

### General Overview and Guidelines

**Pre-Consultation:** The City of Kenora recommends that applicant(s) attend a pre-consultation meeting with the Planning Department prior to formally submitting this application. Please ensure that you call ahead to arrange an appointment with Planning Staff at least one week prior to your preferred meeting date. For further information, or to make an appointment, please contact the Planning Department:

Planning Assistant – Melissa Shaw Tel: (807) 467-2292 or [mshaw@kenora.ca](mailto:mshaw@kenora.ca)  
City Planner – Devon McCloskey Tel: (807) 467-2059 or [dmccloskey@kenora.ca](mailto:dmccloskey@kenora.ca)

**Fee:** The non-refundable application fee for an Application for Purchase or Lease City Property is \$500.00 per lot or per parcel. Please make cheques payable to the Corporation of the City of Kenora. Payments may be made by cash or cheque only, or by debit/credit if paid at City Hall.

**Purchase Price:** The purchase price shall be per the City of Kenora Tariff of Fees By-law, in addition to the application fee of \$500 and any other costs involved.

**Letter of Appraisal:** A letter of Appraisal as to the fair market value of the property to be purchased is required from a realtor acceptable to the City of Kenora.

**Application:** The City of Kenora requires (1) original of the application along with any required supporting documents/report(s), together with the prescribed application fee or receipt for payment in order for the application to be deemed complete and be processed. All required information must also be provided electronically.

This form sets out the information that will assist the City of Kenora in its evaluation of the application. Please answer all questions in full detail.

Applications must be filled out in blue or black ink only. Applications completed in pencil or other colours of ink will not be accepted. If submitting photocopies of your application, the original copy must also be filed.

Applications shall be signed by the owners(s) or agent in the presence of a Commissioner of Oaths. The City Clerk, Secretary Treasurer and City Planner are Commissioners. Where an agent or solicitor is authorized to make the application on behalf of the owners(s), their signature shall be witnessed.

All applications will be circulated for review and comment to various City Departments, such as Planning, Operations; Roads, Sewer and Water Departments, etc.

**Sketch/Site Plan:** Applications and plans will be accepted in Metric only (1 foot = 0.3048 metres, 1 acre = 0.4046 hectares). The maximum size for the accompanying sketch/site plan shall be 11"x 17". If there is information provided on larger sizes, at least one copy shall be provided on the 11"x 17" format. Elevation drawings shall also be provided if applicable.

**Photos:** Photographs of the property are encouraged.

**Survey:** A survey, certified by an Ontario Land Surveyor (OLS) must be submitted as part of each application that shows the subject area. If required, an R-plan may be requisitioned.

**Planning Rationale:** A document that provides an overall description, justification and rationale for understanding the proposed development application, and intended to help the applicant organize and provide written support for the application.

**Waterfront Road Allowance:** It is recommended that the applicant for a waterfront road allowance review the Lake of the Woods Control Board website at: [www.lwcb.ca](http://www.lwcb.ca) It is required that the Lake of the Woods Control Board high water datum be shown on waterfront property surveys. Abutting landowners are required to signify agreement to the purchase of waterfront road allowance by signing the survey or sketch for the application. In the case of a valid disagreement, sale of shore road allowance will not be approved until agreement is reached with the neighbours.

**Authorization:** Should an agent or solicitor represent the applicant(s), written authorization from the applicant(s) must accompany the application.

#### Frequently Asked Questions (FAQ):

**Do I get my application fee refunded if my application is refused?**

No. Other fees that may be incurred by the owner include but are not limited to:

Title search costs

The cost of a reference plan to be prepared and deposited on title by an Ontario Land Surveyor (OLS)

Conveyancer and/or other legal fees

Any additional fees or costs that the City of Kenora may incur relating to the processing of the application or the issued letter

**Can I appeal the decision if my application is rejected?** No.

**How long does the application process take?**

The Planning Department will circulate all applications internally after consulting with the applicant. Decisions are typically rendered within two months of the application being deemed complete.

**What could affect the outcome of my application?** Comments from one or more departments or external agencies.

What departments and agencies are circulated?

