TOWNSHIP OF SOUTH FRONTENAC
APPLICATION FOR CONSENT
Updated January, 2020

The Committee of Adjustment is a Committee of Eight persons appointed by Township Council. The Committee is formed under Section 53 of the *Planning Act,* R.S.O. 1990 Chapter P.13. to authorize the division of property.

The Committee, in considering Consent (Severance), 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.
- The suitability of the land for the purposes for which it is being severed.
- 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.

Application Requirements

1. It is required that one (1) copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment/Land Division Committee, together with the **SKETCH** referred to in Note 3 (below), accompanied by a **NON-REFUNDABLE FEE of $984.00** ($890.00 application fee plus $94.00 Building Department consultation fee) in cash or cheque made payable to the Township of South Frontenac.

Application Type:	Planning Fee:	Building Admin Fee:	TOTAL:
Consent Application	$890.00	$94.00	$984.00
Change of conditions	$200.00	Nil	$200.00
Change of conditions requiring re-circulation	$350.00	$94.00	$444.00
Pre-consultation meeting fee	$100.00	Nil	$100.00

2. It is required that a Fee be provided for the Township with respect to on-site sewage disposal and/or Conservation Authority (where applicable) when submitting an application. A separate cheque, payable to the applicable Conservation Authority, is to be submitted to the Township with the completed application, the fee for the onsite sewage disposal review can be added to the application fee.
   Please Note: These fees are for consultation on this application only; these agencies may require additional permit applications and fees prior to any construction.

Township of South Frontenac onsite sewage disposal review *(per new lot)*	$500
Cataraqui Region Conservation Authority *(per new lot or lot addition)*	$400
Quinte Conservation Authority *(per new lot)* *(lot addition)*	$341 $173
Rideau Valley Conservation Authority *(per new lot or lot addition)*	$470

3. **PLEASE READ THIS ITEM CAREFULLY:**

   Each applicant shall provide a **sketch** showing the dimensions of the subject land and of all abutting lands as outlined in question 17 of the application. The sketch should be accurately dimensioned and scaled in either Imperial or Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Consent Application by the Land Division Committee. It is strongly recommended that the applicant spend the necessary time to carefully and thoroughly assemble the data and transfer the data to the sketch. It is important that the sketch be drawn with accurate dimensions and measurements. Any application which does not include the above required information may not be accepted. In this regard, the applicant may wish to secure the assistance of a person who specializes in the drafting of such sketches. A Reference Plan (survey) is not necessarily required for the Committee to consider the application but will be required at a later date prior to the stamping of the deeds.

4. **Collection of Personal Information:**

   Personal information requested herein is required under the Planning Act, 1990 as amended. This information will be used by the Committee of Adjustment/Land Division Committee for the purpose of reviewing the above referenced application, and 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/Land Division Committee. (P.O. Box 100, Sydenham, Ont., K0H 2T0, Phone 613-376-3027 ext. 2224)

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Date Received: _____ File No: _____

Date of Pre-Consultation Meeting: _____

Pre-consultation Fee Received: _____ Amount: _____ Date: _____
(within 6 months to be applied to the application fee)

1. Name of Owner(s): Brenden Hicks.

   Full Mailing Address of Owner(s): [redacted]

   Phone number of Owner(s): [redacted]

   Email Address of Owner(s): [redacted]

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, must accompany the application.

   Name of Authorized Agent: _____

   Full Mailing Address of Authorized Agent: Zach Lyman [redacted]

   Phone number of Authorized Agent: [redacted]

   Email Address of Authorized Agent: [redacted]

   Agent as named above is hereby authorized to act on behalf of the owners for purposes of processing this application for Minor Variance. [redacted]

   Signature(s) of Owner(s)

3. The description of the subject land:

   District: ☐ Bedford ☒ Portland ☐ Loughborough ☐ Storrington

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Concession Number: _____ Lot Number: _____

Street Number: 4744 Name of Road/Street: Snider Road.

