

United Counties of Leeds and Grenville Applicant's Guide to the Consent Process

Step 1

Pre-Consultation with Local Municipality Required

- Applicant consults with local Municipal staff (and any relevant agencies) to discuss the proposed severance and local requirements. Studies (EIS, MDS, etc.) may be identified for inclusion with the application submission.
- Is the subject land on a County Road? A pre-severance consultation form for an entranceway needs to be submitted to the Public Works Department and a fee paid.

Step 2

Fill out Application

Step 3

Consult with Counties & Submit Application

- Applicant fills out an application (can request the assistance of the Local Municipality). Application is available in person or online.
- Applicant schedules an appointment with the Secretary-Treasurer (613-342-3840 ext. 2414).
- Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information.
- Secretary Treasurer reviews the application.
- Once the application form is complete, a commissioner of oaths will commission a signature, if not already done.
- Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies.
- Application is submitted.

Step 4

Notice of Application

- Submitted application reviewed for completeness (inclusion of required studies).
- Counties circulates the application once it is deemed complete and payment is made.
- A letter is mailed to the applicant confirming the complete application, and a sign is sent. This sign is to be posted on the subject property. A photo of the sign must be provided to the Consent Granting Authority.
- Notices of the application are sent to neighbouring properties within 60-metres of the subject lands and commenting agencies (i.e. Municipality, Conservation Authorities, utilities, railways, etc.)

Step 5

Comments Received

 The Secretary-Treasurer receives comments from applicable agencies and the public (if applicable) and forwards to the applicant, as required.

Revised: January 2024



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Step 6

Counties Schedule
Application for a Hearing

- Applications are scheduled on the Consent Granting Authority hearing agenda once all of the agency comments have been received.
- Hearings are scheduled every 2-weeks (exceptions made during holiday periods).
- Notice of the hearing is sent approximately 15-days before the meeting.

Step 7

Hearing

Complete Application to Hearing is about **90-days**, subject to file specific requirements

- Consent Granting Authority Committee reviews all scheduled applications.
- Applicant, adjacent landowners, and all interested parties can attend the hearing.
- Applicant and/or agent may attend the hearing to answer questions on their application.
- Decision to approve, deny, or defer the provisional consent of each application is made at the hearing.

Step 8

Notice of Decision (20-day Appeal Period)

- Notice of Decision is emailed to applicants, agencies, and anyone that requested notification.
- Decisions are subject to a 20-day appeal period.
- All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration.
- Applicants will be notified if an appeal is received for a file.

Step 9

Conditions Met

- Following the 20-day appeal period, the applicant has 2-years to address all agency conditions.
- There are **no time extensions granted** for fulfilling conditions of a decision on a severance application.
- Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year time frame.

Step 10

Final Consent Approval

- The applicant must meet all agency conditions before the final consent is granted.
- All prepared legal materials by the applicant's lawyer, and reference plans for the severed lands, are to be received before the 2-year lapsing date by the Secretary-Treasurer.
- The Secretary-Treasurer stamps the certificate of consent.
- The applicant's lawyer will register the consent.

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