

**OF  
CONSENT TO SEVER APPLICATION FORM  
FOR APPLYING FOR CONSENT TO SEVER UNDER SECTION 53 OF THE PLANNING ACT**

<b>CONCURRENT APPLICATIONS FILED</b> Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.	<b>OFFICE USE ONLY</b> Date Stamp - Date Received
Zoning By-law Amendment Subdivision Minor Variance Site Plan Control Other (Specify):	FOR REFERENCE PURPOSES
<b>NOTE TO APPLICANT:</b> The municipality will refuse to accept this application as complete until all required supporting information or material is received and the application fee is paid.	
<b>REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:</b>	
	The completed application form.
	2 copies of sketch/plan, in metric units, showing all <b>EXISTING</b> and <b>PROPOSED</b> building(s) and structure(s) on subject lands. Sketch/plan must include the following: <ul style="list-style-type: none"> <li>○ The location and dimensions of all existing and proposed buildings and structures on the land intended to be severed and the land intended to be retained [including location of sewage disposal system(s) and well(s)]</li> <li>○ The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>○ The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;</li> <li>○ The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>○ The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>○ The approximate location of all natural and artificial features (<i>for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that:             <ul style="list-style-type: none"> <li>➤ Are located on the subject <u>and</u> adjacent lands; and</li> <li>➤ In the applicant's opinion, may affect the application;</li> </ul> </li> <li>○ The current uses of the land that is adjacent to the subject land (<i>for example, residential, agricultural or commercial</i>);</li> <li>○ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;</li> <li>○ If access to the subject land is by water only, the location of the parking and docking facilities to be used;</li> <li>○ The location and nature of any easement or restrictive covenant affecting the subject land.</li> </ul>
	Application Fee(s) made payable to the municipality.
	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 5 (item 14), <b>if the Owner is not filing the application.</b>
	Other information identified at the pre-consultation meeting or by the municipality.
<b>PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply one copy of each)</b>	

This application package must be submitted to the Secretary-Treasurer of the Committee of Adjustment.

## APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

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1.0 APPLICANT INFORMATION		
Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
<b>1.1</b> Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner.</i>		
Name of Owner	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email		Cell No.
<b>1.2</b> Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
<b>1.3</b> Indicate to whom correspondence is to be sent (check one please)		
Owner	Authorized Agent	Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.			

3.0 PURPOSE OF APPLICATION	
3.1	<p>Type and Purpose of the proposed transaction (check appropriate space):</p> <p>Creation of a new lot  Mortgage  Addition to a lot  Lease  Right-of-way  Correction  Easement  Other purpose (please specify)</p> <p>Please Note: If purpose is correction of title, attach copy of transfer containing incorrect description. If purpose is validation of title, please fill out "Validation" application instead.</p>
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION	
4.1 Lands to be Severed	
Frontage(m):  Depth (m):  Area (ha/m <sup>2</sup> ):	Existing Use:  Proposed Use:  Existing Buildings/Structures:  Proposed Buildings/Structures:
4.2 Lands to be Retained	
Frontage(m):  Depth (m):  Area (ha/m <sup>2</sup> ):	Existing Use:  Proposed Use:  Existing Buildings/Structures:  Proposed Buildings/Structures:

<b>4.3</b>	Are there any easements or restrictive covenants affecting the subject lands? If yes, please describe the easement or covenant and its effect.	Yes	No
<b>4.4 Type of Access</b> (Check appropriate box and state road name):			
Severed		Retained	
Provincial Highway (#): Municipal Road, Maintained Year Round: Municipal Road, Seasonally Maintained: County/District Road (#): Private Road: Right-of-way: Water Access:			
<b>4.5</b>	If located on a municipal/County/District Road, is there an existing municipal/County/District approved entrance to the proposed severed lot?    Yes                      No  If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.		
<b>4.6</b>	If located on water: a) What is the name of the water body? b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private		
<b>4.7 Water Supply for Retained land shall be provided by:</b>			
	Municipal piped water		Privately owned & operated individual wells for each lot
	Privately Owned and Operated Communal Well		Other (specify, e.g., lake, bottled):
<b>4.8 Water Supply for Severed Parcel(s) shall be provided by:</b>			
	Municipal piped water		Privately owned & operated individual wells for each lot
	Privately Owned and Operated Communal Well		Other (specify, e.g., lake, bottled):
<b>4.9 Sewage Disposal for Retained land shall be provided by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify):
	If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.  Title and date of servicing options report and/or hydrogeological report:		

