



City of Ottawa Development Applications
Lifting 30 Centimetre Reserve
Summary and Application Form

A 30 cm reserve is a strip of land 30 cm wide, running along the street frontage or perimeter of a property or perpendicularly across a road right-of-way that is deeded temporarily to the City as a condition of a subdivision agreement. This reserve has the effect of technically denying access to a property, or adjacent lands because the law requires that all land must have frontage on a public street to qualify for a building permit. The reserve is used as a means to control development until such time as various conditions are met or to prohibit development on lands that are not yet scheduled for development. The lifting of these reserves can result in the dedication of land as public highways, the reconveyance of land back to the owner or in some cases, both.

If the conditions no longer apply, an application may be made to request that the City "lift" the requirement for the reserve, giving the property owner direct access to a public street. For Lifting of 30 cm Reserves, City Legal staff prepare a By-law and forwards the By-law to City Council.

How to apply

You should discuss your proposal with staff before submitting an application. Application forms are available at the Client Service Centre or online. It should be submitted at one of the City's Client Service Centres with the required fee and include the following information:

- A description of your property, including the location of the 30 cm reserve;
- A Registered Plan number;
- The reasons why you want to have the reserve lifted.

Your application must be accompanied by a survey plan, and any other information that may be needed to assess your application.

Appeal

There are no formal appeal procedures in the event that the City does not approve your application. However, you could seek private legal advice to see if action could be taken to enforce lifting the 30 cm reserve.

Lifting of 30 cm Reserves Approvals Process

The various steps and corresponding length of time required in the Lifting 30 cm Reserve process are illustrated in the following chart:

Calendar Days/Weeks Elapsed	
Pre-Consultation with Public (optional)	Prior to Filing Application
Milestone Step	Delegated Authority
Application Submission	Day 1
Application Reviewed for Adequacy	Day 6
Circulation to Technical Agencies And Ward Councillor	Day 14 (Week 2)
End of Circulation Period	Day 28 (Week 4)
End of Issue Resolution	Day 35 (Week 5)
Report Preparation - Delegated Authority	Day 42 (Week 6)
Report Sign Off by Program Manager	Day 44 (Week 6)
City Council (Passage of By-Law)	Day 58 (Week 8)

Further Information

This publication is intended to provide general information only. The original by-laws, acts, regulations and other relevant documents should be consulted for detailed reference. For more information please visit one of the Client Service Centres, call the City of Ottawa at 311 or visit the website at Ottawa.ca/planning.



A Pre-application Consultation meeting with City staff is encouraged prior to submission of this application. This application form must be accompanied by supporting material and fees in order to be considered a complete application. Incomplete applications will not be processed until all information is provided.

APPLICATION FOR LIFTING 30 CENTIMETRE RESERVE

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Staff Person Assigned
Fee Received	Ward #

REQUIRED FEES

- Planning Fee: **\$1,117.00**
- Registered Legal Survey identifying the subject parts to be lifted
 - Subdivision Plan (Registered 4M-Plan) or
 - Reference Plan (Deposited 5R-Plan)

REASONS FOR REQUEST

- "collect back" provisions satisfied in appropriate development agreement
- to provide required access for development
- compliance to Private Approach By-law
- other (please specify) _____
- reconveyance to abutting property owner
- dedicate as public highway

DESCRIPTION OF THE SUBJECT LAND

Municipal Address _____

Legal Description Lot(s) _____ Part(s) _____ Block(s) _____

Plan _____ Lot _____ Concession _____ Front _____

CONTACT INFORMATION

Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of *The Planning Act* and will be used to process this application.

NAME/TITLE	MAILING ADDRESS and POSTAL CODE	PHONE NO. FAX NO. E-MAIL ADDRESS
Applicant/Agent		(P) -
		(F) -
		(E) -
Property Owner(s)		(P) -
		(F) -
		(E) -
Lawyer		(P)
		(F)
		(E)

Ce document est disponible en français.