Application – Municipal Land Inquiry

Corporate Services Department
Realty and Property Services Section
169 Front Street
Belleville, Ontario
K8N 2Y8
(613) 968-6481

Please indicate which type of Application you are submitting:

- ○ Municipal Land Purchase
- ○ Easement Inquiry
- ○ Lease/License Inquiry
- ○ Other: _____
- ○ Road Allowance Purchase
- ○ Encroachment Inquiry
- ○ Ownership Inquiry

Office Use Only				
Date Stamp – Date Received:	Received By:			
	Application Fee Paid	○ Yes ○ No	Date Paid:	

Requirements/checklist for complete application:
☐ Original completed and signed Application Form
☐ Stop Up and Closure of Road Allowance, Laneways and Alleyways $300.00 Application Fee + HST (non-refundable) and a $2,500.00 deposit payable to the City of Belleville
☐ All other inquiries $135.00 Application Fee + HST (non-refundable) payable to the City of Belleville
☐ Copy of your deed or tax bill (if you own adjoining lands)
☐ Survey or sketch of subject property
☐ Photos of the subject property

☐ If road Allowance Purchase Application: Written authorization from all abutting landowners required (see section 2.0 below)

1.0 – Applicant and Property Information

Applicant Information

Applicant	Surname:	First Name:	
Mailing Address	Street No. & Name	Unit Number/P.O. Box, Etc.	
	Town/City:	Province	Postal Code
Contact	Phone (day):	Fax:	
	Email:		

Subject Property, Road Allowance Information

Civic Address (if applicable)	Street No. & Name	Town/Township:	
Legal Description			
Property Roll #		PIN #	
Do you own adjoining lands?	◯Yes ◯No	(if yes please provide civic address/description of adjoining lands)	
Intended use of lands			
Is any section of the subject lands under water?	◯Yes ◯No		
Property Roll #		PIN #	

2.0 – Abutting Landowner(s) Information – if applicable

Registered Owner(s)	Surname:	First Name:	
Mailing Address	Street No. & Name	Unit Number/P.O. Box, Etc.	
	Town/City:	Province	Postal Code
Contact	Phone (day):	Fax:	
	Email:		

Registered Owner(s)	Surname:	First Name:	
Mailing Address	Street No. & Name	Unit Number/P.O. Box, Etc.	
	Town/City:	Province	Postal Code
Contact	Phone (day):	Fax:	
	Email:		
Note: if there are additional abutting landowners please provide additional names/contact information on separate document. Please provide written authorization from all abutting landowners defining any interest they have in acquiring part of the road allowance or, that they have no objections to the applicant being the sole purchaser			

3.0 – Additional Information

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

being the applicant(s), hereby agree and acknowledge as follows:

1. That this application and any supporting material - including surveys, sketches and photographs - filed with this application are public information, and form part of the public record. As public information, the applicant(s) hereby consents to the City copying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

2. I/We as applicant(s)/purchaser(s) are responsible for any and all costs which are incurred by the municipality in connection to the transaction, such as the cost of any required appraisals, reference plan of surveys, public advertising, city staff time fee, legal and registration costs, and any other costs which may be incurred by the municipality in connection to this application.

3. It is my/our responsibility to notify the Realty and Property Services Department

of the City of Belleville, in writing, should I/we decide at any point to no longer proceed with this transaction. I/we confirm that any costs which are incurred by the municipality until such time as written notice to terminate the transaction is received are my/our responsibility. By signing below, I/we are confirming that I/we would like to proceed with this transaction.	
Date:	Signature:
Date:	Signature

For additional questions, please contact, Diane McFarlane, Manager Realty and Property Services, by email at dmcfarlane@belleville.ca or by phone at (613) 968-6481 ext. 3800.

The information on this form is being collected pursuant to the **Municipal Freedom of Information and Protection of Privacy Act** and the **Municipal Act**, for the principle purpose of processing your application. Questions about this collection should be directed to the City Clerk or Deputy Clerk at (613) 968-6481.