

HALTON REGIONAL CENTRE: 1151 Bronte Road Oakville, Ontario L6M 3L1 (905) 825-6000 or Toll Free 1-866-422-5866

LAND OWNER DEDICATION FORM 2023

This Form is to be completed by the Land Owner and returned to the Regional Contact Person.

These boxes will be completed by Halton Regional staff for this file.
RE: Proposed Servicing Easement and/or Land Dedication
Planning File No.
Law File No.(if known)
Other File No
What type of Land Dedication is this? Servicing Easement(s) Transfer of Land and/or Easement(s) (s. IV Servicing Easements) (s. V and VI Transfers of Land and/or Easements) and Easements) and Easements)
Who is responsible for this Land Dedication file? Development Project Manager Transportation Coordinator
Regional Contact Person
Name:
If you have any questions please contact Halton Region's Development Project
Manager OR Transportation Coordinator for this file, as noted above.

NOTES:

- All Applicants/Owners <u>must</u> complete Sections I, II and III of this Form.
- A copy of the <u>parcel abstract</u> for the subject lands, pursuant to this planning file <u>must</u> be provided to the Regional Contact Person noted above with this completed Form.
- Please note that only those Applicants/Owners who are dedicating a <u>servicing</u> <u>easement</u> to Halton Region for Regional services must complete Section IV of this Form, in addition to Sections I, II and III.
- Please note that only those Applicants/Owners who are dedicating <u>land in fee</u> <u>simple and/or an easement</u> for Regional transportation services, must complete Section V and VI, in addition to Sections I, II and III.
- Please return this completed Form to the Regional Contact Person

In order to process this dedication of land and/or easement(s), Halton Region requires the land owner or the consultant/agent for the land owner to provide the following information:

I. <u>FILE TYPE</u>

Please check off the appropriate box for this land dedication file.

- (a) Site Plan
- (b) Consent
- (c) Other _____

II. CONTACT INFORMATION

Please provide the following contact information for this dedication:

(a) <u>Owner's</u> Name (full <u>legal</u> name) and Address for Service/Notice:

Telephone No:

Fax No:

Email:

(b) If applicable, the <u>Agent's</u> Name and Address:

Telephone No:

Fax No:

Email:

(c) Lawyer/Law Firm's Name and Address:

Telephone No:

Fax No:

Email:

(d)	Municipal Address of the property/lands pursuant to this Form:	

(e) Location of the land - Local Municipality's Name:

Please include the following information with this Form and check off the boxes to inform Halton Region of what information is included with the submitted package.

(f)	Copy of Parcel Page(s) for the lands	Yes
(g)	Electronic copies of the <u>draft</u> Reference Plan OR	Yes
	Electronic copies of the <u>deposited</u> Reference Plan	Yes
-		

Please be advised that if the above information is missing from the package it will delay Halton Region's processing of the dedication.

III. LEGAL SERVICES' FEE

Please include the Legal Services' fee of **\$640.26** (*this fee includes \$73.66 for the HST*) with this Form.

Is the fee included with the Form? Yes No

If the fee is <u>not</u> included in the package with the completed Form please check "No" and forward the fee under separate cover to the Regional contact person listed on page one of this Form, and include the Planning File No. with the certified cheque.

Please provide payment in the form of a CERTIFIED CHEQUE payable to "THE REGIONAL MUNICIPALITY OF HALTON" or ask regarding an EFT payment option.

IV. DEVELOPMENT PROJECT MANAGER SERVICING EASEMENTS AND ENCUMBRANCES

If you are completing this Section of the Form a Regional servicing easement(s) is required.			
1. Is a servicing easement required?	Yes	No 🗌	
2. Is more than <u>one</u> servicing easement required?	Yes	No 🗌	
(a) If <u>Yes</u> , what is the purpose of servicing easeme	nt(s):		
(b) What is the Legal description of servicing ease	ment(s) lands:		
2. Are there Encumbrances on title to the lands?	Yes 🗌	No 🗌	
(a) If <u>Yes</u> , what are the encumbrances(s):			

PLEASE NOTE: THAT POSTPONEMENTS MAY BE REQUIRED.

AND THAT ALL TRANSFERS OF EASEMENT TO HALTON REGION MUST BE THE FIRST CHARGE IN PRIORITY TO ANY OTHER CHARGES, LIENS OR ENCUMBRANCES.

WE STRONGLY ADVISE THAT YOU NOTIFY YOUR LEGAL COUNSEL OF THIS REGIONAL REQUIREMENT IN ORDER TO PREVENT ANY DELAY IN YOUR FILE.

V. <u>TRANSPORTATION COORDINATOR</u> <u>TRANSFERS OF LAND, EASEMENTS AND ENCUMBRANCES</u>

1.	Is a land transfer(s) required? Yes No No If no, nothing further is required in Section V(1) and move to Section V(2).
	(a) If <u>Yes</u> , what is the purpose of the land transfer(s):
	(b) What is the Legal description of land to be transferred:
2.	Are easements required? Yes No No If no, nothing further is required in Section V(2) and move to Section V(3).
	(a) If <u>Yes</u> , what is the purpose of the easement(s):
	(b) What is the Legal description of the easement(s):
3.	Are there Encumbrances on title to the lands? Yes No
	(a) If <u>Yes</u> , what are the encumbrances(s):

PLEASE NOTE: THAT <u>ALL</u> LAND DEDICATIONS TO HALTON REGION MUST COME TO THE REGION FREE AND CLEAR OF ALL ENCUMBRANCES. (This includes all mortgages, notices, and other municipal agreements, etc. registered on title to the lands.)

AND THAT <u>ALL</u> TRANSFERS OF EASEMENT TO HALTON REGION MUST BE THE FIRST CHARGE IN PRIORITY TO ANY OTHER CHARGES, LIENS OR ENCUMBRANCES.

WE STRONGLY ADVISE THAT YOU NOTIFY YOUR LEGAL COUNSEL OF THIS REGIONAL REQUIREMENT IN ORDER TO PREVENT ANY DELAY IN YOUR FILE.

VI. <u>CERTIFICATE OF TITLE</u> <u>"FOR TRANSFERS OF LAND ONLY IN SECTION V"</u>

Please be advised that the Owner of the lands *Must* provide Halton Region's Legal Services' division with a <u>Certificate of Title</u> following the registration of the Transfer(s).

Below is a precedent Certificate of Title for review. Please use this precedent when drafting your Certificate of Title.

CONSENT FILE NO. S.P. FILE NO. LEGAL SERVICES FILE NO.

CERTIFICATE OF TITLE

THIS IS TO CERTIFY that The Regional Municipality of Halton is the registered owner of a certain parcel of land situated and lying in the <u>(*Enter City or Town*)</u> of <u>(*Enter name of Municipality*)</u> in the Regional Municipality of Halton and being described as follows:

Enter the property's legal description

THIS IS TO CERTIFY THAT The Regional Municipality of Halton has a good and marketable title in fee simple to the said lands, free and clear of all mortgages, liens and encumbrances. (Detail any easements, etc.)

On conducting a search with the Sheriff's Office for the Judicial District of Halton, we discovered <u>no executions</u> filed against any prior registered owners on title.

The said lands were conveyed to The Regional Municipality of Halton on the day of ______, 20___ by a transfer/deed of land registered in the Land Registry office for the Land Titles Division of Halton (No. 20) as Instrument Number _____.

DATED at _____ this ____ day of _____, 2023.

PER: _____ Name: