

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 and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815.

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**Company name: Contact name: Mailing Address: Telephone: Email Address: **Registered Property Owner Information:** ☐ Same as aboveName: 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.

☐ Lifting of 30cm Reserve \$3,277.32

Plus Initial Conservation Authority Fee **\$235.00**

OR

☐ Lifting of 30cm Reserve - Rural \$2,185.32

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Total

NOTE: The lower required fee is applicable where such a reserve is in place in the rural area, to ensure compliance with findings of a previously approved hydrogeological study.

Submission Requirements

Standard Plans (mandatory submission requirements)

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