

TOWNSHIP OF ADJALA-TOSORONTIO

Application for Consent

NOTICE

1. All applications will be considered under the **Official Plan that is presently in effect**. No deferrals will be made which would require a new Official Plan's approval. If the proposal does not comply with the Official Plan in effect then the Committee will most likely deny approval. The Committee may decide to grant the consent with a condition that an Official Plan Amendment be applied for and approved.
2. The application form for consent purposes must be **fully completed** and the appropriate **fees** paid before processing will begin. **You must also pay a fee by either cheque or cash in the amount of \$20.00 as you are required under the Planning Act to post a sign on the subject lands for the period of time required to notify of the hearing (14 days prior to the hearing).**
3. If the subject property is in **joint ownership**, the application must be signed before a **commissioner** by **both parties** or **have the person who is not available to sign before a commissioner sign the sections in the application authorizing someone to act as their agent.**
4. The area subject to the application must be **clearly** marked on the ground in order for the Committee to view it when they do their site visit. Also, the area to be designated for the entrance must be **clearly** marked in order for the Township Public Works Department to view and provide comments to the Committee. **In order for the Public Works Department to comment, payment for an entrance review must be received by the Township at the time of submission of the consent application.**
5. If the entrance is proposed on a roadway owned or maintained by the County of Simcoe, Ministry of Transportation or another Township you must contact the applicable agency to ensure that an entrance permit can be obtained prior to submitting your consent application. If no entrance permit can be obtained it will have a bearing on the decision of the Committee as an entrance **must be available** in order to have the consent granted. The Ministry of Transportation may require a **fee** to be paid in order for them to comment on the entrance requirements. **For Ministry of Transportation process and address refer to attached sheet.**
6. **The Building Department for the Township of Adjala-Tosorontio holds the responsibility for the approval of septic systems. Contact the Building Department to ascertain whether test holes are required.** The Committee will not usually make a decision unless comments have been received from a Township Inspector. There is a **fee** required by the Township for this service. The current fee is **\$75.00**. These fees may be subject to change.
7. The appropriate Conservation Authority is circulated with a copy of the application. The Nottawasaga Valley Conservation Authority **charges a fee in order to comment on any application.** There is an insert included with the additional information which addresses the fee.

8. If the subject property is located within 1500 feet of a livestock facility and/or an agricultural property that has a livestock facility and/or manure storage area located on the property or if your property has a manure storage area, a form is required to be filled out and returned with your application in order to estimate the Minimum Distance Separation Requirements needed by the Ministry of Agriculture, Food and Rural Affairs. One form is attached for your convenience, if you require more - as one must be filled out for each adjacent property that has manure storage - they can be obtained from the Municipal office or you may photocopy the number required.
 9. One condition that will be imposed should provisional consent be granted will be "**That the applicant meet all the financial requirements of the Municipality**". Financial requirements include but are not limited to:
 - a) all taxes that have been billed even if taxes are due at a later date
 - b) any monies owed to the Municipality for additional services for consultants, solicitor, etc. (ie. zoning by-law amendments, preparing or reviewing agreements, site plans)
 10. Should an amendment to an application be required for any reason after the initial circulation and prior to the Committee making a decision, the amended application will be **subject to an additional charge** depending upon the extent of the amendment required as it will be needed to be re-circulated. The applicant(s) will be advised of the additional fee at the time when the amendment is requested. Currently the fees are **\$100.00 for a minor amendment**, therefore, please ensure that all information is correct and have addressed any agency concerns.
 11. **The Committee of Adjustment is a separate authority from the Council of the Township, therefore, any comments made by Council or staff may or may not have any bearing on the Committee's decision.**
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FEES TO BE SUBMITTED AT TIME OF APPLICATION

Application Fee for consent	\$600.00
Fee for sign which must be posted as required by the Planning Act	\$20.00
Fee for septic review by Building Department	\$75.00
Fee for entrance review by Public Works (if required)	\$75.00
Fee for review by the Nottawasaga Valley Conservation Authority (if subject lands fall within their area of interest) (cheque to be made out to the Authority – this may not be required, therefore check with Planning Staff prior to making out the cheque)	\$300.00

DECLARATION OF INTENT

I/We _____ [owner(s)/applicant/agent] hereby declare that, as required under the Planning Act, Ontario Regulations 504/98, 505/98, 506/98, 507/98 or 508/98 (whichever is applicable), I/we will post the sign provided by the Township of Adjala – Tosorontio on the lands subject to the application in a location that is legible and visible from the roadway and for the required length of time as provided for under the Planning Act (**currently for consent applications it would be posted 14 days prior to the date of the public meeting**).

