Application for:
Consent

Municipality:

Select...

Purpose of Application:

- ☐ Creation of new lot(s)
- ☐ Lot addition
- ☐ Easement
- ☐ Charge
- ☐ Lease
- ☐ Correction of title
- ☐ Other purpose (specify): _____

Municipal Office Use Only

File #: _____

Date Received: _____

Date Sent to Planner: _____

Application Fee: _____

Introduction: The submission of an application to a municipality for a consent is provided for in Section 53 of the Planning Act. This form must be completed and submitted with the required fee prior to consideration by the municipal Council or the Central Timiskaming Planning Board. The purpose of these guidelines is to assist persons in completing the application for a consent. Should you require clarification on any matter covered by this application form, please contact the local area's Municipal Office. A list of contact information can be found in Appendix A to this application form.

Application Fees: Each application must be accompanied by the applicable fee as established by the local Council or the Planning Board. Please contact the appropriate Municipal Office to determine the applicable fee.

Authorization: If the applicant is not the owner but is the purchaser or the purchaser's agent, a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to make the application in respect of the land that is the subject of the application must be submitted along with the complete application form.

If the applicant is not the owner of the subject property the charge, or the purchaser of the subject land, a written statement by the owner or the purchaser, as the case may be, must accompany the application, which authorizes the applicant to act on behalf of the owner or purchaser as it relates to the application.

Site Drawing: All applications must be accompanied by an accurate, to scale drawing showing all of the information required in the checklist on page 8 of this application form.

Supporting Information: Additional information may be required by the municipality, local agencies, or provincial agencies in order to evaluate the proposed consent. This information is often a requirement of the Official Plan, Provincial policies and/or applicable regulations. The required information may include

studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal, and stormwater management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping, and other site information as required by the municipality.

Ontario Regulation 197/96 outlines the information required to be included in an application for consent.

Application Processing: Upon receipt of an application, the required fee and other information as may be required, the municipality will determine whether there is sufficient merit in processing the application further (ie. the circulation of notice and holding of at least one public meeting as required by the Planning Act). Notice of any decision of Council or the Planning Board concerning the application will be provided to the applicant.

Submission of an application does not guarantee approval. Application fees are non-refundable and will not be returned should the application not be approved.

Submission: This application, including the completed form, required fee, and any required supporting information, must be submitted to the local municipal office. Submission to any other municipal office or directly to the TMSA will result in the application not being considered.

One hardcopy of the completed application form and all required supporting information must be submitted to the local municipal office. Electronic copies of all supporting information are also required and can be sent either by email or submitted on a USB key with the hardcopies of the application package.

Further Information: For additional information, please contact the appropriate municipal office.

Municipality: Select...

Applicant Information

Registered Owner: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

If there is more than one registered owner, please provide information for additional owners (attach separate sheet if necessary):

Registered Owner: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

If the applicant is not the registered owner of the property, complete the following information:

Authorized Agent: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

Property Information

1. Location of the subject land

a. Municipal Address: _____

b. Legal Description: (concession and lot numbers, reference plan and lot/part numbers):

2. Date the subject land was acquired by the current owner: _____

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

☐ Yes ☐ No

If yes, describe the easement or covenant and it's effect:

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

☐ Yes ☐ No

If yes, provide the following information:

Date of transfer: _____ Name of transferee: _____

Uses of the severed land: _____

5. If known, list the name(s) of the person(s) (purchaser, lessee, mortgagee, etc) to whom land or an interest in land is intended to be transferred, charged, or leased:

6. If the purpose of the application is for a lot addition, identify the lands to which the parcel will be added:

7. If applicable, how many new lots are proposed (not including the lot to be retained): _____

8. Provide the following information for the lot to be retained and the lot(s) to be severed:

	Retained Lot	Severed Lot #1	Severed Lot #2	Severed Lot #3
Dimensions				
Frontage (m)				
Depth (m)				
Area (m^2 or ha)				
Property Use				
Existing				
Proposed				
Buildings & Structures				
Existing				
Proposed				

Municipality: Select...

