# The Consent Process Step-by-Step Guide

### SDG Planning Services

#### Step 1

Meet with Local Municipality

• The applicant meets with the local municipality to discuss the application and understand local requirements. The applicant registers for a Cloud Permit account at www.cloudpermit.ca in participating municipalities.

### Step 2

**Fill Out Application** 

- Applicant completes the application at the Township office and/or using CloudPermit.
- Municipal staff sign-off on the application is required once completed.

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### Step 3

Submit Complete Application to SDG Planning

- The applicant provides the application to SDG Planning Department by submitting on CloudPermit, by emailing the application to planning@sdgcounties.ca, or by booking an appointment with the Planning Assistant.
- The Planning Assistant will review the application to ensure all information is provided.

### Step 4

Pay Fees & Commission Signature

- The Planning Assistant will commission the signature of the registered owner(s) or authorized agent of the application. The applicant must attach copies of valid Ontario Photo ID to electronic applications for remote commissioning.
- The applicant pays the SDG Consent fee of \$1500, SDG Roads fee of \$230 (if property is on a County Road), the local Conservation Authority fee, and Municipal Consent Review fees. A Table of Fees can be found on the SDG Planning website.

### SDG Planning Department

### Step 5

Notice of Application (~7 to 10 days)

- The Planning Assistant sends a poster to the applicant to post at the subject property.
- A Notice of Application is sent to all applicable commenting agencies (ie. Townships, Conservation Authorities, County Engineer, utilities, etc.) and all landowners abutting the subject property within 60 m (200 ft).

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### SDG Planning Services



### Step 6

Response from Commenting Agencies (~1 month)

- The Planning Assistant receives responses from commenting agencies.
- Comments are forwarded to the applicant as they arrive.

### SDG Planning Department

#### Step 7

Review Date Scheduled

(Notice sent two weeks before meeting)

- Review date is scheduled for the consent application.
- The notice is sent out two weeks before the review day.
- The applicant, adjacent landowners, and all interested parties can attend the meeting.
- Concerns from neighbours can be addressed at this time.
- The Approval Authority reviews all applications and approves, defers, or refuses the provisional consent.

### Step 8

Notice of Decision (20-day appeal period)

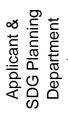
- Notice of Decision is emailed to commenting agencies and landowners that requested notification.
- If an appeal is received the application goes to the Ontario Land Tribunal.



### Step 9

Conditions Met (2 years to meet conditions)

- The applicant must meet all agency conditions before final consent is granted.
- Examples of conditions include road widening, minor variance, zoning by-law amendment, entrance on a County road etc.



### Step 10

**Final Consent Approval** 

- The applicant will provide the Planning Assistant with the applicable deeds and survey (electronic) and the stamping fee of \$245.00.
- The Planning Assistant stamps the certificate of consent.

