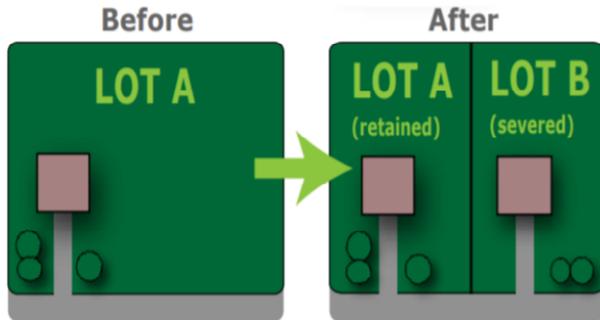


## What is a Severance?

A land severance is the authorized separation of a piece of land to form a new lot of a parcel of land. This is commonly known as consent. The most common types of consent applications are for land severance to divide a parcel of land into two or more new lots or as a lot addition to an abutting property.

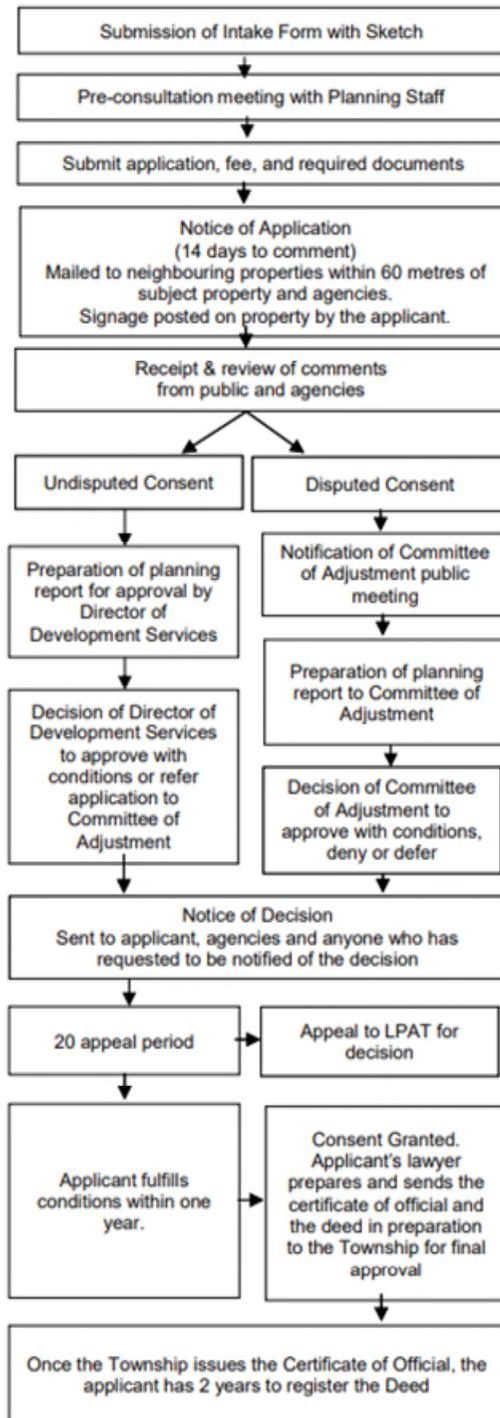


Severance is required if you want to separately convey any one part of your land to a different ownership – this includes making an adjustment to an existing lot line, or allowing legal access over your property by means of a right-of-way or easement.

## Fees:

Pre-consultation	\$102
Application	\$1005
Change of Conditions	\$204
Consent Application Re-circulation only	\$454
Onsite Sewage Review	\$515
MDS Calculation	\$281
Conservation Fees	Vary

## Severance (Consent) Process



**SOUTH  
FRONTENAC**

# SEVERANCE (CONSENT) APPLICATION PROCESS GUIDE



Township of South Frontenac  
Development Services Department  
4432 George Street, P.O. Box 100,  
Sydenham, ON, K0H 2T0  
613-376-3027 Extension 2224  
[planning@southfrontenac.net](mailto:planning@southfrontenac.net)

This pamphlet is intended to provide preliminary information only. Contact Staff for more information.

# Application Process

## 1. Submit an Intake Form

Visit [www.southfrontenac.net](http://www.southfrontenac.net) to complete and submit the intake form. If unable to access the form, please call to set up an appointment.

## 2. Set up a Pre-consultation

Upon receipt of intake form, a pre-consultation meeting with the Applicant and/or Agent will be scheduled.

## 3. Submit Consent Application

Make an appointment to submit the application, sketch, supporting studies and fees.

### What is a good/complete Application?

All questions in the application form are answered and includes a detailed sketch showing (if applicable):

- the whole subject property: label the severed parcel and retained parcel. Include the total number of acres and road frontage (and waterfrontage if applicable) for both the severed and the retained parcel
- the approximate location of all natural and artificial features
- Current uses of the land and abutting land – Indicate any barns located within 750 m of the subject property (MDS fee required)
- the location of existing buildings and septic systems on the

property, any abandoned wells on the property

- the name of the road/lane, hydro lines & waterbodies, location of any easements on the property

## 4. Notice of Application

Staff will send a letter to confirm the application is complete and require you to put up a notice sign at your property. Notice must be given of your application before making a decision and are sent to adjacent landowners within 60 m of the property and agencies.

## 5. Staff prepare Planning Report

The Planner will review the application against planning policies, consider comments and visit the site before preparing a planning report.

## 6. Decision

The approval of severances rests with the Director of Development Services, or for complex or contentious applications, with the Committee of Adjustment. The applicant will receive a Notice of Decision.

## 7. Conditions of Approval

A severance application have certain conditions attached and they must be satisfied within one year of the decision. The decision outlines these conditions. Fulfilling conditions are the applicant's responsibility and cost.

Standard conditions include:

- Prepare a survey (contact the surveyor early);

- Drill a well & do a pump test
- Transfer a road widening;
- Rezone or obtain a minor variance;
- Enter into a development agreement;
- Pay a cash-in-lieu of parkland fee & taxes; and
- Other site specific considerations

\*The *Planning Act* does not allow for extensions. If conditions are not met in one year you must re-apply.\*

## 8. Appeal

A Notice of Decision will be sent to the applicant and to prescribed bodies or anyone sent a written submission regarding the application. When a Notice of Decision is given, a 20-day appeal period follows. The Notice of Decision will notify you on how you should file your appeal. The applicant will be notified if an appeal is filed. For information on the appeal process in Ontario visit <https://olt.gov.on.ca/>

## 9. Decision is in Effect

If no appeal is filed, the Township will send a Notice of No Appeals which will re-state the **one year** date in which the applicant must fulfill the conditions. You may now start fulfilling conditions.

A lawyer must prepare the Certificate of Official and the new Deed. These must be sent to the Township for final approval before registration. You have **two years** from the issuance of the certificate to register the deed.