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

Roll Number: _____

4. The frontage(s), depth and area of the subject land.

Frontage (on water): ~~[illegible]~~ Frontage (on road/lane): 531.27 m

Depth: 160m Area: 85,002 sq'm

5. The type and the purpose of the proposed transaction, such as a transfer for the creation of a new lot, a lot addition, an easement/right-of-way, a charge, a lease or a correction of title.

new lot

6. The following information regarding the land intended to be severed and the land to be retained:
NOTE: If your application is for a new lot, answer question 6(a); if the application is for a lot addition or right-of-way only, answer question 6(b).

a. The frontage, depth and the area in metric (area can be acres). **(Complete this section for a new lot only)**

Proposed New Lot: Lot 3 on sketch		Retained Lot:	
Frontage On Road	293m	Frontage On Road	~~[illegible]~~ 238.27 m
Frontage On Water		Frontage On Water	
Depth	~~[illegible]~~ 152m	Depth	160m
Area	26,600 sq'm	Area	66,680 ~~[illegible]~~ m²

Please list/describe the existing and proposed **USES** of the land to be severed and to be retained:

	Existing Uses	Proposed Uses
New Lot:	residential	residential.
Retained:	residential	residential.

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	Structures Existing	Structures Proposed
New Lot:	none	residence.

	Structures Existing	Structures Proposed
Retained Lot:	house + 2 garages.	house + 2 garages

(b) The frontage, depth and the area in metric (area can be . **(Complete for a lot addition or right-of-way (R.O.W.) only)**

Proposed Lot Addition (or right-of-way)		Retained Lot: (This is the property *from which the lot addition is being severed or over which the R.O.W. will run*)	
Frontage On Road:		Frontage On Road:	
Frontage On Water:		Frontage On Water:	
Depth:		Depth:	
Area:		Area:	

Please list/describe the existing and proposed **USES** of the land to be severed and to be retained:

	Present Use of Property	Proposed Use of Property
Lot Addition or R.O.W:		
Retained:		

	Structures Existing	Structures Proposed
Lot Addition (or R.O.W.):		
Retained Lot:		

7. 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***):

unknown.

8. Indicate whether there are any easements or restrictive covenants affecting the subject land and a description of each easement or covenant and its effect (***if known***):

unknown

9. Name of road or lane which accesses:

The new lot (lot addition or R.O.W.): Snider & Arena bndry rd.

The retained lot: Snider rd.

NOTE: Some roads (particularly former "County" Roads) have specific requirements for spacing between entrances. 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 376-3027.

9. If access to the **new lot** 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.

New Lot: _____

Retained Lot: _____

10. Note the method by which water will be provided, i.e., by a publicly owned and operated piped water system, privately owned and operated individual or communal well, a lake or other water body or other means.

New Lot: private well Retained Lot: private well

11. Note the method by which sewage disposal will be provided, e.g. private septic, privy or other means:

New Lot: private Retained Lot: private.

12. The current zoning of the subject land in the applicable Zoning By-law.

Residential

13. **If known**, has the subject land ever been the subject of a previous consent (severance) application OR an application for a plan of subdivision under section 51 of the Planning Act? If so, please indicate:

(a) The file #: _____ (b) The decision on the application: _____

(c) The current use of the lot created (*if applicable*):

_____

14. **If known**, has the subject land ever been the subject of any other application under the Planning Act, such as an application for an amendment to an official plan, a zoning by-law, a minister's zoning order, a minor variance? If so, please indicate:

(b) The file #: _____ (b) The decision on the application:

_____

(c) The current use of the land: _____

15. Are there any abandoned wells on the property you aware of? ☐ Yes ☒ No

16. A **SKETCH** must be submitted showing the following:

a) The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
b) The location of all land previously severed from the parcel (if applicable) originally acquired by the current owner of the subject land.
c) The approximate location of all natural and artificial features on the subject land and on the abutting lands. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, barns, wetlands, wooded areas, wells and septic tanks. Show distance of these features from the applicant's property lines.
d) The current uses of land that is abutting the subject land, such as residential, agricultural and commercial uses (if agricultural, please indicate the approximate distance of any barn structure from the proposed new lot).
Note: The existence of a nearby barn or other farm type structure may affect the success of your application because of incompatibility issues. Please check with the Planning Department regarding the implications of any farm structure, on your application.
e) 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.

f) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
g) The location and nature of any easement affecting the subject land.
h) The location of any abandoned wells on the property.
i) **Please prepare your sketch so that North is at the top of the page.**

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AGREEMENT TO INDEMNIFY

Attached to this application is a cheque payable to the Township of South Frontenac in the correct amount representing payment of the application fee.

