Consent Application

Application Requirements

The following items must be submitted with your application. Any application which does not include the below required information may not be accepted or will not be considered complete.

☐ 1. A pre-consultation meeting is a requirement prior to submission of the application.

Pre-consultation meeting fee	$105.00

☐ 2. One hard copy of this completed application form signed and commissioned.

☐ 3. A Sketch of your proposal (see Question 25 for details on what to include). The sketch must be drawn with accurate dimensions and measurements. It is recommended that you take your time to carefully assemble the data and crate the sketch. You may wish to secure the assistance of a person who specializes in the drafting of sketches.

☐ 4. The applicable **non-refundable** application fee, payable to the Township of South Frontenac:

Application Type:	**Planning Fee:**	**Building Fee:**	**TOTAL:**
Consent Application	$927.00	$97.00	$1,024.00
Change of conditions	$209.00	Nil	$209.00
Change of conditions requiring re-circulation	$365.00	$97.00	$462.00

☐ 5. Agency Review Fees (as applicable). A separate **cheque or proof or payment**, payable to the applicable Conservation Authority, is to be submitted to the Township with the completed application. The on-site sewage disposal review fee may be included in the payment of the application fee to the Township.

Agency:	**TOTAL:**
Township of South Frontenac onsite sewage disposal review (per new lot)	$515
Cataraqui Conservation (per new lot or lot addition)	$425
Quinte Conservation (per new lot or lot addition)	$358
Rideau Valley Conservation Authority (per new lot or lot addition)	$490

Please Note: These fees are for consultation on this application only; agencies may require additional fees if permit applications are required prior to any construction.

☐ 6. Required studies & Supporting Information identified at pre-consultation (if applicable)

☐ 7. Deed or transfer, or authorization for Township Staff to acquire title documents (if applicable)

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

Collection of Personal Information:

Personal information requested on the application form is required under the *Planning* Act. This information will be used by the Township for the purpose of reviewing the application. It may be made available to those boards, Commissions, Authorities, Agencies and Persons having an interest in this matter. Any questions regarding the collection of this information should be directed to the Secretary Treasurer of the Committee of Adjustment (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 613-376-3027 ext. 2224).

What is considered when reviewing an application?

In considering an application, the decision making approval authority, shall have regard, among other matters, to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to:

- The effect of development on matters of provincial interest as referred to in Section 2 of the Planning Act.
- Whether the proposed severed lot is premature or in the public interest.
- Whether the consent conforms to the intent of the Official Plan and adjacent plans of subdivision (if any)
- The suitability of the land for the purposes for which it is being severed
- If affordable housing units are being proposed, the suitability of the proposed units for affordable housing
- The number, width, location and proposed grades and elevations of roadways and their adequacy in relation to any proposed roadway linking the proposed severed area with the established roadway system.
- The dimensions and shape of the proposed lot.
- Any restrictions on the subject land (or on the buildings and structures to be erected on it) and any restrictions on abutting lands.
- Conservation of natural resources and flood control.
- The adequacy of utilities and municipal services.
- The adequacy of schools.
- The area of land, if any, exclusive of roadways, that is to be conveyed or dedicated for public purposes (such as for parks).
- The physical configuration of the new lot having regard to energy conservation.
- Site Plan Control
- County of Frontenac Official Plan
- Township of South Frontenac Official Plan
- Township of South Frontenac Zoning By-Law
- Provincial Policy Statement

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

For Office Use Only

Date Received: _____ File Number: _____

1. Name of Owner(s): _____

Full Mailing Address of Owner(s): _____

_____

Phone number of Owner(s): _____

Email Address of Owner(s): _____

2. If the applicant is **NOT** the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application, be provided below.

Name of Authorized Applicant/Agent:_____

Full Mailing Address of Authorized Applicant/Agent: _____

_____

Phone number of Authorized Applicant/Agent: _____

Email Address of Authorized Applicant/Agent:_____

Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application (please fill out the last page).

_____

Signature(s) of Owner(s)

Communications are to be sent to: ☐ Owner(s) ☐ Agent

3. **Permission to Enter Subject Lands:** Permission is hereby granted to the relevant staff, committee members, and necessary commenting agencies to enter the premises (subject lands) subject to this development application for the purposes of making inspections associated with this application.

_____	_____	_____
(Signature of the property owner)	(Signature of the property owner)	(Date)

4. Have you consulted with Township Planning Staff regarding this application?

☐ Yes ☐ No Date Fee Paid: _____

Name of Planner: _____ Date of Meeting: _____

5. The description of the subject land:

District: ☐ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

Civic Address: _____

Concession Number: _____ Lot Number: _____

Reference Plan Number: _____ Part Number(s): _____

Roll Number: _____

Property Identification Number (PIN): _____

6. Indicate the frontage(s), depth and area of the subject land. The subject land is the whole property prior to any changes. Please indicate the name of the road/lane and waterbody (if applicable).

