



**CORPORATION OF THE TOWN OF GRAVENHURST**  
**TEMPORARY LICENCE OF OCCUPATION APPLICATION**

Effective: January 1, 2025

The fee for a Temporary Licence of Occupation application to the Corporation of the Town of Gravenhurst for all zone classifications of By-law 10-04, as amended, shall be **\$303.00** payable at the time a *complete application* is submitted.

The applicable application fee may be paid by cash or credit card (or by cheque/money order, payable to the: "Town of Gravenhurst").

**APPLICATION FOR A LICENCE OF OCCUPATION TO THE CORPORATION OF  
THE TOWN OF GRAVENHURST**

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee may be paid by cash or credit card (or by cheque/money order payable to the "Town of Gravenhurst").
2. One (1) copy of the deed (i.e. - proof of ownership) to the subject lands (***not applicable if application is for a renewal***).
3. One (1) original application form. Application must be made by the registered owner(s) of the abutting property to the Town-owned lands. Since the Licence of Occupation is not transferable, if sale of the property is pending, the Licence should be issued to the purchaser, not the vendor. ***All questions on the application form must be answered.***
4. **One (1) copy of a building location plan (8-1/2" x 11") to a common metric scale (i.e. 1:100; 1:250; 1:500) is required (see sample on back page). *Building location plan must indicate existing and proposed structures on Town-owned property, setbacks, and must clearly indicate that portion of the Town-owned property for which the Licence of Occupation is to be issued.***
5. Temporary Licences of Occupation may be issued for a **One Year Period** upon approval and issuance by the Director of Development Services.
6. The Licence of Occupation will be issued for the structure(s) **only** on Town-owned land and does not include other segments of the Town-owned land.
7. In most cases, the applicant will be asked to satisfy certain conditions such as providing insurance against public liability, ensuring continued public right-of-way, or removal of any structures when the Licence expires.

**GENERAL INFORMATION**

- I. Licences of Occupation may be issued for the purposes of: a dock; a boathouse; open stairs leading to a dock or boathouse; a septic tank; a tile bed; a holding tank; a detached garage, shed, or other outbuilding accessory to an existing dwelling; an addition to a dwelling including a deck; and/or a driveway.
- II. Licences shall only be issued for the purposes listed above if the municipality chooses not to close and sell the segment of unopened road allowance abutting the applicant's property because:
  - (a) the sale would contravene the Official Plan for the Town of Gravenhurst (for example, a road allowance leading to water);
  - (b) the road allowance will be needed for a future road alignment, in the opinion of the Director of Infrastructure and Community Services;
  - (c) approval for the sale would be refused by the Ministry of Natural Resources (for example, new construction on a shore road allowance around Lake Muskoka);
  - (d) the sale would run counter to the policies of Council arising from the Parks, Culture and Recreation Master Plan.
- III. Notwithstanding the above, Licences of Occupation may be issued, at the sole discretion of the Town of Gravenhurst, for the replacement of an existing dock or for open stairs leading to an existing dock or for both or for a driveway.

IV. No Licence of Occupation shall be issued

- (a) where the Town proposes in writing to the adjacent landowner to close and sell the adjoining segment of the unopened road allowance to the adjacent landowner and the adjacent landowner refuses to apply for the closing and sale of the adjoining segment, except where Section III. above applies;
- (b) where written plans or policies of the municipality indicate that the segment of unopened road allowance will be used within ten (10) years for public road or recreation purposes; or
- (c) where the use proposed by the applicant contravenes the zoning by-law.

V. General Policy:

Often, the owners of residential properties wish to use Town-owned property which was surveyed for road purposes but on which no road is built or maintained by the municipality. For example, many lakes have 20 metre road allowances running along the shoreline. People may want to use this Town land for docks, decks, additions to cottages, septic tanks and tile beds, garages or driveways, for example.

In general, it is the policy of Town Council that the owner of the neighbouring property must apply to purchase the road allowance before building on it. In some cases, however, the Manager of Development Services may authorize the neighbouring property owner to occupy a portion of the road allowance without purchasing it.

VI. Docks - Notes to Applicants:

Unless your dock is less than 10.0 square metres (107 square feet), you will need a building permit for your dock.

- 1) to occupy any portion of the lake bed (such as cribs or piles or anchors), or to undertake any shoreline alterations, you will need a work permit, pursuant to the Public Lands Act, from the Ministry of Natural Resources.
- 2) to occupy a portion of a Town-owned shore road allowance, you will need to purchase a 10-year licence of occupation from the Town. Please refer to the application information contained herein.
- 3) the zoning by-law requires that your dock be at least 10 feet from the side lot line, and cannot encroach into the adjacent water space when the existing side lot lines are extended out into the water. A building location survey of the dock/boathouse would be required in the case of concern on the part of your neighbour or of the building inspector, in order to ensure compliance with the zoning by-law.

