

# A Guide to Completing Consent Application Form



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**This document is meant for guidance only, and should not be construed by anyone as a right to development approval.** It provides step by step information for applicants filling out their application. Please fill out the application to the best of your ability.

## Question 1

This section must include the full names of **at least one registered** owner as well as the address(es) the **complete mailing address, including the postal code.**

**Property Owner(s):** State the name, mailing address, the phone number and email at which you wish to be contacted regarding your application. If there are multiple owners with different contact information you will need to attach an additional piece of paper with their contact information.

**Note:** By filling out this section, you are declaring that you are the owner of the property. If for any reason you are not listed as a legal registered owner on the deed/land transfer, you are considered an Agent and will need to have at least one of the legal owners authorize you to make the application. Should power of attorney apply, please attach the supporting documentation to the application.

## Question 2

If you or the owner is/are having someone act on your behalf (e.g. a solicitor, a consultant, a family member) then that person would be your agent. The owner must sign the line below to indicate that they have given authorization to the agent to act on their behalf.

**Agent/Applicant:** State the agent's full name and mailing address, as well as the phone number and email at which they wish to be contacted regarding this application.

## Question 3

Staff as well as necessary commenting agencies, Committee Members are required to do site visits to your property as part of the application. Please sign here indicating that you give permission and you are aware they may visit your property to evaluate the proposal without giving prior notice.

## Question 4

If you have spoken with someone about your application, please indicate so in this section. This can include Planning Staff, Conservation Staff, Engineers, Sewage System Installers or Building Staff.

## Question 5

**District:** South Frontenac is divided into four districts, based on former Township bounds. If you are not sure which district your property is located in, check your tax bill and if the 2<sup>nd</sup> set of numbers in your roll # (after 1029) are 010, 020, or 030, your property is in Bedford District; if the numbers are 040 or 050, the property is in Loughborough, if the numbers are 060 or 070, the property is in Storrington, and if the numbers are 080, then the property is in Portland.

**Concession and Lot Numbers:** If you are not sure, check your tax bill or survey of property

**Street Number:** This is the civic address of the subject property; if a civic address has not been assigned, leave this space blank.

**Name of Road/Street:** This applies even if the property address is on a private lane.

**Reference Plan:** If the property has been surveyed, it will have a reference plan number (this begins with 13R and can be found on your survey). If the property has not been surveyed, leave this space blank.

**Roll Number:** This appears on the tax bill. Please take the time to look it up before submitting the application.

### **Question 6**

Please complete all sections that pertain to your application. This information is for the **WHOLE** subject property before any severances have happened. Please make sure to include the name of the road and waterbody if applicable.

- a. If the property includes or abuts a waterbody, please include the name of it. This information is important as portions of the Official Plan and Zoning By-law directly relate to shoreline and water protection, therefore potentially directly impacting the requirements or allowances for the property. If the property does not abut a waterbody, you can indicate so with N/A.
- b. Property Dimensions are required in metric. Area can be in acres or hectares. Please be consistent throughout your application.
- c. Please include the name of all abutting roads/lanes

### **Question 7**

Please indicate the purpose of this consent application from among the choices provided. Explain the details of what you are trying to accomplish (e.g. create a new lot).

### **Question 8**

This section is for you to explain why you are applying for a severance. You may wish to include a separate page with a more detailed explanation if you need more room. Consider answering question such as: Why do you need this severance? What purpose will it service? What are you trying to accomplish?

### **Question 8 – CREATION OF A NEW LOT**

If your application is for a new lot please complete this section. Please use the metric for all measurements and include the area in acres or hectares. Please ensure the information is consistent with the sketch.

Indicate what road the proposed new lot and retained lot have frontage on. The total remaining area for the retained parcel should be the area identified in Question 4 minus the area of the proposed new lot (severed).

- Land Intended to be Severed (Proposed new lot): this is the part to be taken away from the existing whole property
- Land Intended to be Retained: this is what is left over after you have taken the severed piece away from the existing whole property.

Make sure to indicate what the current use is of the property (what do you use it for?) and what structures/buildings are on the property (House, barn, garage, shed?).

NOTE: Some roads (particularly former "County" Roads) have specific requirements for spacing between entrances. Please indicate if you have a shared driveway. Also, any proposed new entrance must have safe sight-lines. These requirements may affect the success of your application. If you wish to check the status of your road or sight line conditions, please contact the Roads Department at 613-376-3027, staff from our Roads department will perform a site visit with Planning Staff to review the placement of the entrance prior to a decision on the application

### **Question 10 – LOT ADDITION**

If your application is for a lot addition please complete this section. Please use the metric for all measurements and include the area in acres or hectares. Please ensure the information is consistent with the sketch.

- Proposed Lot Addition (Severed parcel): this is the part to be taken away from the existing whole property.
- Retained Lot: this is what is left over after you have taken the severed piece away from the existing whole property.
- Benefitting parcel: this is the lot that is receiving the lot addition.

