



Guide to Consent Applications

February 2026

Frequently Asked Questions

What is a Consent?

A consent is the Township authorization required if you want to sell, mortgage, charge or enter into any agreement for more than 21 years for a portion of your land. The most common reasons to apply for consents are:

- To divide (sever) land to create a new building lot,
- To take land from your property and add it to an abutting property (lot addition), and
- To register an easement or right-of-way.

The consent process can be used when it is determined that a plan of subdivision is not required for the orderly development of the land.

The Township evaluates a consent application based on its:

- Meeting the criteria listed in section 51(24) of the *Planning Act*
- Consistency with the Provincial Planning Statement 2024
- Conformity to the County of Frontenac Official Plan
- Conformity to the Township of South Frontenac Official Plan
- Compliance with Zoning By-law No. 2003-75, as amended.

How much will it cost?

Costs associated with an application depend on the nature of the proposal and the location of the property.

Application fees to the Township and agency review fees (for example, sewage system review and conservation authority review) could total up to \$2500.

There may be other costs to you before you apply. For example, if you need to have any studies done like an environmental impact assessment or a minimum distance separation calculation from a barn. The Township Planner will let you know at the pre-application meeting if you need any studies.

If the Township approves your application, there will be costs associated with fulfilling conditions. For example, well drilling, land surveying, legal paperwork, parkland dedication fees.

How long will it take?

The average time to process an application is four months. This time accounts for public notice of the application, site visits by Township and agency staff, any required public meeting, and the appeal period after the Township makes its decision. The process could take longer if the proposal is complex, if weather conditions make it difficult to accurately assess the property, if the Township determines it needs more information to help them decide, or if you appeal the decision.

If the Township approves the application, you will have two years to fulfill conditions and to finalize the consent.

Do I need a professional to prepare and submit my application?

Some applicants find it beneficial to hire someone who understands the planning process and the requirements of the various legislation and policies. Planning consultants can help walk you through the process. Some applicants also find it helpful to have an Ontario Land Surveyor prepare the required sketch.

How can I find information about my property?

Information regarding your property can be found on your tax bill (for example, legal description, roll number) as well as at www.frontenacmaps.ca (for example, zoning, official plan designation). Should you require more assistance, it may be beneficial to hire a planning consultant or real estate lawyer to assist you.

How do I create a sketch?

A hand drawn sketch to scale is usually sufficient for the application. It is important that the dimensions shown on the sketch and in the application be accurate. Your Ontario Land Surveyor will be using it as a reference when they survey the land if the Township grants the consent. If the draft reference plan (survey) is different than the sketch, you may need 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.

The application form includes a section that 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 area.

What is a supporting study and why might I need to have one done?

The Township Planner may identify that your application needs a supporting study. A supporting study is any report prepared by a qualified professional. A Traffic Study, Archaeological Study and Environmental Impact Study are examples of supporting studies.

For certain matters, the Township will review the supporting studies and may do so internally or by peer reviewers. The applicant will bear the cost of the supporting study and the peer review.

What are Minimum Distance Separation requirements?

New development in the rural area introduces potential new sources for nuisance complaints regarding odour from livestock facilities. Minimum Distance Separation (MDS) is a tool used to determine a sufficient separation distance between a livestock facility and another sensitive land use. MDS setbacks vary depending on several variables including the type of livestock, number of nutrient units, type of manure system and the form of development proposed.

MDS setbacks must be calculated for all barns within 750 metres of the property. The Township can complete the calculation for you, for a small fee. We would need you to first fill out a Farm Data Sheet with information about all surrounding barns. You may also hire a private consultant to perform this work for you.

How is a decision made?

The Director of Development Services can approve an application that meets all the applicable policies and requirements, and that has no unresolved objections or concerns raised from agencies or the public, per By-law 2020-27. This type of application is undisputed. There is no public meeting for this type of application.

The Township would refer a disputed application to the Committee of Adjustment. The Committee of Adjustment holds public meetings on the second Thursday of each month. At the hearing, the Committee reviews the application, the staff report, and any comments received from agencies including the conservation authority. They also receive any verbal or written comments from members of the public. Then, they discuss the application and decide. The decision will be either to approve the application with conditions, to deny the application, or to defer for more information.

What is a Certificate of Official?

A Certificate of Official is a legal document that tells the Land Registry Office that the Township is authorizing the creation and transfer of land, an easement, or a right-of-way. The certificate is valid for two years.

Application Process

Step 1. Meet with a Township Planner

Book a meeting with a Planner to go over your proposal before you apply. The Planner will confirm the type of application needed for the proposal, discuss any issues or concerns, and let you know about any unique requirements (such as studies and agency review fees).

<https://webforms.southfrontenac.net/Planning-Intake-Form>

Step 2. Prepare Application

Gather all information, consult with other agencies if needed, have any necessary studies done, prepare plans/sketches, and fill out the application form. The Planner can help you throughout the process and provide feedback to improve the application. Hire a professional if you need more help to complete the application or to prepare plans and sketches.

<https://www.southfrontenac.net/building-and-development/planning-and-development/planning-applications-and-forms/>

Step 3. Submit Application

Submit the application package to the Township. The package must include a complete application form, the application fee, plans/sketches, and any other information the Planner requested at the pre-application meeting or in follow up discussions. A Commissioner of Oath must witness your signature on the application.

