



Instructions for Consent Application

PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE

BACKGROUND INFORMATION

This process pertains to an application for consent pursuant to Section 53 of the *Planning Act* R.S.O. 1990, as amended. Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including the required sketch and /or preliminary survey and processing fee of \$1800. For each additional planning application (e.g. official plan or zoning by-law amendment, severance, etc.), on the same lot, a fee of \$900.00 would apply.

Please note:

- The application must be completed in metric units.
- The Municipality will require a preliminary survey to be completed by an Ontario Land Surveyor and submitted concurrently with the application.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by staff or the Committee of Adjustment prior to a decision being issued.
- Any external consultants' costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on page 4 of this application.

APPLICATION SUBMISSION

Please submit the application, sketch / survey and fee (by mail or in person) to:

Municipality of North Middlesex
229 Parkhill Main Street,
Parkhill, ON N0M 2K0
Attention: Planning Dept

For planning questions pertaining to the application(s) prior to submission contact:

Stephanie Poirier –Planner
spoirier@middlesex.ca 519-930-1009

Jonathon Graham-Deputy CAO/Dir. Of Operations
jonathondg@northmiddlesex.on.ca 519-294-6244 ext 233

APPLICATION PROCESS

Step 1	Consult with Planning Staff: Applicants are required to pre-consult or meet with our planner prior to submitting an application. Failure to pre-consult may result in a delay.
Step 2	Application submission: Complete the attached application form and include the submission of the required sketch / preliminary survey and processing fee.
Step 3	If the consent application is for the surplus farm dwelling severance, applicants are required to fill out the supplementary information sheet affixed to the application as well.

Step 4	Application received and reviewed for completeness / correctness: the file is opened and timelines for processing are established by the Municipality, and according to the <i>Planning Act</i> .
Step 5	Notice of Hearing: The complete application is circulated to the public, agencies and municipal departments. The public circulation applies to every person assessed within a minimum of 60 metres of the subject land and to every person and public body that has provided a written request for such notice. A "Planning Meeting" sign or notice is erected on the subject land.
Step 6	Planning Evaluation Report: Staff undertakes an evaluation of the application using the relevant planning policy documents and Comprehensive Zoning By-law. A recommendation is provided to Committee of Adjustment, including conditions of approval (if applicable).
Step 7	Committee of Adjustment Hearing: Within 30 days of the application being deemed complete, a Committee of Adjustment Hearing will be held. At the hearing, the planner will provide their report with a recommendation either for the Committee (all of Council) to approve or refuse. There will be an opportunity for the applicant, or your agent, as well as the public to make comments about the application before the Committee makes their decision.
Step 8	Notice of decision: Within 15 days of the Committee making its decision, the Secretary of the Committee will mail one copy of the decision to the applicant or agent and others who filed a written request for notice of the decision. The Notice of Decision will outline appeal procedures and identify the last day for appealing the Committee's decision to the Ontario Municipal Board.
Step 9	<p>A final and binding decision: If no appeal is made by the end of the 20 day appeal period, the decision is final and binding. You will be notified by mail, and if the application has been approved, you should be in a position to prepare and submit to the Secretary of the Committee the appropriate documents such as evidence that all conditions have been met and a deed for certification.</p> <p>Where a consent is granted with conditions, the conditions must be fulfilled within one year of the date of the Notice of Decision or the consent is deemed to be refused.</p>

APPEAL TO THE ONTARIO MUNICIPAL BOARD

If an application is made for consent and the Municipality of North Middlesex Committee of Adjustment fails to make a decision within 90 days after the day the application is deemed complete by Staff, the applicant may appeal to the Ontario Municipal Board (OMB) with respect to the consent application.

Anyone may appeal a decision of the Municipality of North Middlesex Committee of Adjustment to the OMB within 20 days of the date of the Notice of the Decision of the Secretary of the Committee by personally delivering or sending a Notice of Appeal to the Secretary of the Committee and the required forms, downloadable from the OMB website (<http://www.omb.gov.on.ca/>). The appeal must set out the reasons for objecting to the decision, and must include a cheque in the amount of \$125.00, made payable to the Minister of Finance of Ontario. The Secretary of the Committee will then prepare an appeal package and forward it to the OMB. The OMB will schedule a hearing and give written notice of the time and date in advance of the hearing.



