THE CITY OF WINDSOR CORPORATE SERVICES -
LEGAL & REAL ESTATE DEPARTMENT
400 CITY HALL SQUARE EAST ♦ SUITE 201 ♦ WINDSOR ON N9A 7K6
TEL: 519-255-6548
FAX: 519-255-6933

APPLICATION FEE $1,875.00
TRAN CODE - 51223

APPLICATION TO CLOSE STREET/ALLEY/WALKWAY

Form 164

APPLICANT'S NAME:

APPLICANT'S ADDRESS:

POSTAL CODE: **EMAIL:**

PHONE:

I Hereby Apply To Close The Following Street, Alley or Walkway: (Please Describe Location, include address, roll number or intersection)

Reason(s) for Requested Closure (please be as specific as possible):

(attach a separate sheet, if necessary)

I Hereby Agree To The Following Conditions:

INITIAL APPLICATION FEE: $1,875.00 *(an amount of* ***$860.00*** *to be refunded, in accordance with Council's Policy Resolution 106/03, in the event the application is denied by Council or withdrawn by the applicant prior to the ordering of the legal description necessary to process the street or alley closing by-law).* ***ATTACHED*** *are the full instructions and procedures required for a closing.*

EASEMENTS*: Should easements be required,* ***NO*** *buildings will be allowed to be constructed on the street or alley.*

CONTACT: **Corporate Services - Legal & Real Estate Department**
Suite 201 - 400 City Hall Square East, Windsor, ON
N9A 7K6

Phone: **519-255-6548**
Fax: **519-255-6933**
Email: **streetsandalleys@citywindsor.ca**

Notice With Respect To Collection Of Personal Information:

I/We also acknowledge that the information requested on this form is collected under the authority of The Municipal Act. R.S.O. 2001 as amended. The information is required in order to process the application to the Development & Heritage Standing Committee. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Please be advised that any personal information (i.e. name, address) may become part of a public record in an electronic (i.e. web site) and/or paper format (i.e. agenda/minutes).

Date

Signature of Applicant

Revised April 2026

INSTRUCTIONS

TO APPLICANTS FOR STREET/ALLEY OR WALKWAY CLOSINGS

Once your application and fee have been received by the Legal & Real Estate Department, the following procedures based on Street and Alley Closing Policies pursuant to CR106/03 apply:

1. Circulation to City departments and public utilities for their comments.

2. The application fee is **$1,875.00** payable to The Corporation of the City of Windsor. An amount of **$860.00** will be refunded in the event the application is denied by Council or withdrawn by the applicant **prior to** the advertising of Council's intent to enact a by-law to close the street or alley. You may wish to ask your neighbours to share in the cost of the application fee.

EXAMPLE: If there were thirty owners on a block the cost to each neighbour would be approximately **$62.50** (this does not include the cost of the land, deed and share of Reference Plan which is charged individually to each owner who takes back a deed).

PLEASE BE REMINDED, HOWEVER, THAT THE NEIGHBOURS ARE UNDER NO OBLIGATION TO COST SHARE. IT IS THE APPLICANT'S RESPONSIBILITY TO REMIT THE TOTAL AMOUNT, AND/OR COLLECT MONEY FROM INDIVIDUAL OWNERS IF THEY AGREE.

3. When the comments are received from civic departments and utility companies, your application is ready to be submitted to the Development & Heritage Standing Committee.

All the abutting and/or affected owners will be notified of this meeting and may appear before the Standing Committee to express their concerns, if any, to the proposed closure.

The Standing Committee then considers the application and establishes the conditions of closure, such as cost for land, how the lands will be divided, and any easements required, or any other conditions. The decision of the Standing Committee is submitted to City Council for final disposition.

4. Once again, all persons on the property list are notified of Council's intention to consider the matter and may speak to Council in favour of or in opposition to the closure.
Should Council approve the application, a resolution is passed and the applicant receives a copy which sets out all the particulars of the closure, including conditions. If requested by the abutting owners, the City Solicitor or designate, will obtain a Reference Plan from an Ontario Land Surveyor describing the limits of closure and the parcels to be offered for sale. See Cost of Land below.

5. On the date that Council considers the closing By-law, persons who notify the City Clerk in advance may speak to the By-law.

6. Should one property owner not wish to acquire the land, they may waive their rights to the owner on the opposite side of the street or alley. This allows the owner on the opposite side to acquire the whole width. This waiver must be in writing. Alternatively, if the abutting owner does not respond to by the date indicated in the notice, their half may be conveyed to the opposite owner as the city sees fit.

When the legal forms requesting a deed have been returned by the abutting owners, a deed will be prepared. The cost of the land and deed is payable prior to the preparation of the deeds and each owner will be notified directly of the exact costs.

7. COST OF ACQUIRING THE LAND:

The following criteria shall be applied to determine the conveyance of the closed rights-of-way as set forth by Council Resolution:

- The purchase price of closed alley lands **shall** be set at market value **except** those alley and walkway lands adjacent to residential areas zoned RD1, RD2 or DRD1.1 under By-law 8600 and R.1, R.2 and PD.1 under By-law 3072 are to be conveyed for land costs of $1.00. Each owner wishing to purchase a portion of the alley will also be required to pay for the preparation and registration of the transfer (approximately $600.00) plus a proportionate share of the 12R Plan (Reference Plan)(varies, on average $800.00-$1,200.00);
- Street allowances to be offered for sale at market value as building lots where possible, regardless of zoning;
- Where the addition of the portion of an alley or street to be acquired would enable the purchaser to create a severable building lot, the lands to be offered for sale **shall** be set at market value;
- Any relocation or removal of sewer, water and gas mains, telephone and hydro lines to be at the total expense of the affected property owner(s). **Closed lands to be offered for sale in "as is" condition**;
- Unless otherwise directed, the City will arrange for preparation of a Reference Plan by an Ontario Land Surveyor showing the limits of the right-of-way to be closed and the manner in which it will be divided between the abutting owners, satisfactory to the City Solicitor or designate. Otherwise, the full cost of preparation of the Reference Plan and the cost associated for the preparation of a deed and the subsequent registration shall be paid by the purchaser(s);
- Conveyances shall be subject to easements as required by the City, Public Utilities and other service providers.

⟹ **No fences may be erected until the deed/transfer has been registered on title and received by the individual owner(s)**.

⟹ **The City will not erect fences, etc. to physically block off the alley/street/walkway. Subsequent to the property owners purchasing the land, it is their responsibility to block off the alley/street/walkway lands.**

Revised April 2026