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE CORPORATION OF THE TOWN OF GRAVENHURST PLANNING DEPARTMENT**

**LOCATION PLAN OF:**

**(Applicant's Name)**

**Part of Lot \*\*, Concession \*\* (Lake)**

**in the former Township of \*\***

**now in the Town of Gravenhurst**

**District Municipality of Muskoka**

**Being Lot \*\*, Plan \*\***

**Municipally known as \*\***

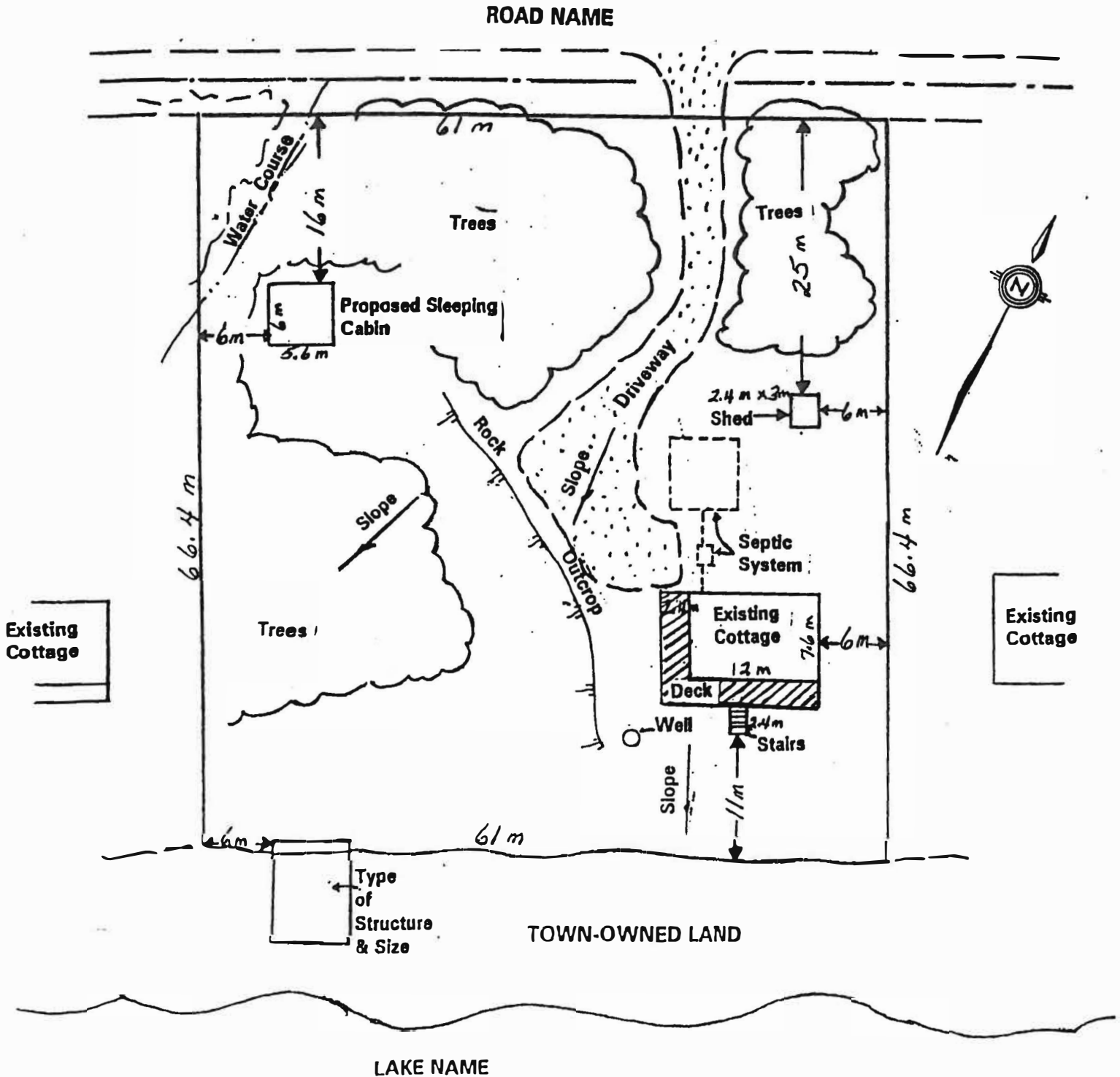
**Roll No.: \*\***

**Scale:**

**(Must be a common Metric Scale**

**i.e. 1:50; 1:100; 1:250, etc.)**

**SAMPLE BUILDING LOCATION PLAN**





APPLICATION FOR TEMPORARY LICENCE OF OCCUPATION

**FOR OFFICE USE ONLY:**

Application No. \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Roll No. \_\_\_\_\_

Received by: \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_

Assigned to: \_\_\_\_\_

All questions must be answered to ensure a complete application (please print or type in ink)

1. Registered Owner(s): \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
(of abutting lands)

2. Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

3. Legal description of applicant's lands: (lot, concession, township, registered or reference plan, municipal address, water body)

4. Reason for applying for Licence of Occupation:

5. Particulars of existing building(s) on Town-owned lands: (please specify the following: type; building floor area; front, rear, side yard setbacks; and height) **(this information may be indicated on a site plan - please use metric units)**

6. Date the subject lands were acquired by the current owner (include proof of ownership, if required): \_\_\_\_\_

**PORTION OF ROAD ALLOWANCE COVERED BY LICENCE:**

Unopened road allowance between / Original shore road allowance in front of Lots \_\_\_\_\_, Concession \_\_\_\_\_  
and Lot \_\_\_\_\_, Plan \_\_\_\_\_, former Township of \_\_\_\_\_, now in the Town of Gravenhurst,  
District Municipality of Muskoka.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s) (of Abutting Lands)

This information has been collected in accordance with Sections 74(1) and 75(4) of the Municipal Act, R.S.O. 1990, Chapter M.45. This information is to be used solely for the purpose of administering this application. For further information, please contact the "Head" of the Institution at 3-5 Pineridge Gate, Gravenhurst, Ontario P1P 1Z3 (Office: Tel. (705) 687-3412 & Fax (705) 687-7016).