

## APPLICATION FOR CONSENT IMPORTANT NOTE TO APPLICANTS

- ❖ The April 2023 - April 2024 fee for an application is set by County Council and changes from time to time. The current fee for consent is \$1,500 for planning review; an additional fee of \$230 is required on County Roads. These fees must be paid before the application is accepted. An additional fee of \$245 will be required before stamping deeds. All cheques are payable to the UNITED COUNTIES OF STORMONT, DUNDAS & GLENGARRY.  
Please note: Any costs related to an appeal may be fully recovered from the applicant.
- ❖ **The Municipality and Conservation Authority review fees must be paid prior to circulation, if applicable.** This payment will be accepted by credit card or cheque. Please bring a credit card, blank cheque, or call the Administrative-Assistant Planning in advance to confirm the required fee.
- ❖ Applications must be reviewed with the local Municipal planning staff in a pre-consultation meeting. The application will not be accepted without a staff signature.
- ❖ One application form, sketch, and fee is required for each new parcel being created. (e.g., one application will create ONE SEVERED LOT and ONE RETAINED LOT only.)
- ❖ Application forms must be typewritten or clearly printed in ink and all questions must be completed. If the mandatory information is not provided, the approval authority may refuse to accept or to further consider the application. If incorrect information is provided the application may not be approved. Each application **must be** accompanied by a sketch showing all data listed in question 27 of the application form.
- ❖ A poster will be mailed to the individual indicated on Page 1 of the application once the application has been accepted. This poster is **TO BE POSTED IMMEDIATELY** and is **TO REMAIN UNTIL THE DECISION OF THE DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES BECOMES FINAL AND BINDING**. The sign should be posted on the severed parcel and must be visible from a public road. If there is no road frontage on the severed parcel, post the sign on the retained frontage.
- ❖ Your application will be circulated to a number of agencies for comments. These comments will be considered by the Director of Planning and Economic Development Services when evaluating your application. You should discuss your intentions with these agencies prior to submitting a formal application. A list of agencies will be provided upon request.
- ❖ An application for consent must meet policies and requirements of the current municipal Official Plan, Zoning By-law and the Provincial Policy Statement, prior to approval by the Director of Planning and Economic Development Services.
- ❖ The following may result in the application being deferred:
  - outstanding reports from the commenting agencies;
  - requirement to obtain a legal interpretation;
  - failure to post the poster notification as required;
  - requirement to obtain additional information with regard to the application; and
  - to allow for certain matters to be resolved.
- ❖ A deposited Reference Plan (survey), and digital copy of the deposited Plan (PDF or TIF), must be provided to the Land Division Coordinator to issue final consent. In some cases, a registerable description can be used instead of a survey, provided it was approved by the local Registrar with the appropriate stamp and signature on the schedule page to be stamped by the Land Division Coordinator.



**DEPARTMENT OF PLANNING SERVICES**

26 Pitt Street, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 • Fax: 613-936-2913 • Email [info@sdgcounties.ca](mailto:info@sdgcounties.ca) • [www.sdgcounties.ca](http://www.sdgcounties.ca)

**Application for Consent**

Under Section 53 of the *Planning Act*  
Ontario Regulation 197/96

**All questions** must be completed, **in ink or typewritten**, or the application will be deemed incomplete and will not be accepted. Please print clearly. **No. B-**

**Applicants must pre-consult with the Municipality; the signature below does not imply Municipal support or approval for the application**

\*I am satisfied that this application has been accurately completed: \_\_\_\_\_  
*Municipal Planning Staff*

**1. Registered Owner(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary form of contact?**  Yes  No

**Phone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name of Applicant(s)** (if different from above): \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary form of contact?**  Yes  No

**Phone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Under Agreement of Purchase and Sale (submission of signed agreement required)**

**Owner(s) Authorized Agent** (if applicable): \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Primary form of contact?**  Yes  No

**Phone:** \_\_\_\_\_ **Alternate:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Please specify the person to be contacted if more information is required. All communications, including the poster, will be directed to this person:

**Registered Owner(s)**  **Applicant(s)**  **Authorized Agent**  **Purchaser/Purchasers Agent**

**Is the Registered Owner, Applicant or Authorized Agent applying for additional consents simultaneously with this application?** Yes  No

**IMPORTANT:** The owner's authorization, page 7 of 9 of this application form, is required if the application is submitted by a person, or persons, other than the registered owner(s).

