



## **APPLICATION FOR CONSENT**

### **CHECKLIST FOR SUBMITTING APPLICATIONS**

- One application form, sketch, and fee are required for each new parcel being created (e.g., one application will create ONE severed lot and ONE retained lot only)
- Have you completed Pre-Consultation (Severance Review)?
  - With the local Municipality?
  - Do you need to also pre-consult with Conservation Authority? St. Lawrence Park Commission? MECP (Noise)? Any other commenting agencies?
  - Is your entrance on a County Road? If yes, have you included a copy of their pre-severance consultation form for entranceway?
  - Is your entrance on a Provincial Highway? If yes, have you pre-consulted with the Ministry of Transportation and included a copy of their approval letter?
- Is there a barn nearby (within 1500 metres)? If yes, have you completed the "Minimum Distance Separation (MDS)" calculations if required?
- Have you completed the sketch as per the sample and instructions on Page 9 of the application?
- Has the affidavit/sworn declaration (Section 16) on page 7 been signed and commissioned?
- If you are acting as an "agent" for the owner(s), have you included a separate "authorization" letter or has the owner completed Section 17 on page 7?
- Have you included the "original" copy of the application with the signatures and sworn affidavits with your application submission?
- Have you included all requested studies (e.g., Professional Planning Rationale, Hydrogeological Study, Environmental Impact Assessment, Noise or Vibration Study, Aggregate Impact Assessment, Archaeological Study, etc.) in your application submission?
- Have you included proof of Ownership (Land Titles Parcel Abstract (PIN)), Transfer/Deed, or tax bill?
- Have you included a cheque or bank draft made out to the "United Counties of Leeds & Grenville"? The appropriate agency for a septic review? Conservation Authority? Municipality?
- Incomplete applications will not be accepted and will either be held for further information or returned to the applicant.
- Have you called to make an appointment with the Secretary-Treasurer to submit and commission (if needed) your application (613-342-3840, Ext. 2414)?

***The Consent process is involved and lengthy. Please be patient as it proceeds through the various stages of the prescribed process of the Planning Act of Ontario. Our goal is to process the application as soon as possible given the various stages it must pass through. Please see the "The Applicant's Guide to the Consent Process".***



# APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

UNITED COUNTIES OF LEEDS AND GRENVILLE

PLEASE NOTE: FEES ARE NON-REFUNDABLE ONCE APPLICATION HAS BEEN CIRCULATED

### TO BE COMPLETED BY LOCAL MUNICIPALITY

The applicant has undertaken **Severance Pre-Consultation**. The signature below does not imply Municipal support for the application.

Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Municipal Official*

### TO BE COMPLETED BY UCLG PLANNING DEPARTMENT

FILE NO. B-

**Date Received:**

**Date Revised:**

**Date Deemed Complete:**

### TO BE COMPLETED BY LOCAL MUNICIPALITY – (describe studies required)

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be required and are to be submitted with your application:

- Aggregate Impact Study
- Hydrogeological Study
- MDS Calculations
- Archaeological Study
- Noise and/or Vibration Study
- Environmental Impact Study
- Professional Planning Rationale
- Other (Specify):

The Municipal Pre-Consultation Review has determined that the following studies and/or reports will be conditions of provisional consent:

## 1. APPLICATION INFORMATION

**Name of Registered Owner(s) as shown on Deed:**

\_\_\_\_\_

Telephone Numbers:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**2. AUTHORIZED AGENT**

Name of the person who is to be contacted about the application, if different than owner. This may be a person or firm acting on behalf of the owner. An owner’s authorization is required. Complete Section 17 of this application if the applicant is not the owner.