The Township may not accept the application package if any of the required information is missing. If they do accept the application package, they will not process it until you provide all required information.

Step 4. Application Acknowledgement

Staff will send you an e-mail acknowledging the application. The e-mail will include your application number. Use this number whenever you communicate with the Township.

Step 5. Application Review

The Planner will review the application package to make sure that it includes all the required information. The Planner will circulate a complete application to internal departments and external agencies for their review and comments.

Staff and agencies will visit the property. Sometimes unanticipated issues come up as part of their reviews. They will advise you if they need any additional information to address the issues.

Step 6. Public Notification

The Township will mail a notice of the application to everyone who owns land within 60 metres of the property. They will ask you to post a Public Notice Sign at the property. The mailed notice and the sign provide information about the application to the public. The Township must give the public at least 14 days notice. The public comment window begins after you post the notice signs. Anyone can provide comments on the application. The Planner reviews all comments. They may ask you to respond to comments.

The Township would assign a disputed application to a Committee of Adjustment Hearing after the initial notice period is over. The Township will mail a hearing notice to everyone who owns land within 60 metres of the property. They will ask you to post a new Public Notice Sign at the property. The Township must provide the public at least 14 days notice.

Step 6a. Committee Meeting Agenda

Township staff will send you an e-mail with a link to the agenda the Friday before the hearing. The agenda will include a staff report on your application. The report makes a recommendation to the Committee considering all relevant information and comments received. Review the staff report before the meeting. Make note of any recommended conditions.

Step 6b. Committee of Adjustment Hearing

The Committee of Adjustment will hold a public hearing on the application. The Committee members may visit the property before the meeting.

At the meeting, the Committee will review the purpose of the application, as well as review the staff report, agency comments, and public comments. They will give you and the public an opportunity to speak to the application and to ask questions. The Committee will decide based on the outcome of the hearing.

If the Committee defers the application because they need more information, it is your responsibility to provide the additional information to the Township. The application will go back to the Committee once you provide the information. If they approve the application, it may be subject to conditions that you will need to fulfill before you can obtain a building permit.

Step 7. Decision and Appeal Period

Staff will email and/or mail a decision notice and a copy of the Director or Committee decision to the owner, the applicant/agent, and to any departments, agencies and members of the public who requested one. There is a 20-day appeal period for the decision. The decision is final and binding if there are no appeals. The owner and applicant are usually the only people who can appeal. Visit the Ontario Land Tribunal website (<https://olt.gov.on.ca/>) for more information on appeals.

Step 8. Fulfill Conditions

There is a two year time limit on approvals. The approval will lapse if you do not fulfill all the conditions within those two years.

You will need professional help with some of the conditions, so it is important to begin as soon as possible after you receive the decision. A Certificate of Official will be issued by the Township only after you fulfill all the conditions. Your lawyer will need to give the certificate, a reference plan or legal description, and a deed to the Land Registry Office to transfer the land, easement, or right-of-way.

Common Conditions

The following conditions of approval are standard for all consents.

Reference plan – You will need to hire an Ontario Land Surveyor to survey the new lot, easement, or right-of-way, to prepare a reference plan, and to deposit the reference plan in the Land Registry Office. The surveyor must also determine if the public road allowance in front of a new lot is the correct width. The Land Registry Office will attach the reference plan to the property title to describe the parcel of land and its boundaries. Your lawyer will use the deposited reference plan to prepare transfer documents.

Legal documents – You will need to hire a qualified Ontario lawyer to prepare legal documents for the Land Registry Office. For example, title searches, preparing and registering transfer documents for the consent and for any road allowance widening, and registering any agreements on title.

Outstanding taxes and charges – You will need to pay any outstanding property taxes, local improvement charges, water utility bills, and peer review invoices.

The following additional conditions of approval are standard for new lot creation. These conditions may also apply to other types of consents. There may be other conditions that are not listed here.

Proof of sufficient potable water – You will need to hire a licensed well contractor to drill a well for the new lot. Then, you will need to submit a well driller's report demonstrating the well has a water pumping capacity of 3.5 gallons per minute sustained over a six hour pump test.

Road allowance widening – Local road allowances need to be 20 metres wide, and arterial road allowances need to be 30 metres wide, so that the Township can maintain and improve the roads over time. You may need to give the Township a small strip of land along the frontage of the new lot if the surveyor determines that the road allowance is not the correct width.

Cash-in-lieu of parkland dedication – You will need to pay the Township 5% of the value of the new lot instead of providing land for parkland. The value of the land will be based on a valuation letter that you get from a qualified real estate agent or appraiser. The evaluation must reflect the raw land value on the day before the Township finalizes the severance. The cash-in-lieu of parkland fee is \$100 for a lot addition.

Development Agreement – You may need to enter into a development agreement with the Township and to have it registered on the title of the new lot. The Township uses development agreements to notify landowners and potential purchasers about special development conditions. For example, how to implement study recommendations, restrictions on entrance locations, and lot grading and drainage plan requirements. The Township charges a small fee to prepare the agreement. Your lawyer will charge you a fee to register the agreement on the property title.

Other Planning Act applications – If the new lot or the retained lands does not fully meet a zoning by-law requirement, you will need to apply for and obtain a minor variance or a zoning by-law amendment to bring the new lot or the retained lands into compliance. Some situations require a deeming by-law or site plan control.