

MUNICIPALITY OF _____

APPLICATION FOR CONSENT
COMMITTEE OF ADJUSTMENT

The Planning Act, Section 53(2) Ontario Regulation 547/06

1.0 APPLICANT INFORMATION		
1.1 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(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.2 Agent/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.
1.3 Indicate to whom correspondence is to be sent (check one please) Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/>		

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (<i>mailing address</i>)			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 Type and Purpose of the proposed transaction (check appropriate space):

- creation of a new lot
- mortgage
- addition to a lot
- lease
- right-of-way
- correction
- validation of title
- easement
- other purpose (please specify) _____

Please Note: If purpose is correction of title, attach copy of transfer containing incorrect description. If purpose is validation of title, attach copy of transfer, which did not have Planning Act consent.

3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged

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 Description of land intended to be severed:

Frontage (m) _____ Area (ha/m²) _____

Depth (m) _____

Existing Use _____ Proposed Use _____

Existing Buildings/Structures _____

Proposed Buildings/Structures _____

4.2 Description of land intended to be retained:

Frontage (m) _____ Area (ha/m²) _____

Depth _____ Existing Use _____

Proposed Use _____

Existing Buildings/Structures _____

Proposed Buildings/Structures _____

4.3 Are there any easements or restrictive covenants affecting the subject land? Yes No
If yes, please describe the easement or covenant and its effect.

4.4 Type of access (Check appropriate box and state road name):

Severed Retained

- Provincial Highway (#) _____
- Municipal road, maintained year round _____
- Municipal road, seasonally maintained _____
- County Road (#) _____
- Private Road _____
- Right of way _____
- Water Access _____

4.5 If located on a municipal road/County Road, is there an existing municipal/County approved entrance to proposed severed lot? Yes No

If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.6 If located on water:

- (a) What is the name of the body of water _____
- (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.

4.7 Type of water supply existing or proposed (check appropriate box)

Severed Retained

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Other means (please state) _____
- Water service not proposed

4.8 Sewage Disposal (Check appropriate box for type of service proposed):

Severed Retained

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system*
- Privately owned and operated communal septic system*
- Privy
- Holding tank
- Other (please state) _____
- Sewage disposal service not proposed

* If either of these items checked, please see Section 4.11.

4.9 Other Services (Check if the service is available):

- Electricity
- School bussing

Garbage collection

4.9 Storm Drainage (Indicate the proposed storm drainage system):

Storm sewers

Ditches

Swales

Other (please state) _____

4.11 Where development will produce more than 4,500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

Title and date of servicing options report: _____

Title and date of hydrogeological report: _____

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND

5.1 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

If Yes and if known, provide below, the application file number and the decision made on the application. _____

5.2 Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes No Unknown

If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.

Date of transfer _____

Name of transferee _____

Land use of parcel _____

5.3 Has any land been severed from the parcel by the prior owner(s)? Yes No Unknown
If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware.

5.4 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
If yes, prior owner should be noted in 5.3 above.

5.5 Current Zoning _____

5.6 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 Is the subject land the subject of any other application under the Act such as a Zoning By-law Amendment; a Minister's Zoning Order Amendment; a Minor Variance; another Consent; or an approval of a Plan of Subdivision?

Yes No If yes, specify the following: Type of Application: _____
File Number _____
Status of Application _____

5.9 Is the application consistent with policy statements issued under subsection 3 (1) of the planning act? Yes No
If so, please explain how the application meets the Provincial Policy Statement referencing section numbers.

6.0 OTHER INFORMATION

6.1 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.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I _____ 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.

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 _____

9.0 IMPORTANT – PLEASE READ NOTICE OF COLLECTION MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

**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 _____, 123 Main Street North, _____, Ontario XXX-XXX,
Phone: 555-555-5555.**

- 9.1 All information requested in this form is mandatory and is either prescribed under Ontario
Regulation 547/06 or required by the Committee of Adjustment.
- 9.2 If an application is deemed to be incomplete, it will be returned, and the time period referred
to in subsection 53 (14) for an appeal to the Ontario Municipal Board for failure to make a
decision does not begin.
- 9.3 Consent notification list: Please provide, (if possible) on page 6, a list of names of all
property owners whose properties are within 60 metres (200') of any lot lines of the subject
lands (this includes both the proposed severed lot and the retained portion).
- 9.4 Please indicate on the enclosed key map, the location of the subject property.

- 9.5 In order to enable the required personnel to inspect the property, please provide on Page 8, 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.
- 9.6 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the Municipality of _____ Committee of Adjustment accompanied by the prescribed fee in cash or by cheque payable to the Municipality of _____.

10.0 REQUIRED SKETCH

Owner: _____
Geographic Township of _____ Lot _____
Conc. _____
Plan _____ Part _____

NOTE: To ensure that this application proceeds without any unnecessary delays, please be sure to complete a reasonably accurate sketch illustrating all the required information as outlined below:

- The boundaries and dimensions of the subject land (i.e. both the part that is to be severed and the part that is to be retained)
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- The distance between the subject land and the nearest municipal lot line or landmark, such as municipal road, bridge, etc.
- The location of all previously severed from the parcel originally acquired by the current owner of the subject land
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, roads, watercourses, wetlands, wooded areas, wells and septic tanks
- The existing use(s) on adjacent lands such as but not limited to residential, agricultural and commercial uses
- 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
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used
- The location and nature of any easement affecting the subject land
- If a lot addition, clearly identify the lands to which the subject parcel will be added

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.

11.0 CONSENT NOTIFICATION LIST

11.1 List of property owners whose properties are located within 60 metres (200') of any lot line of the subject property

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____