I/We also agree to pay to the Township a fee of **\$20.00 non-refundable** for the sign.

(If the Owners of the subject lands are represented by an agent, the agent may pay the fee on their behalf).

NOTE: IF THE SIGN IS NOT POSTED THE REQUIRED AMOUNT OF TIME PRIOR TO THE MEETING, THEN THE COUNCIL MAY CHOOSE NOT TO HEAR THE APPLICATION ON THAT DATE.

(owner/applicant/agent)

(owner/applicant/agent)

Dated the _____ day of _____, 200_.

TOWNSHIP OF ADJALA-TOSORONTIO

APPLICATION FOR CONSENT

UNDER THE PLANNING ACT, R.S.O. 1990 FILE: B

1.0 APPLICANT INFORMATION:

1.1 Name of Owner - _____

 Telephone Number - _____

1.2 Address - _____

 Email - _____

1.3 Name of Agent (if any) - _____

 Telephone Number - _____

1.4 Address - _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

1.5 Names and addresses of any mortgagees, holders of charges or other encumbrancers:

2.0 LOCATION OF SUBJECT LAND:

2.1 Legal Description Lot No. _____ Concession No. _____ Former Township _____

 Registered Plan No. _____ Concession No. _____

 Reference No. _____ Part No. _____

 Roll No. _____

 Street Address: _____

2.2 Are there any easements or restrictive covenants affecting the subject land?

Yes No

 If Yes, describe the easement or covenant and its effect:

3 PURPOSE OF THE APPLICATION

3.1 Type and purpose of the proposed transaction:

Transfer creation of a new lot addition to a lot an easement other purpose
Other a charge a lease a correction of title

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

3.3 If a lot addition, the lands to which the parcel will be added.

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

4.1 Description

	SEVERED	RETAINED
Frontage (metres)		
Depth (metres)		
Area (hectares)		

4.2 Use of Property

	SEVERED	RETAINED
Existing Use(s)		
Proposed Use(s)		

4.3 Buildings or Structures

	SEVERED	RETAINED
Existing		
Proposed		
Date Building Permit issued for all structures on lands		

4.4 Access (check appropriate space)

	SEVERED	RETAINED
Provincial Highway		
Municipal road, maintained all year		
Municipal road, maintained seasonally		
Other public road		
Right of Way		
Water access (if so, describe below)		

Describe the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:

4.5 Water Supply (check appropriate space)

	SEVERED	RETAINED
Publicly owned and operated piped water system		
Privately owned and operated well		
lake or other water body		
Other means		

4.6 Sewage Disposal (check appropriate space)

	SEVERED	RETAINED
Publicly owned and operated sanitary sewage system		
Privately owned and operated individual septic tank		
Privately owned and operated communal septic system		
Privy		
Other means		

4.7 Other Services (check if the service is available)

	SEVERED	RETAINED
Electricity		
School Bussing		
Garbage Collection		

4.8 *If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.*

5.0 Land Use

5.1 What is the current Official Plan Designation(s) of the subject land:

5.2 What is the current Zoning of the subject land:

6.0 History of Subject Lands/Current Applications

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Planning Act?

Yes No Unknown

6.2 If **Yes**, provide the application file number and the decision made on the application.

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

Yes No Unknown

6.4 If Yes to 6.3, please provide the date of the transfer, the name of the transferee and the uses of the severed land.

6.5 Is the subject land currently under application under the Planning Act for an amendment to the Official Plan, a zoning by-law or a Minister's zoning order, an application for a minor variance or an application for an approval of a plan of subdivision or a consent?