Frontage on water (m):_____ Frontage on road/lane (m): _____

Name of Waterbody:_____ Name of Road/Lane: _____

Depth(m): _____ Area(acres/ha): _____

7. Select the type of consent being applied for:

☐ Creation of a New Lot
☐ Easement (right of way)
☐ Lot Addition
☐ Charge/Discharge of Mortgage
☐ Correction of Title
☐ Lease
☐ Other: _____

8. Please provide a brief description of your application. Indicate the reason why you are applying for a consent.

_____

_____

_____

_____

9. Create a NEW LOT – Complete this section ONLY if you are applying to create a new lot.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Severed Lot (Proposed new lot):	**Retained Lot:**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

Please list the existing and proposed **USES and STRUCTURES.**

	Severed Lot (Proposed new lot):	**Retained Lot:**
Existing Use of Lot:		
Existing Buildings/Structures:		
Proposed Use of Lot:		
Proposed Buildings/Structures:		

10. LOT ADDITION – Complete this section ONLY if you are applying for a lot addition.

The following information is regarding the land intended to be severed (created) and the land to be retained.

	Proposed Lot Addition (Severed parcel):	**Retained Lot:**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

The following information is regarding the Benefitting Lands also known as the land being enlarged which are receiving the lot addition.

	Existing Benefitting Lot: (Before Lot Addition)	**Enlarged Lot with added Land: (After Lot Addition)**
Frontage on Road/Lane (m):		
Name of Road/Lane:		
Frontage on Water (m):		
Name of Waterbody:		
Depth (m):		
Acres (acres or ha):		

Please list the existing and proposed **USES and STRUCTURES.**

	Lot Addition:	**Retained Lands:**	**Benefitting Lands:**
Existing Use of Lot:			
Existing Buildings/Structures:			
Proposed Use of Lot:			
Proposed Buildings/Structures:			

11. EASEMENTS & RIGHT OF WAY – Complete this section if you ONLY are applying for an easement or a right-of-way

Length:_____ Depth: _____ Width: _____ Area: _____

Civic address of Benefitting lands:_____

Roll Number of Benefitting Lands: _____

Describe the purpose and effect of the easement and the property that will benefit:

_____

_____

_____

12. Type of Servicing Proposed – WATER (Indicate the method by which water will be provided):

(NEW LOT) Severed Parcel	Retained Parcel
☐ Municipal water system	☐ Municipal water system
☐ Privately owned and operated well	☐ Privately owned and operated well
☐ Lake water	☐ Lake water
☐ Other: _____	☐ Other: _____

13. Type of Sewage Disposal System Proposed (How will sewage disposal system be provided?):

(NEW LOT) Severed Parcel	Retained Parcel
☐ Publicly owned and operated communal septic system	☐ Publicly owned and operated communal septic system
☐ Privately owned and operated individual septic system:	☐ Privately owned and operated individual septic system:
☐ Leaching Bed (Class 4)	☐ Leaching bed (Class 4)
☐ Holding Tank (Class 5)	☐ Holding Tank (Class 5)
☐ Greywater Pit (Class 2)	☐ Greywater Pit (Class 2)
☐ Privy/Outhouse (Class 1)	☐ Privy/Outhouse (Class 1)

14. Please list the name of the person(s) to whom the land or an interest in the land is to be transferred, charged or leased (***if known***):

_____

15. Are there any existing easements or restrictive covenants? ☐ Yes ☐ No ☐ Unknown

If Yes, please provide a description of each easement or covenant and its effect:

_____

16. Are you aware of any abandoned wells on the subject property? ☐ Yes ☐ No

17. Name of road or lane which accesses:

The new lot (lot addition or Right of Way): _____

The retained lot: _____

Please indicate whether access to the land will be by:

☐ Provincial highway

☐ Municipal Road - maintained year round

☐ Municipal Road - seasonally maintained

☐ Lane

☐ A right of way

☐ Water (see next page)

If access is 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. Parking and Docking for water access only properties MUST be legally deeded access. Please provide confirmation.

The New Lot: _____

The Retained Lot:_____

18. What is the zoning of the subject lands? (Check www.frontenacmaps.ca)

_____

19. What is the current Official Plan Designation of the subject lands?

_____

20. Please describe how the application conforms with the Township Official Plan & County Official Plan by **citing specific applicable** sections and sub sections. Please make sure to look at Sections 5 and 7 in the Township Official Plan and Section 3 in the County Official Plan. If you are unsure, please indicate that you do not know.