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2. (a) Type and purpose of proposed transaction: (please check appropriate box)

TRANSFER:       Creation of New Lot                      OTHER:       Charge/Mortgage  
                          Addition to a Lot     Lease  
                          Easement/Right-of-way                                       Correction of Title  
                          Other (Explain): \_\_\_\_\_

(b) IF KNOWN, the name of the person(s) to whom the land, or an interest in the land, is to be transferred, charged or leased: \_\_\_\_\_

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3. Are you requesting a retained land certificate?      Yes       No

If yes, submission of a statement from a solicitor confirming the extent of the owner's retained land be included as part of this application is required.

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4. Location of subject land(s): Municipality: \_\_\_\_\_

Geographic Township/Village: \_\_\_\_\_

Concession Number(s): \_\_\_\_\_                      Lot Number(s): \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_                      Lot(s)/Block(s): \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_                      Part Number(s): \_\_\_\_\_

Name of Street or Road: \_\_\_\_\_

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

Yes       No

If yes, describe the easements or covenant and its effect: \_\_\_\_\_

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5. Description of lot to be severed:

Frontage: \_\_\_\_\_                      Depth: \_\_\_\_\_                      Area: \_\_\_\_\_

Existing Use: \_\_\_\_\_                      Proposed Use: \_\_\_\_\_

Number/Use of Existing Buildings/Structure: \_\_\_\_\_

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6. Description of lot to be retained:

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
Number/Use of Existing Buildings/Structure: \_\_\_\_\_

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7. Type of access: (check appropriate space)

	<u>Severed Lot</u>	<u>Retained Lot</u>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road (maintained year round)	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road (seasonally maintained)	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way/Easement	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (specify parking/docking facilities)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

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8. Type of water supply proposed or existing?  
(check appropriate space)

	<u>Severed Lot</u>		<u>Retained Lot</u>	
	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>
Municipally owned/operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If proposed, when will services be available? \_\_\_\_\_

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9. Type of sewage disposal system proposed or existing?  
(check appropriate space)

	<u>Severed Lot</u>		<u>Retained Lot</u>	
	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>
Municipally owned/operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned/operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned/operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pit Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If proposed, when will services be available? \_\_\_\_\_

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10. What is the existing Official Plan designation(s) of the subject land?

Designation: \_\_\_\_\_

If this application relates directly to an Official Plan amendment(s) currently under review by an approval authority, please indicate the amendment number and the applicable file number(s):

Amendment number(s): \_\_\_\_\_ File number(s): \_\_\_\_\_

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11. All lands are covered by a Zoning By-law; indicate what the Zoning is for the subject lands:

Zoning: \_\_\_\_\_

Is the area under discussion the subject of an application for a Zoning By-law Amendment, Minor Variance or approval of a Plan of Subdivision?

Yes  No  Unknown

If YES, specify the file number and status: File Number: \_\_\_\_\_

Status: \_\_\_\_\_

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12. Is there an agricultural operation, (INCLUDING, an abattoir, livestock or stock-yard) within 500 meters? Yes  No

Type of Operation: \_\_\_\_\_

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13. Is there a landfill within 500 meters? Yes  No

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14. Is there a sewage treatment plant or waste stabilization plant within 500 meters?

Yes  No

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15. Is there a Provincially and/or locally significant wetland (e.g., swamp, bog, etc.) located on the lands to be severed or retained or within 120 meters?

Yes  No

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16. Is any portion of the land to be severed or retained located within a flood plain?

Yes  No

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17. Is there a Provincial Park or Crown Lands located within 500 meters?

Yes  No

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18. Is there an active, or inactive, mineral extraction site (Pit and/or Quarry) within 500 meters?

Yes  No

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19. Is there an active principal, or secondary, main line Railway within 500 meters?

Yes  No

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20. Is there an Airport or Aircraft landing strip nearby?

Yes  No

If yes, specify the type: Federal  Provincial  Local

Distance to your holdings: \_\_\_\_\_

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21. Is the property within a Municipal drinking water Vulnerable Area as defined in the *Clean Water Act*?

Yes  No

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22. Does this application conform to the 2020 Provincial Policy Statement?

Yes  No

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**ADDITIONAL INFORMATION:**

The following information will assist the Planning office and commenting agencies to review this Application and **MUST BE** completed.