Access and Servicing

9. What type of access is proposed for the retained and severed lots?

	Retained Lot	Severed Lot #1	Severed Lot #2	Severed Lot #3
Provincial highway	☐	☐	☐	☐
Year-round municipal road	☐	☐	☐	☐
Seasonal municipal road	☐	☐	☐	☐
Private road	☐	☐	☐	☐
Other public road or right-of-way	☐	☐	☐	☐
Water	☐	☐	☐	☐

If access to the subject land will be by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

10. What type of water supply is proposed for the subject land?

	Retained Lot	Severed Lot #1	Severed Lot #2	Severed Lot #3
Municipal water	☐	☐	☐	☐
Private well	☐	☐	☐	☐
Communal well	☐	☐	☐	☐
Lake or other water body	☐	☐	☐	☐
Water service not proposed	☐	☐	☐	☐

11. What type of sewage disposal is proposed for the subject land?

	Retained Lot	Severed Lot #1	Severed Lot #2	Severed Lot #3
Municipal sewer	☐	☐	☐	☐
Private septic	☐	☐	☐	☐
Communal septic	☐	☐	☐	☐
Privy or other means	☐	☐	☐	☐
Sewer service not proposed	☐	☐	☐	☐

Planning Information

12. Current Official Plan designation(s): _____

13. Current Zoning: _____

14. Has the subject land ever been, or is currently, the subject of any of the following applications under the Planning Act (attach a separate sheet if necessary)?

- ☐ Official Plan Amendment
- ☐ Zoning By-law Amendment
- ☐ Minor Variance
- ☐ Consent
- ☐ Plan of Subdivision
- ☐ Site Plan Control
- ☐ Minister's Zoning Order
- ☐ Unknown

If yes to any of the above, provide the following information for each application:

File No. of application(s): _____

Status of application(s): _____

Name of approval authority: _____

Lands affected: _____

Purpose of application(s): _____

Effect on requested amendment: _____

15. Is the proposed consent consistent with the policy statements issued under subsection 3(1) of the Planning Act?

☐ Yes ☐ No

If yes, explain how the proposed consent is consistent with the policy statements issued under subsection 3(1) of the Planning Act:

16. Is the subject land within an area designated under any provincial plan or plans?

☐ Yes ☐ No

If yes, explain how the proposed consent conforms or does not conflict with the provincial plan or plans:

17. Does the application include a request referred to in clause 53(42.1)(a) of the Planning Act?

☐ Yes ☐ No

If yes, provide a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening Section 50 of the Planning Act.

Additional Studies or Information

Additional studies or information may be required by the municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the municipality to determine what additional studies or information is required.

List of additional studies or information required by the municipality (to be provided by the municipality):

☐ _____

☐ _____

☐ _____

☐ _____

Municipality: Select...

Sketch

The application must be accompanied by a plan (map) of the site showing the following information:

- ☐ The boundaries and dimensions of the subject land;
- ☐ The location, 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, etc.) that:
  - ☐ Are located on the subject land and on land that is adjacent to the subject land, 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 travelled 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.

Authorizations and Acknowledgements

a. Applicant/Agent Authorization

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/We, _____ am/are the registered owner(s) of the subject land and I/we hereby authorize _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

name of registered owner(s)

name of authorized agent(s)/ company

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

b. Acknowledgement of Site Visits

I/We acknowledge that municipal staff, municipal representatives, and/or council members, as necessary, may visit the subject property to view the site and gather information necessary in the assessment of the application. Photographs may be taken and included in public records of the application.

Applicant Initials: _____ Applicant Initials: _____

c. Acknowledgement of the Use and Disclosure of Personal Information

In accordance with the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, I/we acknowledge and understand that any information collected on this form and any supplemental information submitted as part of this application can be disclosed to any person or public body.

Applicant Initials: _____ Applicant Initials: _____

Municipality: Select...

Declaration of Applicant

- If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- If the application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall state that they have the authority to bind the corporation or affix the corporate seal.
- This declaration must be completed in front of a Commissioner for Taking Affidavits.

I, _____ of the _____
name of applicant (print) *name of city, municipality, township of usual residence*

in the _____
name of district, county, regional municipality, or Province where usual residence is located

make oath and say (or solemnly declare) that the information contained in this application is true and correct and that the information contained in the documents that accompany this application is true and correct and I make this oath (or solemn declaration) conscientiously knowing that is of the same force and effect as if it were made under oath by virtue of the Canada Evidence Act.

Sworn (or declared) before me (to be completed by Commissioner):

At the _____
name of location of signing (municipality, town, township, city)

In the _____
name of district, county, regional municipality, or Province of signing

This _____ day of _____, 20_____

_____ _____
Signature of Applicant *Signature of Commissioner for Taking Affidavits*