

Application Requirements

1. It is required that one (1) copy of this application be filed with the Planner, together with the **sketch** referred to in Note 3 (below), accompanied by the fee payment in cash, debit or by cheque made payable to the Township of South Frontenac in accordance with the chart below.

Planning Application:	Planning Fee:
Official Plan Amendment	\$2,850.00

2. It is required that a Fee be provided for the Conservation Authority (where applicable) when submitting an application (Separate cheques, payable to the applicable Conservation Authority, are to be submitted to the Township with the completed application).

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

Cataraqui Region Conservation Authority <i>Minor (single residential or small single-unit commercial applications)</i> <i>Major (all larger scale applications)</i>	\$755.00 \$1,255.00
Quinte Conservation Authority	\$750.00
Rideau Valley Conservation Authority <i>Minor</i> <i>Major</i>	\$820.00 \$4,000.00

3. **Required Sketch – Please Read This Item Carefully:**

Each applicant shall provide a sketch showing the dimensions of the subject land and of all abutting lands. The sketch should be accurately dimensioned and scaled in Metric measures. This sketch, in conjunction with the Application Form, is the basis for the analysis of the Consent Application by the Township Staff, Council and Committees. 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 application to be considered.

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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/Council/Township Staff 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)

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Date Received: _____

File No: _____

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, must accompany the application.

Name of Authorized Agent: _____

Full Mailing Address of Authorized Agent: _____

Phone number of Authorized Agent: _____

Email Address of Authorized Agent: _____

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

Signature(s) of Owner(s)

3. The description of the subject land:

District: ☐ Bedford ☐ Portland ☐ Loughborough ☐ Storrington

Concession Number: _____ Lot Number: _____

Street Number: _____ Name of Road/Street: _____

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

Roll Number: _____

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

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

Depth: _____ Area: _____

5. The name and addresses of any mortgages, charges or other encumbrances in respect of the subject land:

6. The current Official Plan Designation of the subject land:

7. The nature and extent of the amendment requested:

8. The reason the proposed use cannot comply with the provisions of the Official Plan:

9. Does the subject property front on a municipally maintained road? ☐ Yes ☐ No
OR a privately maintained road? ☐ Yes ☐ No

Name of Road/Lane:

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9. If access to the subject property 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.

10. What are the existing uses of the subject land?

11. Please indicate whether there are any **EXISTING** buildings or structures on the subject land.
(I.e. residence, garage, shed, etc.)

☐ Yes ☐ No

12. If the answer to item 11 is yes, **for EACH building or structure** indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line				
Setback from Rear Lot Line				
Setback from Side Lot Line				
Height of Building (Also indicate if it is one story or two story)				
Dimensions of Floor Area				
Setback from High Water Mark (If applicable)				

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13. The proposed uses of the subject land:

14. Are any building(s) or structure(s), or additions to existing building(s) or structure(s), **PROPOSED** to be built on the subject land?

☐ Yes ☐ No

15. If the answer to item 14 is yes, for each proposed addition, building or structure indicate:

Type of Structure (E.g. residence)	(1)	(2)	(3)	(4)
Setback from Front Lot Line				
Setback from Rear Lot Line				
Setback from Side Lot Line				
Height of Building (Also indicate if it is one story or two story)				
Outside Dimensions of Building/Structure				
Setback from High Water Mark (If applicable)				

NOTES: 1) If the subject property is on waterfront, and on a private lane, the setback from the front lot line and the setback from the high water mark will be the same.
2) The dimensions required in this question relate to the **NEW CONSTRUCTION ONLY**, and **NOT** to the total size of the completed building.

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16. The date the subject land was acquired by the current owner:

17. The date the existing buildings and structures were constructed on the subject lands:

18. The length of time that the existing uses of the subject land have continued:

19. Indicate whether water is provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake, or other water body, or other means:

20. Indicate whether sewage disposal is provided to the subject land by a publicly owned and operated sewage system, a privately owned and operated individual or communal septic system, a privy, or other means:

21. Is storm drainage provided by sewers, ditches, swales or by other means?

22. Please indicate whether the subject land is subject of an application under the Planning Act for approval of a Plan of Subdivision or Consent.

☐ Yes ☐ No

23. If the answer to question 25 is yes, please give the file number of the application and the status of the application.

24. If known, please indicate whether the subject land has ever been the subject of an application under Section 34 of the *Planning Act* (Zoning Amendment).

☐ Yes ☐ No

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25. If the answer to item 27 is yes, please give the file number of the application and the status of the application.

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

27. 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).
- 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 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 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 _____ DAY OF _____, 20_____

I, _____ 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.

Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

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

THIS _____ DAY OF _____, 20_____

A Commissioner, etc.

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A GUIDE TO COMPLETING YOUR APPLICATION FORM

1. The names of **all** owners must appear in this section, even if they live in separate residences, 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 040-050, 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. The village of Sydenham has municipal water hookup.

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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 commissioned at the Township Office, or you can have a commissioner of your choosing commission the application. Please **do not** sign the application until you are in front of the commissioner.