- Roads Department
- Operations
- Planning Department
- Engineering
- Sewer & Water Department
- Fire & Emergency Services
- Building Department
- Parks Department
- Kenora Hydro (if applicable)
- Others as determined by the City of Kenora

#### THIS APPLICATION MUST BE SUBMITTED TO:

Planning Department  
60 Fourteenth Street North, 2nd Floor  
Operations Centre - Kenora, ON P9N 4M9

Email: [dmcloskey@kenora.ca](mailto:dmcloskey@kenora.ca) or [mshaw@kenora.ca](mailto:mshaw@kenora.ca)  
Fax: 807-467-2246

**Personal information contained on this form is collected pursuant to the Municipal Act, and will be used for the purpose of processing and approval of this application and associated applications. Questions about this collection should be directed to: Freedom of Information and Privacy Coordinator, City of Kenora, One Main Street South, Kenora, ON P9N 3X7 - (807) 467-2295.**



**Office Use Only**

Date Stamp - Date Received:	File Number: _____ Roll Number: _____ Date Received: _____ Application Fee Paid: _____
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**Requirements/checklist for a complete application:**

Note: If the information below is not received the application cannot be deemed complete.

- 1 original of the completed application form
- 1 copy of the sketch with all information
  - Dimensions of the subject property to be sold
  - The location and measurements of all existing buildings/structures (including accessory buildings and septic) on the Applicant's property
  - The location and measurements of all existing structures on subject property
  - The distance from the structures to the abutting lot lines
  - Vegetation, driveways and paths
- Survey, certified by an Ontario Land Surveyor (OLS)
- The required application fee as per the tariff of fees By-law
- Authorization
- Insurance Certificate Requirement
- Letter of Appraisal, as advised
- Planning Rationale

**1.0 – Applicant and Property Information**

**Subject Property or Waterfront Road Allowance Information**

Civic Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
Registered Plan Number	KR or M			
Legal Description				
Tax Roll Number	6016			
Section or Mining Location Number				
Name of Lake/River/Road fronting Property				

**Applicant Information**

Check Appropriate Box:	Person(s)	Company		
Applicant	Surname:	First Name:		
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City	Province			
Contact Information	Phone:	Fax:		
Email				
Acquisition Date of Subject Land				

Agent/Solicitor Information				
Company or Firm Name				
Name	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Postal Code:	Unit Num.:
City			Province:	
Contact Information	Phone:		Fax:	
Email				

Abutting Land Owner Information				
Registered Land Owner	Surname:		First Name:	
Mailing Address	Street No.:	Street Name:	Unit No.:	
City			Province:	Postal Code:
Contact Information	Phone:		Fax:	
Email				

Please attach letters of support from abutting property owners.

**2.0 – Purpose of this Application**

**Type and Purpose of proposed transaction:**

Please check appropriate box(s).

- |   |  |
|---|--|
| <input type="checkbox"/> Additions to a lot | <input type="checkbox"/> Purchase of Waterfront Road Allowance |
| <input type="checkbox"/> A Lease            | <input type="checkbox"/> Other (please specify): _____         |

**3.0 – Additional Information**

Please provide any additional information that you feel would be beneficial to the application:

**4.0 Directions to property**

Please provide directions to the subject property:

**5.0 – Sketch and Survey**

**Sketch Plan Certified by an Ontario Land Surveyor (OLS)**

A sketch is required showing the following:

- a. The boundaries and dimensions of the Subject Lands
- b. The location of all existing buildings and structures on the Subject Land, indicating the encroachments onto Municipal Property
- c. The location of the subject lands and encroachment in relation to adjacent properties
- d. The boundaries and dimensions of any encroaching items
- e. The location, width and name of any roads within or abutting the Subject Land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way
- f. Indicate North with an arrow on the sketch the location and nature of any easement affecting the subject land.
- g. All necessary information must be contained on one single sketch or site plan.



**6.0 – Sworn Declaration or Affidavit**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Province of Ontario  
\_\_\_\_\_, make oath and say (or solemnly declare) that the information contained in this application is true and  
that 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 the \_\_\_\_\_ in  
the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicants(s)

**7.0 Authorization Agent/Solicitor**

I/We \_\_\_\_\_, am/are the applicant(s) of this application to Purchase or Lease City Property and I/we hereby  
authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my  
personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness ( printed)

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of Owner(s)

**8.0 Privacy Consent/Freedom of Information Declaration**

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted by City Staff and  
members of the Planning Advisory Committee or Council Members.

I/We, \_\_\_\_\_ being the registered owner(s) of the lands  
subject of this application, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby authorize and  
consent to the use by or the disclosure to any person or public body of any personal information that is collected under the  
authority of the Planning Act (R.S.O. 1990 as amended) for the purposes of processing this application.

I/We also authorize and consent to representatives from the City of Kenora and the persons and public bodies conferred with  
under the Planning Act (R.S.O. as amended) entering upon the subject lands of this application for the purpose of conducting any  
site inspections as may be necessary to assist in the evaluation of the application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Owner(s) Signature