Name(s): \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. LOCATION OF THE SUBJECT LANDS (Complete ALL applicable lines)**

Municipality: _____ Former Municipality: _____ Lot Number(s): _____ Concession Number(s): _____ Reference (Survey) Plan Number: _____ Part Number(s): _____ Assessment Roll #: <b>0</b> _ _ - _ _ - _ _ - _ _ Name of Street/Road: _____ Civic Address Number: _____	Registered Plan Number: _____ Registered Plan Lot Number(s): _____ Are there any right-of-way easements or restrictive covenants affecting the severed or retained land? <input type="checkbox"/> Yes <input type="checkbox"/> No  If <b>YES</b> , provide location on sketch and describe below.
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**4. PURPOSE OF APPLICATION**

<b>Transfer:</b> <input type="checkbox"/> Creation of a New Lot <input type="checkbox"/> Addition to a Lot  <b>Other:</b> <input type="checkbox"/> Right-of-Way <input type="checkbox"/> Easement <input type="checkbox"/> Correction of Title <input type="checkbox"/> Charge <input type="checkbox"/> Lease (ROW)  <b>Other Purpose</b> (please specify): _____	
Name(s) of person(s), to which land or interest in land is to be transferred, leased or charged – this section must be completed for an Addition to a Lot, ROW, Easement or Other:  <b>FULL NAME(S):</b> _____	
If this a lot addition, ROW, or Easement, identify the lands to which the severed lands will be added. Name of Street/Road: _____ Civic Address Number: _____  Assessment Roll #: <b>0</b> _ _ - _ _ - _ _ - _ _	

**5. DESCRIPTION OF SUBJECT LAND (All measurements are to be provided in METRIC ONLY and must be shown on a sketch)**

<b>DESCRIPTION OF LAND INTENDED TO BE SEVERED:</b>	<b>DESCRIPTION OF LAND INTENDED TO BE RETAINED:</b>
Road Frontage (metres): _____	Road Frontage (metres): _____
Water Frontage (metres): _____	Water Frontage (metres): _____
Depth (metres): _____	Depth (metres): _____
Area (hectares): _____	Area (hectares): _____
Existing Use(s): _____	Existing use(s): _____
Proposed Use(s): _____	Proposed Use(s): _____
Describe Existing Building(s) or Structure(s): _____	Describe Existing Building(s) or Structure(s): _____
Describe Proposed Building(s) or Structure(s): _____	Describe Proposed Building(s) or Structure(s): _____

**6. EXPLANATION FOR SEVERANCE:**

<p><b>An explanation as to the reason and purpose for this severance MUST be provided or the application will be deemed incomplete.</b></p>

**7. WHAT TYPE OF WATER SUPPLY IS PROPOSED? (Check Appropriate)**

	<b>Severed Lands</b>	<b>Retained Lands</b>
Municipally owned and operated water supply		
Well (dug or drilled)		
Lake or other water body		
Other (please specify) (i.e. Communal well): _____		

**8. WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED? (Check Appropriate)**

	Severed Lands	Retained Lands
Municipally owned and operated sanitary sewers		
Septic tank		
Other (please specify): (i.e. Communal septic system) _____		

**9. TYPE OF ACCESS? (Check Appropriate)**

	Severed Lands	Retained Lands
Provincial Highway		
County Road		
Municipal Road, maintained all year		
Municipal Road, seasonally maintained		
Right-of-way owned by: _____		
Water access (specify docking and parking facilities and distance of these facilities from the subject land to the nearest public road)		

**10. OTHER SERVICES**

	Severed Lands	Retained Lands
Electricity		
School Bussing		
Garbage Collection		

**11. LAND USE (Planning Documents)**

a) What is the existing UCLG Official Plan Designation on the subject lands? _____
b) What is the existing Municipal Official Plan Designation on the subject lands? _____
c) What is the existing zoning on the subject lands? _____

## 12. LAND USE

Are there any barns/buildings located within **1500 metres** of the subject property which currently house, or are capable of housing livestock now or historically?  Yes  No

**If yes, you MUST complete “Minimum Distance Separation (MDS)” calculations for each applicable barn** (attach all information to application).