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23. Is there a noxious Industrial use within 500 meters?

Yes  No

❖ Have there been any industrial use/uses on the site?

Yes  No

If YES, what was the nature and type of industrial use(s)? \_\_\_\_\_

❖ Have there been commercial use/uses on the site?

Yes  No

If YES, what was the nature and type of industrial use(s)? \_\_\_\_\_

❖ Other than for septic systems or landscaping, has fill been brought to, and used, on the site?

Yes  No

❖ Have there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time?

Yes  No

❖ If YES, specify the use and type of fuel(s): \_\_\_\_\_

❖ Is there any reason to believe that the site may have been contaminated by former use(s) on the site or adjacent site(s)?

Yes  No  Unsure

❖ Where did you obtain the information to determine the answers to this section? (e.g., consultation with the municipality, registry office, previous owners, etc.)

\_\_\_\_\_

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24. Is this a re-submission of a previous application?

Yes  No

If YES, is the application:

Identical  Changed

Previous Application for Consent file number(s): \_\_\_\_\_

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25. Has the present owner previously severed any land from this holding?

Yes  No

If YES, provide previous severances on the sketch and give the following information for each lot severed:

Grantee's Name: \_\_\_\_\_

Date Parcel Created: \_\_\_\_\_

Use of Parcel: \_\_\_\_\_

File Number (if known) \_\_\_\_\_

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26. Has the subject land ever been, or is it now, the subject of an application for a Plan of Subdivision under Section 51 of the Planning Act, or its predecessors?

Yes  No

If YES, provide the following information:

File Number - \_\_\_\_\_

Date of Final Approval - \_\_\_\_\_

27. **OTHER INFORMATION:**

- ❖ An explanation as to the reason and purpose for this severance must be provided or the application will be deemed to be incomplete.

Explanation for Severance: \_\_\_\_\_

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28. **REQUIRED SKETCH** – The application must be accompanied by a sketch showing:

- ❖ the boundaries and dimensions of the subject land;
  - ❖ 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 township lot line or landmark, such as a railway crossing or bridge;
  - ❖ the location of all land 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 adjacent land, that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, barns, wells and septic systems;
  - ❖ the location, width and name of any roads within, or abutting, the subject land, indicating whether it is a Provincial highway, County Road, 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 approximate distance of the parking and docking facilities from the subject land and the nearest public road; and
  - ❖ the location and nature of any easement affecting the subject land.
- ❖ **“SUBJECT LAND”** means the land to be **SEVERED** and the land to be **RETAINED**



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29. **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 this application on their behalf must be included with this form or alternatively the authorization, as set out below, must be completed by the Registered Owner(s):

I/We, \_\_\_\_\_, being the Registered Owner(s) of the land(s) that are the subject of this Application for Consent, hereby authorize \_\_\_\_\_, to prepare and submit this application on my/our behalf.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Registered Owner(s)

\_\_\_\_\_ Signature of Registered Owner(s)

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30. **SWORN DECLARATION:** This must be completed by the Applicant(s) for the proposed consent

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

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

do solemnly declare that all the statements contained in this Application for Consent for

\_\_\_\_\_,  
(Property Description)

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, by virtue of the "Canada Evidence Act".

Sworn (or Declared) before me:

at the, \_\_\_\_\_

\_\_\_\_\_ (signature Registered Owner(s)/Applicant/Authorized Agent)

in the, \_\_\_\_\_

\_\_\_\_\_ (signature Registered Owner(s)/Applicant/Authorized Agent)

this \_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

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**31. PERMISSION TO ACCESS PROPERTY**

I hereby authorize and consent to permit municipal 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 Counties of Stormont, Dundas and Glengarry for the purpose of conducting site inspections.

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Owner(s)/Applicant/Authorized Agent Signature

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Date

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**32. 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.

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Owner(s)/Applicant/Authorized Agent Signature

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Date

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Accepted by the Administrative Assistant-Planning on the following date: \_\_\_\_\_

Application for Consent - File Number:

**B -** \_\_\_\_\_

# SAMPLE SKETCH

Owner: Jane Doe  
 Address: 1234 Imaginary Lane  
 Chesterville, ON  
 Lot # 1 Concession #1  
 Municipality: North Dundas  
 Roll # 0123 456 789 00000