Yes No Unknown

6.6 If Yes to 6.5, the please indicate the file number of the application and the status:

7.0 Sketch

7.1 The application shall be accompanied by a sketch showing the following:

- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- 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;
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- The location and size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application;
- The current uses of land that is adjacent to the subject land;
- 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 will be by water only, the location of the parking and docking facilities to be used;
- The location and nature of any easement affecting the subject land;

8.0 Other Information

8.1 Please attach a brief explanation of how this proposal is consistent with the policy statements issued under subsection 3(1) of the Planning Act R.S.O 1990.

8.2 Does the subject land fall within a designated area under any provincial plan or plans?

Yes Please List: _____ No

8.3 If Yes to 8.2, does this application conform to the plan(s)?

Yes No

9.0 Affidavit or Sworn Declaration

9.1 Affidavit or Sworn Declaration For the Prescribed Information

I/We, _____ of the _____ in the _____ make oath and say (or solemnly declare) that the information contained within this application is true and that the information contained in the documents that accompany this application in respect of the above is true.

Sworn (or declared) before me
at the
in the
this _____ day of _____, 200_.

Commissioner of Oaths

Applicant

Applicant

9.2 Affidavit or Sworn Declaration For Requested Information

I/We, _____ of the _____ in the _____ make oath and say (or solemnly declare) that the information contained in within this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Sworn (or declared) before me
at the
in the
this _____ day of _____, 200_.

Commissioner of Oaths

Applicant

Applicant



10.0 Authorizations

10.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**Authorization of Owner(s) for Agent
to Make the Application**

I/We, _____, am/are the owner(s) of the land that is the subject of this application for a consent and I/We authorize _____ to make this application on my/our behalf.

Date

Signature of Owner

Signature of Owner

10.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

**Authorization of Owner(s) for Agent
to Provide Personal Information**

I/We, _____, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize _____, as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

Signature of Owner

11.0 Consent of the Owner(s)

11.1 Complete the consent of the owner (s) concerning personal information set out below.

**Consent of the Owner(s) to the Use
and Disclosure of Personal Information**

I/We, _____, am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the Freedom of Information and Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Signature of Owner

11.2 Complete the consent of the owner(s) concerning permission for municipal staff and Committee of Adjustment Member to enter onto the subject lands for the purposes of inspecting the lands with regards to the application.

**Consent of the Owner(s) for
Municipal Staff and Committee of Adjustment Members
to enter onto the subject lands for the purpose of inspecting the lands
to evaluate the merits of the application**

I/We, _____ am/are the owner(s) of the land that is the subject of this consent application and give permission to Municipal Staff and the Committee of Adjustment Members to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

Date

Signature of Owner

Signature of Owner

NOTES:

1. The Municipality will assign a File Number for complete applications and this should be used in all communications.

2. **APPLICANT'S CHECKLIST:**

Have you remembered to attach: []

1 copy of the completed application form. []

15 copies of the sketch. []

The required fee of \$600.00 (non-refundable), []
either as a cheque or money order, payable
to the Township of Adjala-Tosorontio.

3. If this application is signed by an agent or solicitor on behalf of the applicant, the owner's written authorization must accompany this application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation. If the application is signed by an agent or solicitor on behalf of the applicant who is a Corporation, the applicant's written authorization must accompany this application and must be signed by an Officer of the Corporation with a declaration indicating that the said officer has authority to bind the Corporation.

4. **Each copy of the application must be accompanied by a sketch to scale with the scale noted and a key map showing location of the subject land. Sketch should not be coloured in any way. To distinguish between severed and retained parcels a hatching design may be used.**

5. Sketches or reproductions are to be no larger than 8½" X 14". Application plans which are larger may be reduced to 8½" X 14 provided that one print of the unreduced plan is filed with the application.

6. Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

7. It is required that 1 copy of this application be filed, together with the 15 copies of the sketch described in item 2 above, with the Secretary/Treasurer, accompanied by the fee of **\$600.00** in cash or by cheque (non-refundable) made payable to the Township of Adjala-Tosorontio.
