval of Preliminary Reference Plan
- Applicant advises Surveyor to register Reference Plan
- Applicant instructs Surveyor to provide 4 paper copies and one electronic copy of Reference Plan and one copy of the Surveyor's Report to the Municipal Office
- Municipal Office sends Reference Plan, deposit cheque, Deed and Acknowledgment to Municipal solicitor (and includes contact information of Solicitor for Applicant, if applicable)
- Municipal Solicitor prepares Notice and By-Law to close and convey Road Allowance
- Municipal Solicitor publishes Notice to close Road Allowance
- Municipal staff post Notices
- By-Law to close Road Allowance included in agenda for Council meeting as set out in Notice
- Certified copies of By-Law to Municipal Solicitor for circulation/registration
- Municipal Office receives documentation from solicitor to register By-Law and Transfer
- Lawyer registers by-law on title
- Municipal Solicitor contacts Applicant's solicitor, if applicable, to complete sale or Municipal Solicitor contacts Applicants to sign Transfer (deed), have ID verified and provide balance of monies owing
- Municipal office receives registered documentation to close shore road allowance together with balance due on closing from lawyer
- Transaction is complete and documents are filed in Applicant's tax roll file