**Also, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.**

You **MUST** answer YES or NO to the following:

USE OR FEATURE	Yes	No
Is there a landfill site (waste site) within 500 metres of severed or retained land?		
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?		
Is there a provincially significant wetland (Class 1, 2 or 3 wetland) on the severed or retained lands or within 120 metres?		
Is any portion of the land to be severed or retained located within a Flood Plain?		
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?		
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an industrial or commercial land use located within 500 metres of the severed or retained land? (If yes, specify the use) _____		
Is there an active railway line within 500 metres of the severed or retained land?		
Is there a municipal or federal airport within 500 metres of the severed or retained land?		
Is there any utility corridor(s) (i.e. high voltage power lines, pipe lines or communication lines) located on, or within 500 metres of the severed or retained lands?		

**13. HISTORY OF SUBJECT LAND**

Has the subject land ever been the subject of an application for approval of consent or a plan of subdivision under the Planning Act?

Yes       No       Unknown

If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use:

\_\_\_\_\_

Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes       No

If yes, provide for each parcel severed, the date of transfer, the name of the transferee, and the land use.

\_\_\_\_\_

**14. CURRENT APPLICATIONS ON SUBJECT LAND**

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

Yes       No       Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

\_\_\_\_\_

Is the subject land the subject of an application for a zoning by-law amendment, Minister’s zoning order, minor variance, another consent application, or approval of a plan of subdivision?

Yes       No       Unknown

If yes, and if known, specify the appropriate file number, and status of application(s).

\_\_\_\_\_

**15. OTHER INFORMATION**

Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

**16. AFFIDAVIT/SWORN DECLARATION**

(This must be completed in the presence of a Commissioner of Oaths/Notary by the applicant or their authorized agent)

I/We \_\_\_\_\_, of the  
(Name of Registered Owner(s)/Applicant/Authorized Agent)

\_\_\_\_\_, in the \_\_\_\_\_,  
(City/Town/Municipality, etc.) (County/Region/District/Municipality)

do solemnly declare that all the statements contained in this Application for Consent and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath.

Sworn (or Affirmed) before me:

This \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Agent (print name)

\_\_\_\_\_  
Signature of Owner or Agent (print name)

\_\_\_\_\_  
A Commissioner of Oaths

**17. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner (print name)

\_\_\_\_\_  
Signature of Owner (print name)



**18. PERMISSION TO ACCESS PROPERTY**

I hereby authorize and consent to permit Municipal, County, and Conservation Authority staff to enter upon the subject property during regular business hours during the time that the application is under consideration by the United Counties of Leeds & Grenville for the purpose of conducting site inspections.

Date \_\_\_\_\_

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

\_\_\_\_\_  
(print name)

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

\_\_\_\_\_  
(print name)

**19. FREEDOM OF INFORMATION:**

I hereby acknowledge and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants, and solicitors, will be part of the public record and will also be available to the general public.

Date \_\_\_\_\_

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

\_\_\_\_\_  
(print name)