The Owner/Applicant/Agent agrees that the information recorded in this Consent Application Form is accurate. The Owner/Applicant/Agent agrees that representatives of the Township, Public Health and, where applicable, the appropriate Conservation Authority, may enter onto the subject property for the purpose of determining the appropriateness of the site for the proposed development.

The Owner/Applicant agrees to reimburse and indemnify the municipality for all fees and expenses incurred by the municipality to process the application, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend the Committee's decision to support the application.

Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the municipality may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process and support the application.

The Owner/Applicant further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Municipal Board, 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 in order to process the application. 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,

The Owner/Applicant further agrees that, until such requests have been complied with, the municipality will have no continuing obligation to process the application or attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application:

DATED AT THE TOWNSHIP OF SOUTH FRONTENAC

THIS 12 DAY OF March, 20 21

I, Zach Lyman - Stone Mills Brandon Hicks South Frontenac OF _____
solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

[redacted]
Signature of Applicant or Authorized Agent

[redacted]
Signature of Applicant or Authorized Agent

DECLARED before me at the TOWNSHIP OF SOUTH FRONTENAC (IN THE COUNTY OF FRONTENAC)

THIS 12th DAY OF March, 20 21

_____
A Commissioner, etc.

Michelle Katherine Hannah, a Commissioner, etc., Province of Ontario, for the Corporation of the Township of South Frontenac. Expires April 17, 2022.

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A GUIDE TO COMPLETING YOUR APPLICATION FORM

1. The names of **at least one** owner must appear in this section, and the address(es) should be the **full mailing address, complete with postal code**.

2. If there is someone acting on behalf of the listed owner(s) (e.g. a solicitor, a consultant, or a family member) then that person would be the agent, and the owner(s) must sign part (e) to indicate that the agent has the authorization to act on behalf of the owner(s).

1) Description of the Subject Land:
   a. District: The Districts are the same as the former Townships. If you are not sure, check the roll number (the long number beginning with 1029) on your tax bill. If the numbers are 010, 020 or 030, your district is Bedford; if the numbers are 040 or 050, your district is Loughborough; if the numbers are 060 or 070, your district is Storrington; and if the numbers are 080, your district is Portland.
   b. Concession and Lot Numbers: if you are not sure, check your tax bill
   c. Street Number: Your civic address – if a civic number has not been assigned, leave this space blank.
   d. Name of Road/Street: This question applies whether or not you are on a private lane or a public road.
   e. Reference Plan No: If your property has been surveyed, it will have a plan number, and one or more parts on that plan. If your property has not been surveyed, leave this space blank.
   f. Roll No: This is the number beginning with '1029' which appears on your tax bill. Please take time to look it up before submitting the application.

3. Please indicate the purpose of this consent application from among the choices provided.

4. Please complete all sections that pertain to your application.
   If your application is for a new lot please complete section (a).
   If your application is for a lot addition or a right-of-way, please complete section (b).

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

6. This question is asking about such things as a 20 ft. wide Bell or Ontario Hydro easement, a registered right-of-way to access another property, or something like someone having a life-long interest in the property.

7. Please indicate what road or lane will be used to access the new lot and the retained parcel.

8. If the new lot can be accessed by water only, we will need to know where you access it from, and what arrangements exist for permanent mainland parking, as access to mainland parking is a requirement of creating a new water access only lot.

9. In most cases, your answer will be private well, or lake, depending on where the lot is located.

10. The majority of cases will be private septic, but there may also be some privies or other situations.

11. If you do not know how your property is zoned, leave this question blank until you have talked to the planning staff.

12. Please indicate if you have ever applied for a severance application or a plan of subdivision or a plan of condominium for the subject land since September 5, 2000.

13. Please indicate if you have applied for a zoning by-law amendment, an official plan amendment, or a minor variance, and if so, indicate the file # (or date) and the purpose of the application.

14. 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.

15. **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.**

16. The Agreement to Indemnify 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 at the Township Office, or you can have a commissioner.