<b>4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify):
	<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.</p> <p>Title and date of servicing options report and/or hydrogeological report:</p>		
<b>4.11 Storm Drainage</b> (Indicate the proposed storm drainage system)			
	Storm Sewers		Ditches
	Swales		Other (please state)
<b>4.12 Other Services</b> (Check if the service is available)			
	Electricity		School Bussing
	Garbage Collection		

<b>5.0 LAND USE AND HISTORY OF THE SUBJECT LAND</b>	
<b>5.1</b>	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act?    Yes    No    Unknown</p> <p>If Yes and if known, provide below, the application file number and the decision made on the application.</p>
<b>5.2</b>	<p>Has any land been severed from the parcel originally acquired by the current owner of the subject land?    Yes    No    Unknown</p> <p>If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.</p> <p>Date of transfer:</p> <p>Name of Transferee:</p> <p>Land use of parcel:</p>
<b>5.3</b>	<p>Has any land been severed from the parcel by the prior owner(s)?    Yes    No    Unknown</p> <p>If yes and if known, please provide below any names &amp; if possible, current addresses of prior owners of which you may be aware:</p>
<b>5.4</b>	<p>Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)?    Yes    No</p> <p>If yes, prior owner should be noted in 5.3 above.</p>
<b>5.5</b>	Current Zoning (Specify zone symbol):
<b>5.6</b>	Current Official Plan Land Use Designation:

**5.7** Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? .....Yes No ..... If yes, specify the file number and status of the application:

**5.8** If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

**5.9** Has the property ever been subject to an application under the *Planning Act*? Yes No  
 If the answer was yes, please indicate the file number and status of the application:  
  
 Has any land been severed from the parcel originally acquired by the owner of the subject land? .....Yes .....No  
 If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

**5.10** Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?  
 Yes No If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:  
  
 \_\_\_\_\_  
 \_\_\_\_\_

**5.11 Land Use Features**

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application ( <i>contact Secretary Treasurer for More Information</i> )		
A landfill site (active or non-operating)		
A sewage treatment plant or waste stabilization pond		
A Municipal or Federal Airport (including an aerodrome)		
A municipal wellhead within 1000 m		
An operating mine site within 1000 m (specify mine site)		
A rehabilitated or abandoned mine site or mine hazards		
An operating pit within 150 m or quarry within 500 m.		
Any industrial use		
Provincial Park or Crown Lands		
An active or abandoned rail line and/or trail		
A natural gas or petroleum pipeline		
A floodplain		
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)		
Fish habitat		

A contaminated site		
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)		
An active railway line, railway yard or Provincial Highway		

**5.12** Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?  
Yes            No

**5.13** Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?  
Yes            No            Unknown

**5.14** If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?  
Yes            No            Unknown

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

**5.15** a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?  
Yes            No            Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?  
Yes            No            Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?  
Yes            No            Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
Yes            No            Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?  
Yes            No            Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?  
Yes            No            Unknown

<b>6.0 OTHER INFORMATION</b>	
<b>6.1</b>	Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.  <hr/> <hr/> <hr/>

**7.0 AFFIDAVIT OR SWORN DECLARATION**

Declaration for the prescribed information: I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths (include stamp below)

\_\_\_\_\_  
Signature of Applicant/Solicitor or Authorized Agent

**8.0 AUTHORIZATION (if applicable)**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I \_\_\_\_\_, am the owner of the land that is the subject of this application for consent and I authorize \_\_\_\_\_ to make this application on my behalf.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**10.0 AGREEMENT TO INDEMNIFY**

**AGREEMENT TO INDEMNIFY**

The applicant hereby agrees to indemnify and save harmless the Municipality from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or



requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Owner's Name: Printed

**11.0 COLLECTION OF INFORMATION**

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

The Clerk, Municipality of \_\_\_\_\_, Ontario \_\_\_\_\_,  
Phone: \_\_\_\_\_.

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the \_\_\_\_\_ of \_\_\_\_\_ accompanied by the prescribed fee in cash or by cheque payable to the \_\_\_\_\_ of \_\_\_\_\_.

### KEY MAP

Below is a key map of the geographic Township of \_\_\_\_\_. Please indicate on this map, where the subject land is located.

#### Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.