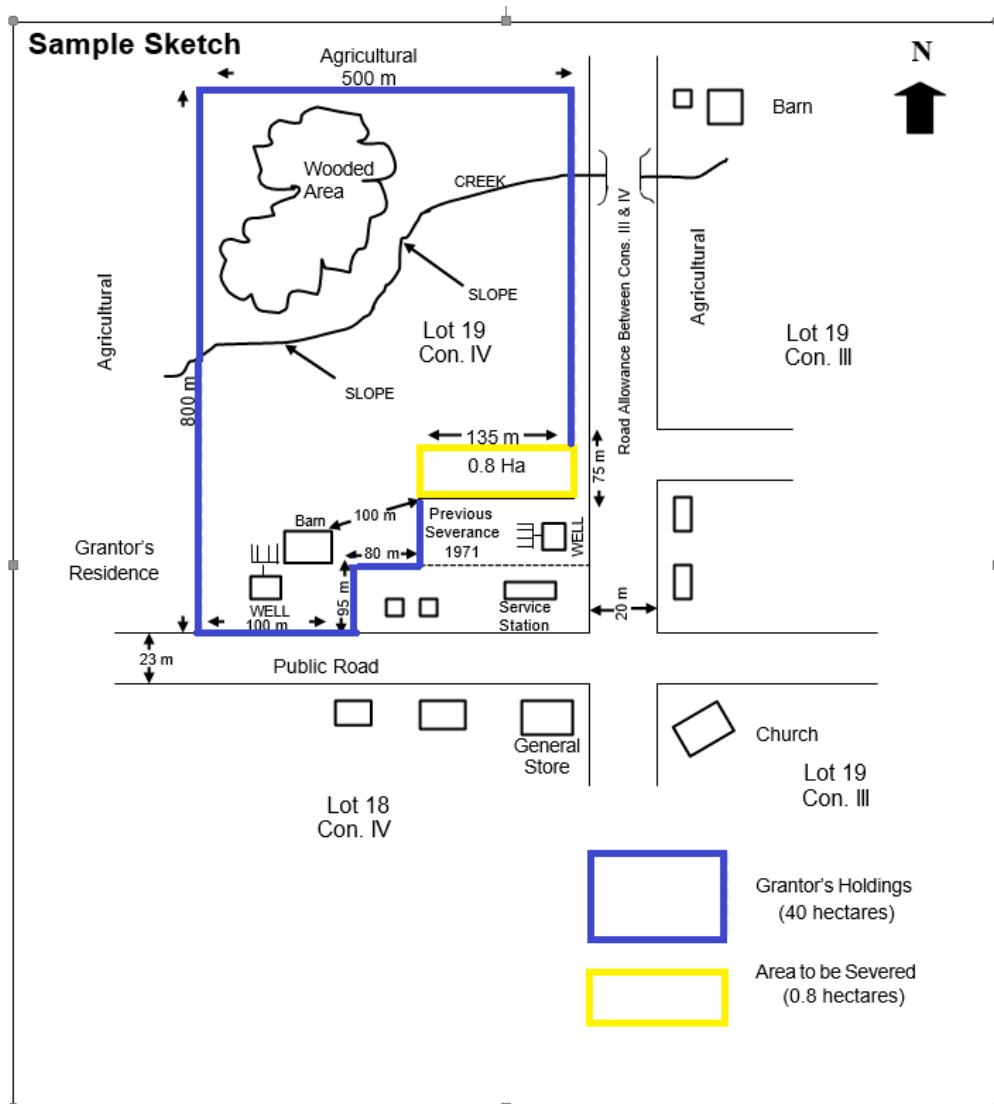
\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
(print name)

**20. SKETCH & CHECKLIST**

- Boundaries and dimensions of the severed and retained parcels of land as well as the parcel of land receiving the lot addition.
- Outline the part of the lands that is to be severed in yellow, the part of the lands that is to be retained in blue, and the lands receiving a lot addition in pink.
- Boundaries and dimensions of abutting land owned by the same owner.
- Distance from lot boundaries to nearby Township lot lines, railway crossings, bridges, or other landmarks.
- Location of land previously severed from the same parcel.
- Approximate location of all-natural features and/or artificial features that may affect the application: buildings, railway lines, roads, watercourses, drainage ditches, wetlands and wooded areas.

- Existing use(s) on adjacent lands, (residential, agricultural, commercial, vacant, etc.)
- Location, width, and name of any roads abutting the subject land, indicating whether it is an unopened, public, private, or right-of-way.
- If access to the land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement that effects the subject lands.
- If MDS is required, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.
- If there are buildings located on the lands, they MUST be shown on the sketch and include the distances from any lot lines. Also include location of the septic and well and distances from lot lines.
- All measurements on the application and sketch are to be in METRIC.
- Note that 'frontage' refers to road frontage or the front of a lot addition. "Frontage" does not refer to water frontage.



At time of circulation, The Consent Granting Authority will assign a File Number for complete applications and this number should be used in all communications.

FOLLOWING PRE-CONSULTATION WITH YOUR LOCAL MUNICIPALITY, PLEASE SCHEDULE AN APPOINTMENT WITH A COMPLETED APPLICATION AND ALL REQUIRED INFORMATION WITH THE:

SECRETARY-TREASURER, CONSENT GRANTING AUTHORITY  
25 CENTRAL AVENUE WEST, SUITE 100; BROCKVILLE, ONTARIO, K6V 4N6

TELEPHONE NO: 613-342-3840 – EXT. 2414  
FAX NO: 613-342-2101