

## Steps In Shore Road / Road Allowance Application Process

1. Staff receives complete application and applicable **deposit**
2. Legal Counsel reviews application/determines title of properties involved.
3. Staff submits report to Council for their consideration/approval in principle
4. Upon approval by Council, legal counsel requests draft plan of survey from applicant and application **fee**
5. Staff/counsel contacts adjoining landowner(s) and applicable agencies for input based on draft plan of survey
6. Owner posts signs (provided by Town) 4 weeks prior to by-law; Staff post notice on Town website/bulletin boards
7. Cost of land is calculated from data on draft plan of survey
8. Legal counsel ensures necessary steps are completed
9. At Council meeting, Council approves sale of land, necessary by-laws passed
10. All outstanding fees are collected
11. Legal Counsel completes transfer (the land is “sold”)