



A Step by Step Guide to Completing the Consent Application Form

February 2026

1. Owner information

Provide the full name of at least one registered owner of the property, as well as their complete mailing address, telephone number, and email address.

If there are multiple registered owners with different contact information, include their information on a separate piece of paper.

2. Agent authorization

You will need to have one of the registered owners authorize you to apply on their behalf if you are not a registered owner of the property. A solicitor, a consultant, a family member, and a potential purchaser are examples of people who might be an agent.

Provide the full name of the agent, as well as their complete mailing address, telephone number, and email address. The registered owner must sign this section of the application.

If power of attorney applies or the application is for an estate, you will need to include supporting documentation with the application.

3. Permission to enter property

Township staff, Committee of Adjustment members and agencies (such as Conservation Authority staff) will need to visit the property to evaluate the proposal. The owner of the property needs to sign this section of the application to give permission and to acknowledge that they are aware that authorized people may visit the property without giving prior notice.

4. Pre-application discussions

Indicate whether you talked to a Township staff person before applying. Include the name of the staff person, when the discussion happened, and whether you paid for the meeting.

5. Property identification

You can find the required information for this section on the tax bill or title documents. In the case of a lot addition application, this section is about the property the land is being taken from, not about the property the land is being added to.

The tax bill will include the civic address, roll number, district, and lot number and concession number. The Township uses a 15-digit roll number to identify the property for tax purposes.

The number starts with '1029'. The next three digits are code for which district the property is in. Bedford District is 010, 020 or 030. Loughborough District is 040 or 050. Storrington District is 060 or 070. Portland District is 080.

The property title documents (deed) will include the Property Identification Number, lot number and concession number, and parts on a reference plan. The Ontario Land Registry Office uses a 9-digit property identification number to identify the property in their system. You can find this number on the property title documents and on the reference plan. The number starts with '36'. The reference plan number usually begins with '13R'.

6. Property information

Provide all relevant information about the property as it exists today. In the case of a lot addition application, this section is about the property the land is being taken from not about the property the land is being added to.

Please provide frontage and depth measurements in metres. The value for lot area can be in acres or hectares.

Include all frontage values if the property has frontage on more than one road, lane, or waterbody.

7. Consent type

This application form is for multiple purposes. Indicate what type of consent you are applying for from the choices provided.

8. Explanation

Use this section to provide a brief description of the proposal. You may include a separate piece of paper if you need more space. Consider answering questions such as, why you are applying for the consent? What purpose will it serve? If you are applying for a lot addition, include the address or roll number of the property that will be receiving the lot addition.

9. New lot creation

Complete this section if you are applying to create a new lot. The "severed lot (proposed new lot)" is the land that will be taken from the property. The "retained lot" is what will be left over.

In the first table, please provide frontage and depth measurements in metres. The value for lot area can be in acres or hectares. Include all frontage values if the property has frontage on more than one road, lane, or waterbody. Make sure that the information you include in this section is the same as the information you include on the sketch.

If you are applying for more than one new lot or lot addition, the values for the retained lot can be what will be left after all the new lots are created or the lot additions happen.

In the second table, indicate how you use the land now and how you propose to use it (for example, residential, agricultural). Indicate what buildings and structures are currently on the land and if any new ones are proposed (for example, house, garage, barn, shed).

10. Lot addition

Complete this section if you are applying to take land from one property to add it to another property.

In the first table, the “proposed lot addition (severed parcel)” is the land that will be taken from the property. The “retained lot” is what will be left over. Please provide frontage and depth measurements in metres. The value for lot area can be in acres or hectares. Include all frontage values if the property has frontage on more than one road, lane, or waterbody. Make sure that the information you include in this section is the same as the information you include on the sketch.

If you are applying for more than one new lot or lot addition, the values for the retained lot can be what will be left after all the new lots are created or the lot additions happen.

The second table is about the property that will be receiving the lot addition (the benefitting lot). Please provide frontage and depth measurements in metres. The value for lot area can be in acres or hectares. Include all frontage values if the property has frontage on more than one road, lane, or waterbody. Make sure that the information you include in this section is the same as the information you include on the sketch.

In the third table, indicate how you use the land now and how you propose to use it (for example, residential, agricultural). Indicate what buildings and structures are currently on the land and if any new ones are proposed (for example, house, garage, barn, shed).