_____

_____

_____

21. Is the application consistent with the 2020 *Provincial Policy Statement*?

☐ Yes ☐ No ☐ Unknown

Please explain:

_____

_____

_____

_____

_____

22. Has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, an amendment to the zoning by-law or a Minister's zoning order? Complete all applicable

☐ Yes ☐ No ☐ Unknown			
Application Type	Application Number	Date of Application	Decision
☐ Plan of Subdivision			
☐ Consent			
☐ Minor Variance			
☐ Site Plan Approval			
☐ Official Plan Amendment			
☐ Zoning By-law Amendment			
☐ Minister's Zoning Order			

23. Has land been previously severed from the subject property, since September 5, 2000? If yes, please provide date of transfer; name of transferee and uses of the land.

☐ Yes _____ ☐ No

24. Did the current owner acquire the subject land as a result of a consent? ☐ Yes ☐ No

25. Is the applicant requesting a Certificate of Official for the retained land? ☐ Yes ☐ No

** If yes – the applicant must provide a lawyer's statement that there is no land abutting the subject lands that are owned by the owner of the subject land, other than the land that could be conveyed without contravening section 50 of the *Planning Act*.

26. A SKETCH must be submitted. For more information on what the sketch needs to show, please see "A guide to completing your consent application form". If your application is approved and then the required survey shows different frontages, area and location than was submitted, a new consent may be required including submission of a new application and fees.**

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Please note that the sketch must include the same metric as on the application, switching between meters and feet will not be acceptable unless both are shown.

The sketch must include the following:

- ☐ A directional arrow with North at the top of the page.
- ☐ The boundaries and dimensions of the whole property. LABEL the part that is to be severed and the part that is to be retained, including the total area (acres or hectares), road frontages on all roads/lanes for each and waterbodies.
- ☐ Indicate if the owner of the subject property also owns other lands near the proposal.
- ☐ The distance between the subject land and the nearest road, bridge or railway crossing
- ☐ The location of all land previously severed from the parcel (if applicable) originally acquired by the current owner of the subject land.
- ☐ All natural and artificial features that are located on the subject property and on land beside the subject property. Please label and show the approximate location of:
  - a. Existing Buildings, wells and septic systems, bridges, railways, roads, hydro lines
  - b. Waterbodies, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas
  - c. Landfills, propane facility, quarry's and pits
  - d. Barns

Note: The existence of a nearby barn will require you to complete a Minimum Distance Separation Calculation in order to consider compatibility issues. Please check with the Planning Department regarding the implications of any farm structure, on your application.

- ☐ Please include any information on natural and artificial features (as listed above) that in the applicant's opinion may affect the application
- ☐ Please indicate the current uses of land that is surrounding the property, such as residential, agricultural and commercial uses (if agricultural, please indicate the approximate distance of any barn structure from the proposed new lot).
- ☐ 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 is by water only, please show the location of the parking and boat docking facilities to be used, and the title documents to demonstrate legal deeded use of these facilities
- ☐ The location and nature of any easement affecting the subject land.
- ☐ The location of any abandoned wells on the property

PERMISSION, ACKNOWLEDGEMENT, AGREEMENT AND DECLARATION OF APPLICATION

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner agree that the information recorded in this Consent Application Form is accurate and agrees that representatives of the Township and relevant commenting agencies may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

ACKNOWLEDGEMENT OF ADDITIONAL REQUIREMENTS

I/ We, the undersigned, being the registered property owner(s) and/or agent acting on behalf of the owner, acknowledge that additional studies and/or peer review and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Attached to this application is payment to the Township of South Frontenac in the correct amount representing payment of the application fee, and additional payment (or proof of payment) for any required commenting agency review fees.

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of South Frontenac (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under the *Planning Act*.

Without limiting the foregoing, such costs will include all legal, engineering, planning, and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land Tribunal from any decision of the Council, Delegated Decision of Council, or Committee of Adjustments, of their designated approval authority, as the case may be, hearing the applicant’s application.

The Owner/Applicant further agrees to provide the Municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality to prepare for and participate in the hearing. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

TOWNSHIP OF SOUTH FRONTENAC CONSENT APPLICATION

The applicant/owner acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not appear before the Ontario Land Tribunal in in connection with the application until the invoice has been paid in full.

DECLARATION FOR THE PRESCRIBED INFORMATION

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

I/We, _____,

(Name of Owner / Agent)

of _____

(Municipality, Town, City name)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the *Planning Act*, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. I/We are aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the _____

(Municipality name)

On this _____ day of _____, 20_____.

(Day) (Month) Year)

_____ _____

Commissioner of Oaths Signature

Signature of Owner (s) or Authorized Agent

Affix Commissioner of Oaths stamp below signatures