FOR OFFICE USE ONLY

DATE RECEIVED: _____

HEARING DATE: _____

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Consent Application

PURSUANT TO SECTION 53 OF THE PLANNING ACT

1. Applicant information			
Registered owner(s) of the subject land			
Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Email:		Method of Communication preferred:	
		<input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Both	
Applicant (if other than registered owner(s))			
Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Email:			
Authorized agent (authorized by the owner to file the application, if applicable)			
Name:			
Address:			
Town:		Postal Code:	
Phone:		Cell:	
Email:			
2. The date of the application			
3. Current Official Plan land			
4. Current Zoning:			
5a. Type of proposed transaction:			
<input type="checkbox"/>	creation of a new lot	<input type="checkbox"/>	easement
<input type="checkbox"/>	lot addition	<input type="checkbox"/>	charge
<input type="checkbox"/>		<input type="checkbox"/>	lease
<input type="checkbox"/>		<input type="checkbox"/>	correction of title
b. Please indicate the purpose of proposed transaction?			

6. If known, please provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased?

7. Description of subject land

Geographic Township:	Concession(s):	Lot(s):
Registered Plan:	Lot(s):	
Reference Plan:	Part(s):	
911 Street Address:	Municipal Roll Number:	

8. Are there any easements or restrictive covenants affecting the subject land?

Yes*

No

*If yes, please provide a description of each easement or covenant and its effect?

9. Dimensions of subject land as a whole (in metric units)

Frontage:	Depth:	Area:
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10a. Dimensions of the lot to be severed (in metric units)

Frontage:	Depth:	Area:
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b. Dimensions of the lot to be retained (in metric units)

Frontage:	Depth:	Area:
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c. Describe all existing uses on the subject land:

d. Describe all existing buildings or structures on the subject land:

e. Describe all proposed uses on the subject land:

f. Describe all proposed buildings or structures on the subject land (including year of construction):

g. Access to subject land:	
Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

Item 8(e) to the Schedule of Ontario Regulation 547/06 applies only if access is by water.

h. Water Supply: Water supply will be provided via -			
<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____

i. Sewage Disposal: Sewage disposal will be provided via -			
<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____

11. Is the subject land the subject of:		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An other application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Minor Variance under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input type="checkbox"/>

12. Please indicate whether any land has been severed from the parcel originally acquired by the owner of the subject land?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes provide the following:		
Date of Transfer:		
Name of Transferee:		
Uses of the severed Land:		

13. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing the application. Please fill out the checklist below to ensure you have included all the required information.

- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- The approximate distance between the subject land and the nearest municipal lot line or landmark such as a bridge or railway crossing.
- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land (if applicable).
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks).
- The existing uses on the adjacent land (for example: residential, agricultural and commercial uses).
- 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, private road or a right-of-way.
- The location and nature of any easement affecting the subject land.

14. Please indicate whether this application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at www.mah.gov.on.ca or on the Municipal website under Planning.

Yes

No

Items 16 and 17 to the Schedule of Ontario Regulation 547/06 apply only if the subject land is within an area of land designated under any provincial *plan* or *plans*.

MUNICIPAL COSTS

Please be advised that the municipality may incur expenses associated with obtaining outside legal/ engineering / planning review/ assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the owner, for payment.

I, _____, (the owner) acknowledge that I will pay all legal / engineering / planning Expenses the municipality incurs as outlined above. _____.

Signature

Date

AGENT AUTHORIZATION (*Please complete for an agent to act on behalf of the owner of the subject land.)

I, _____, being the owner of the property described in
 (Name)

Section 1 of this application for Consent, hereby authorize _____
 (Agent)

to act as my agent in matters related to this application for Consent.

Dated this _____ day of _____ 20 _____

 Owner

STATUTORY DECLARATION

I, _____ of the _____
 (Name) (Name) of City, Town, Township, Municipality, etc.)

in the _____
 (Name of County, Region or District)

SOLEMNLY DECLARE THAT
 The information provided in this application as required under Section 53 of the *Planning Act* and Ontario Regulation 200/96 is true.
 AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same Force and effect as if made under oath.

Declared before me at _____
 of _____ in the _____

This _____ day of _____ 20_____.

 A Commissioner of Oaths

 Owner / Applicant or Authorized Agent*

MFIPPA Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec. 53 of the *Planning Act* and O.Reg. 197/196 for the purpose of processing your planning application. Questions about this collection should be directed to the Municipality of North Middlesex, Clerk, Jackie Tiedeman, 229 Parkhill Main St., Parkhill, Ontario N0M 2K0 or at 519-294-6244.

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec. 32 (e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of North Middlesex to make all planning applications and supporting material available to the public.