11. Easements and rights-of-way

Complete this section if you are applying for an easement or right-of-way. Explain the purpose of the easement or right-of-way. Include the roll number and the address or legal description of the property that will benefit from the easement or right-of-way.

Please provide all measurements in metres. The value for area can be in acres or hectares. Make sure that the information you include in this section is the same as the information you include on the sketch.

12. Water services

This section applies to new lot creation. Please indicate, by checking the appropriate boxes, what water services are available or proposed for the new lot and the retained parcel.

13. Sewage disposal services

This section applies to new lot creation. Please indicate, by checking the appropriate boxes, what sewage disposal services are available or proposed for the new lot and the retained parcel.

14. Land transfers

If you know the person who will be purchasing the new lot or lot addition, or getting the easement or right-of-way, please indicate their name. Otherwise, indicate “self.”

15. Existing easements and restrictive covenants

You need to disclose if someone has permission to cross over your property (whether legally defined or through historical access) to access another piece of property or for some other use (for example, drainage, conservation, telecommunications, hydro).

16. Abandoned wells

Indicate whether there are any abandoned wells on the property and mark them on the sketch. You will need to properly decommission any abandoned wells on the property in accordance with Ministry of Environment guidelines.

17. Property access

Indicate the name of the road or lane used to access the new lot and retained lands, as well as type of road. For water access only lots, you need to provide confirmation that they have deeded mainland parking and docking facilities.

18. Zone on property

You can use www.frontenacmaps.ca to find out what zone applies to your property. If you are unsure of the zone, leave this space blank until you have talked to Township staff.

19. Official Plan designation on property

The Township of South Frontenac Official Plan map for designations can be found on the Township's website (https://www.southfrontenac.net/media/dvmdrppd/current_op_with_ep.pdf). If you are unsure of the designation, leave this space blank until you have talked to Township staff.

20. Official Plan conformity

The County of Frontenac Official Plan and the Township of South Frontenac Official Plan provide guidance on the type, size, and location of new lots. Explain how the application conforms to the policies of the Township Official Plan and the County Official Plan. If you are unsure, please indicate that you do not know.

21. Provincial Policy conformity

The Provincial Planning Statement 2024 (PPS) also provides guidance on new lot creation. The PPS can be found at <https://www.ontario.ca/files/2024-10/mmah-provincial-planning-statement-en-2024-10-23.pdf>. Explain how the application conforms to the PPS. If you are unsure, please indicate that you do not know.

22. Previous planning applications

Indicate if the property is subject to any current Planning Act applications or was subject to any past applications. Provide details if possible.

23. Prior severances part 1

Indicate whether any lots were severed from the property after September 5, 2000. Provide details if possible.

24. Prior severances part 2

Indicate whether the property was created through a severance after September 5, 2000. Provide details if possible.

25. Request certificate of official for retained lands

There are rare circumstances where the owner will need a certificate of official for the retained lands. Discuss with a lawyer if you are unsure. You will need to include a lawyer's statement about Planning Act conformity with the application if you are requesting a certificate for the retained lands.

26. Sketch

The sketch is an important part of the application because it illustrates how you propose to divide up the land. This section of the application outlines requirements of the sketch. Please note that at a minimum it must show the entire subject property (both the severed and the retained), the total road frontage, waterfrontage (if applicable), and acres.

A hand drawn sketch to scale is usually sufficient. However, once the Township grants a consent, you would need to have an Ontario Land Surveyor survey the land and prepare a reference plan. Your solicitor will need the reference plan to describe the severed lot in the deed. It is important that the dimensions shown on the sketch and in the application be accurate. If the final survey differs from the sketch, the Township may require you to submit a new application showing the correct dimensions. If you are unable to obtain accurate measurements, you should consider engaging a surveyor to prepare the sketch.

27. Permission, Acknowledgements, Agreements and Declaration

Your signature in this section must be witnessed by a Commissioner of Oaths. The signature(s) can be commissioned at the Township Office, or you can have a commissioner elsewhere witness your signature.

Please read this section carefully. By signing the application, you agree that your application will be processed at your expense, and that any additional expenses associated with it will be your responsibility.

If there is more than one owner, all owners must sign the application, unless they have authorized one person to apply.

Do you have questions?

Please contact Planning Services for more information and guidance on consent applications.

