

PROPERTY INTEREST APPLICATION FOR INFRASTRUCTURE PROPOSAL

Applicant legal name (corporation and/or municipality)	
Applicant Consultant (if applicable)	
Applicant and/or Consultant Contact Person	
Address (Applicant or Consultant)	
Telephone No. (Applicant or Consultant)	Fax No.
Email Address (Applicant or Consultant)	
INTEREST REQUESTED	
Property Interest Requested	<input type="checkbox"/> Easement <input type="checkbox"/> Sale (Fee Simple) <input type="checkbox"/> Licence (Temporary Working Rights) <input type="checkbox"/> Other
Description of Property Interest Grant (utility, access, road widening)	Purpose
Additional information and documentation with respect to request for Property Interest Grant	List of Attachments
SUBJECT PROPERTY	
Location: Legal Description of Subject Property (copy of PIN Block Map, if available, Parcel Register, PIN or Abstract to be attached)	
Nearest Cross Streets	
Legal Owner of Subject Property (attach copy of most recent deed/transfer and provide assessment roll number and acreage, if available)	<input type="checkbox"/> Same as above <input type="checkbox"/> Same as above, subject to survey <input type="checkbox"/> Other _____
Current sketch of Subject Property and location of property required property interest	<input type="checkbox"/> Yes – attached <input type="checkbox"/> No – current reference plan must be provided (see Reference Plan)
Reference Plan:	<input type="checkbox"/> Yes – Registration Number _____ R- _____ <input type="checkbox"/> Yes – draft reference plan provided <input type="checkbox"/> No – Sketch provided
Municipality	
County	
DUE DILIGENCE	
Infrastructure Ontario (IO) will specify due diligence studies (see table below) that the Applicant will undertake to support the interest requested or the proposed purpose. The Applicant will absorb costs for the due diligence work.	
<i>Due Diligence</i>	<i>Status (not required, in progress, completed)</i>
Ministry of Infrastructure Public Work Class Environmental Assessment (for licence only since sale and easement are exempt from the <i>Environmental Assessment Act</i> effective June 2019)	Completed for Category A Class EA licence only – no work required by Applicant
Other Environmental Assessment Process (Specify Type)	
Stage 1-2 Archaeological Assessment	
Indigenous Community Consultation	
Phase One and/or Two Environmental Site Assessment	
Natural Heritage Evaluation	
Natural Heritage Impact Assessment	
Other(s) (specify):	
APPLICATION	
<p>The Applicant hereby certifies that it is making an application for the property interest as indicated herein and will follow IO's Guidelines and Procedures as outlined in attached Letter of Procedure. The Applicant acknowledges that the application may be rejected by IO. The Applicant has attached a \$1,000.00 + HST non-refundable deposit. The Applicant agrees that it will be responsible for complying with all requirements set out in the Guidelines and Procedures and paying all reasonable costs associated with the granting of the requested property interest. The Applicant further acknowledges and agrees that it will be responsible for all costs regardless if the proposed transaction closes.</p>	
Applicant Signature:	Date:

Ontario Infrastructure and Lands Corporation (IO) on behalf of Ministry of Government and Consumer Services (MGCS)

Procedure for Obtaining Transfers of Interest for Infrastructure Projects

NOTE: All costs associated with an application will be the applicant's responsibility. These costs may include, but are not limited to, legal, appraisal, environmental assessment, survey and planning. Prior to a file being opened by IO a written application ***must*** be received and include the following:

1. An application fee of \$1,000, plus HST, payable to Ontario Infrastructure and Lands Corporation. (*Note: This is an application fee and is non-refundable should your application not proceed*).
2. Details and rationale (i.e. Planning, ESA or Engineering reports) of the proposed use for which a Transfer of Interest is being sought AND due diligence completed in support of your project and/or the undertaken specific parcel.
3. The applicant's legal name/company name, contact name, phone and fax numbers and address.
4. A key map of the neighborhood/area.
5. A concept drawing (no larger than 11" x 17") identifying the property relative to the applicant's lands, including all improvements, setting out the proposed use and indicating the approximate area being proposed (e.g. 0.25 acres, subject to survey).
6. A title search for the subject property including a copy of the last transfer/deed of land indicating current ownership of the subject property, a PIN block map if available, copy of the parcel register, PIN or abstract pertaining to the subject property and copies of all registered easements, liens and encumbrances registered against the subject property.

The above information should be submitted via email PublicWorks@infrastructureontario.ca or mailed to:

Attention: Public Works
Sale Sales Easements & Acquisitions
ONTARIO INFRASTRUCTURE AND LANDS CORPORATION
1 Dundas Street West, Suite 2000, Toronto, ON, M5G 1Z3

Upon receipt of the request:

1. A file number will be assigned to the application and circulated within IO as well as other interested stakeholders for review.
2. The Ministry of Municipal Affairs & Housing will be circulated for review and comment on your application (if required)
3. IO will acknowledge the application and provide the assigned file number together with the applicable Transfer of Interest standard form that will be required to document the proposed use.
4. IO will retain legal counsel in order to complete the proposed transaction.
5. If required, Hydro One and/or MTO will be notified of this application. You will be responsible for obtaining Hydro One's/MTO's approval. MTO/Hydro One may request 6 copies (folded) of detailed design drawings showing existing and proposed elevations, drainage, ingress/egress, lot layout, fencing, lighting, landscaping, etc. to complete a review. It is your responsibility to provide this information to Hydro One/MTO or any other appropriate stakeholder.
6. An IO Environmental Specialist will contact the applicant to advise on MGCS environmental requirements.
7. The applicant will be required to produce an appraisal report subject to IO terms of reference. Completion of the report is sensitive to the review process.
8. Applicant acknowledges Infrastructure Ontario Agreements are standard form templates and are not subject to change or modification.

Upon completion and approval of the above:

9. IO will require receipt of four (4) executed copies of the applicable Transfer of Interest document executed by the applicant.
10. An original fully executed document will be provided to the applicant once IO is satisfied that all the above items have been completed.
11. Proceed to close this transaction.

Please Note: Construction and/or access to IO corridor lands are not permitted without obtaining proper access agreements.