



The following represents the general process undertaken in order to purchase land within the Town of **Petawawa Industrial Park**.

1. Applicant submits a formal proposal in a letter providing details of the proposed business, site use, per acre offered price as well as an initial draft site plan. The site plan must identify how the lot is to be developed, show all of the proposed buildings, parking, landscaping, signage and setbacks from all lot lines. A sample letter is provided and should be addressed to the municipal CAO.
2. The offer is taken to a closed meeting of Council and presented by the Economic Development Officer or designated resource.
3. If Council agrees to the draft proposal, the next step is the requirement to obtain a survey of the land. This occurs so that the respective lot lines are identified based on the proposed land area that will allow for the completion of the formal site plan application. A survey can take 3 – 5 weeks to complete. **(The cost of the survey is the land purchasers' responsibility and are payable at time of land sale)**
4. Once the survey has been completed and registered, the applicant is required to submit a formal site plan application to the Town for review. The cost of the application is \$350.00. A copy of the site plan application and guidelines for drawings that set out the site plan requirements are attached. **(The cost of the site plan is the purchasers' responsibility and is payable at the time of submitting the site plan application)**
5. Once the site plan application is submitted to the Town, it is then circulated to our Engineer, Chief Building Official, Fire Chief, Accessibility Advisory Committee and the Director of Planning and Development will reviewed the proposal from a zoning and planning perspective.
6. The reason for the circulation is so that comments are received and addressed. A summary letter is compiled and the proponent is asked to make any revisions to the plans or provide any additional information that the stakeholders may require.
7. Following the submission, review and revisions made to the site plan application, the municipality is required to make a formal declaration that the land is surplus – this is posted for three weeks in a local paper circulation. Town staff facilitate the announcement and schedule

to coincide with the application process. (The cost of the advertisements are the purchasers' responsibility and are payable at time of land sale)

8. Once all stakeholders are satisfied with the final plan it is taken to Council for final approval. Once Council provides this approval you are required to enter into a site development agreement that will ensure that the land is developed as per the approved plan.

10. The transfer and sale of the land will not be finalized until such time as the development agreement is registered on title. (As part of the land sale any additional expenses that were fronted by the municipality are invoiced to the purchaser for immediate payment).

Additional expenses associated with the development of your land which are the responsibility of the purchaser would/may include:

- Septic permit;
- Septic system;
- Fire hydrant; (if necessary – based on site use)
- Culvert;
- Hydro installation or modification from the road service;
- Commercial water charge; (roughly 0.22/sq ft.)
- Site plan application (roughly \$350)
- Building permit fees;
- Development charges;
- Land survey; (the survey will verify lot size and might cost between \$3,000 and \$5,000),
- Advertising; (roughly \$700) and
- Land transfer and registration fees

Terms of the build are detailed in the development agreement (a sample is provided) however, here is the thrust;

The Purchasers, for themselves, their heirs, executors, successors, administrators covenant, warrant and agree with the Corporation to observe and comply with the said restrictions and to exact identical covenants and restrictions from any purchaser or transferee of the said lands in any conveyance, to observe and comply with the following,

- a) Construction and erection of a building on the Property in compliance with the Site Plan Agreement made between the Corporation and the Purchaser shall be commenced bona fide by the Purchaser within twelve (12) months of the date of registration of a deed or transfer of the Property from the Corporation to the Purchaser, and said building shall be substantially completed to the satisfaction of the Corporation within twenty-four (24) months of the registration date of the said deed or transfer, failing which the Corporation may, at its option, at any time thereafter, require the Purchaser to reconvey the Property to the Corporation free

of all liens, charges, mortgages, debentures, or other securities, encumbrances or work orders at a price equal to the purchase price paid by the Purchaser to the Corporation for the Property less Five Thousand (\$5,000.00) Dollars. The Purchaser shall execute and deliver to the Corporation all such deeds and assurances and obtain and register all such discharges and releases as may be requisite in order to convey good title free and clear of all liens, charges, mortgages, debentures or other securities and encumbrances and vacant possession to the Corporation within thirty (30) days of having been requested to do so in writing by the Corporation.

Please do not hesitate to contact this office if you have any questions on this process or need any information or assistance.

Christine Mitchell

Economic Development Officer

Town of Petawawa

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