This section needs to be filled out if you are applying for a right-of-way or a lot addition. Please include clearly the name of the road (if applicable). Indicate:

- Total area and road frontage on all roads and lanes and waterfrontage for the subject property before and after the lot addition
- Total area and road frontage on all roads and lanes and waterfrontage for the benefitting lands before and after lot addition
- Total area and road frontage and waterfrontage (if applicable) for the severed parcel on both roads and lanes

Make sure to indicate what the current use is of the properties (what do you use it for?) and what structures/ buildings are on the properties (House, barn, garage, shed?).

### **Question 11 - EASEMENT – RIGHT OF WAY**

If your application is for a right-of-way or easement please complete this section. Please use the metric for all measurements and include the area in acres or hectares. Please ensure the information is consistent with the sketch.

Include the dimensions, (width and length) of the right-of-way.

### **Question 12**

Please indicate, by checking the appropriate box for each parcel, what water services are available or proposed for both the severed and retained parcels. In most cases, your answer will be private well, or lake.

### **Question 13**

Please indicate, by checking the appropriate box for each section, what sewage disposal services are available or proposed for both the severed and retained parcels. The majority of cases will be private septic, but there may also be some privies or other situations.

### **Question 14**

If you know the person who will be purchasing the new lot or lot addition, please indicate their name. Otherwise, indicate "self".

### **Question 15**

Encumbrances are rights, interest, or legal liability on real estate. Rights-of-way and easements as a form of encumbrance are fairly common in the Township. If someone has permission to cross over the property (whether legally defined or through historical access) to access another piece of property or for some other use make sure to disclose that in the application. Other easements could include those for drainage, conservation, Bell communication and Hydro.

### **Question 16**

This questions asks if there are any abandoned wells on the whole property. This question is asked because no new lot will be created unless the Committee is satisfied that any abandoned wells on the property have been properly sealed in accordance with Ministry of Environment guidelines. If there are wells on the property, make sure to include them on the sketch.

### **Question 17**

Indicate the name of the Road or Lane from which the property is accessed.

If the property can be accessed by water only, we will need to know where you access it from, and what arrangements exist for permanent mainland parking.

### **Question 18**

Please indicate what the zoning is for your subject property. If you would like to check, use [www.frontenacmaps.ca](http://www.frontenacmaps.ca) to check the zoning. If you do not know how your property is zoned, or if you are unsure, leave this question blank until you have talked to the planning staff.

### **Question 19**

Please indicate what the official plan designation is for your subject property. If you would like to check, use the Township Official Plan Map to look for your property. The map can be found here: <https://www.southfrontenac.net/en/things-to-do/resources/Official-Plan-May2011Map.pdf>  
If you do not know, or if you are unsure, leave this question blank until you have talked to the planning staff.

### **Question 20**

Please provide an explanation as to if your application is conforms to the Policies in the Township Official Plan and the County Official Plan. These documents provide guidance on the type, size and location of development permitted. Please read through the policies and explain which ones you think apply. Please make sure to look at Section 3 in the County Official Plan and Sections 5 and 7 in the Township Official Plan. If you are unsure, please indicate that you do not know.

### **Question 21**

Please provide an explanation as to if your application is consistent with Provincial Policy Statement 2020. You can find the policy here: <https://files.ontario.ca/mmah-provincial-policy-statement-2020-accessible-final-en-2020-02-14.pdf>. Please read through the policies and explain which ones you think apply. If you are unsure, please indicate that you do not know.

### **Question 22**

Please indicate if you have applied for previous planning relief, and if so, indicate the file # (or date) and the purpose of the application.

### **Question 23**

This question means: “Have you had any severances (not counting lot additions) from your property since September 5, 2000?” You are asked to indicate the file # (if you do not know, then provide the approximate date of the severance), the decision on the application (i.e. was it approved?); and what use is being made of any new lot created. As noted above, this refers only to lots created since September 5, 2000.

This question asks if the property you own was created as part of a previous consent application. If the answer is yes – you should have filled out question 21. If you are not sure, please indicate so.

### **Question 24**

This question asks if the property you own was created as part of a previous consent application. If you are not sure, please indicate so.

## Question 25

The Sketch is probably the most important part of your application. You do not need to pay a professional to prepare it for you, but it must be drawn to scale; it must contain all of the information outlined; and it must be drawn with north direction at the top of the sketch.

**\*\*If your application is approved and then the required survey shows different frontages, areas and location than was submitted, a new consent may be required including submission of a new application and fees.\*\***

### **Permission, Acknowledgement, Agreement and Declaration**

Please read this section carefully. This is your agreement that your application will be processed at your expense, and that any additional expenses will be your responsibility.

If there is more than one owner, both owners must sign the application, unless one person has been appointed as agent for purposes of processing the application.

The signature(s) can be witnessed and commissioned at the Township Office, or you can have a commissioner elsewhere witness your signature.

### **Do You Still Have Questions?**

For more information and guidance regarding Consent Applications, contact the Planning Department through the online [Planning Inquiry Form](#).