



## LIFTING 0.3M RESERVE

### INFORMATION SHEET FOR APPLICANT

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A 0.3m reserve is a strip of land 0.3m wide, running along the street frontage or perimeter of a property or perpendicularly across a road right-of-way that is deeded temporarily to the Town as a condition of a subdivision agreement. This reserve has the effect of technically denying access to a property, or adjacent lands because the law requires that all land must have frontage on a public street to qualify for a building permit. The reserve is used as a means to control development until such time as various conditions are met or to prohibit development on lands that are not yet scheduled for development. The lifting of the reserves can result in the dedication of land as public highways, the conveyance of land back to the owner or in some cases, both.

If the conditions no longer apply, an application may be made to request that the Town “lift” the requirement for the reserve, giving the property owner direct access to a public street. For lifting of 0.3m reserves, Town staff prepare a By-law and forwards the By-law to Council for consideration.

#### **COMPLETION OF APPLICATION**

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

You should discuss your proposal with staff before submitting an application. Application forms are available at the Town Hall or online. It should be submitted with the required fee and include the following information:

- A description of your property, including the location of the 0.3m reserve;
- A Registered Plan number;
- The reasons why you want to have the reserve lifted.

Your application must be accompanied by a survey plan and any other information that may be needed to assess your application.

#### **APPLICATION FEE**

The application fee of \$325.00 per block or portion thereof is to be paid at the time of application, by cheque payable to "Town of Arnprior".

#### **APPEAL**

There are no formal appeal procedures in the event that the Town does not approve your application. However, you could seek legal advice to see if action could be taken to enforce lifting the 0.3m reserve.

TOWN OF ARNPRIOR  
**APPLICATION FOR LIFTING 0.3M RESERVE**

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*Fax No. (613)623-9960*

*E-mail: rsmith@arnprior.ca*

A pre-consultation meeting with Town staff is encouraged prior to submission of this application.

The submission of this application must be accompanied with supporting material and required fee in cash or by cheque made payable to the “**Town of Arnprior**”, in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

The owner of the land, or the applicant, should complete the following **Application Form** and submit along with the necessary documents to:

Community Development Branch  
Town of Arnprior  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223

**NOTE:** Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for lifting 0.3m reserves. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to:

Robin Smith  
Community Development Branch  
Town of Arnprior  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223  
Fax: (613) 623-9960      Email: rsmith@arnprior.ca

**\*Applicants should review this application with the  
Community Development Branch before submitting\***

TOWN OF ARNPRIOR  
**APPLICATION FOR LIFTING 0.3M RESERVE**

\*PLEASE PRINT\*

File No. \_\_\_\_\_

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GENERAL INFORMATION

**1. REGISTERED OWNER INFORMATION (Please indicate name(s) exactly as shown on the Transfer/Deed of land)**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**2. SOLICITOR INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3. AUTHORIZED AGENT INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**4. DESCRIPTION OF THE SUBJECT LAND**

Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Geographic Twp: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Block or Lot No(s). in the Plan: \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part No(s): \_\_\_\_\_

**5. REASONS FOR REQUEST**

- "Collect Back" Provisions Satisfied In Appropriate Development Agreement
  - To Provide Required Access For Development
  - Reconveyance To Abutting Property Owner
  - Dedicate As Public Highway
  - Other: (Please Specify)
- \_\_\_\_\_

**6. REQUIRED PLANS**

- Registered Legal Survey identifying the subject parts to be lifted
- Subdivision Plan (Registered 49M-Plan) or
- Reference Plan (Deposited 49R-Plan)