

## Application for Consent Under Section 53 of the Planning Act

**Note to Applicants:** This application form is to be used if the **SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD** is the consent granting authority. In this form the term "subject" land means the land to be severed and the land to be retained.

### Completeness of the Application

The information in this form that **MUST** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the *Planning Act*. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Planning Board will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Planning Board and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### Submission of the Application

- One application form is required for each parcel to be severed.
- The application fee.
- 1 original copy of the completed application form and sketch. Measurements are to be in metric units.

### For Help

For more information on the *Planning Act*, the consent process, Provincial and local policies, please contact the Secretary/Treasurer of the Southeast Parry Sound District Planning Board at (705) 787-5070.

## 1. Applicant Information

▶ 1.1 Name of Owner(s). An Owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

▶ 1.2 Name of the person who is to be contacted about the application, if different than the owner.  
(This may be a person or firm acting on behalf of the owner.)

Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

## 2. Location of the Subject Land (Complete applicable boxes in 2.1)

▶ 2.1 District		Municipality/Unorganized Township	Former Township
Concession Number(s)	Lot Number(s)	Registered Plan No. (Subd.)	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel No.	Name of Street/Road
Street No.	Section or Mining Location No.		

▶ 2.2 Are there any easements or restrictive covenants affecting the subject land?  
 No     Yes    If Yes, describe the easement or covenant and its effect.

### 3. Purpose of this Application

▶ 3.1 Type and purpose of proposed transaction (check appropriate box)

Creation of a new lot       Addition to a lot       A Right-of-way       An easement   
 A charge       A lease       A correction of title       Other purpose

▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

3.3 If a lot addition, identify the lands to which the parcel will be added.

### 4. Description of Subject Land and Servicing Information (Complete each subsection.)

▶ 4.1 Description	Severed	Retained
Frontage (m.)		
Depth (m.)		
Area (ha. or m <sup>2</sup> )		
▶ 4.2 Use of property (i.e. vacant, industrial, commercial, residential, etc.)		
Existing Use(s)		
Proposed Use(s)		
▶ 4.3 Buildings or Structures (include date of construction, type and size of building)		
Existing		
Proposed		
▶ 4.4 Access (check appropriate space)		
Provincial Highway		
Public Road		
Name of Authority maintaining road		
Common name of road		
Private Road (describe in Section 4.8)		
Right of way (describe in Section 4.8)		
Period of Maintenance: Seasonal		
:Year Round		
Water Access (Describe in Section 4.9)		
▶ 4.5 Water Supply (check appropriate space)		
Publicly owned and operated piped water system		
Name of Authority operating and maintaining services		
Privately owned and operated communal well (Describe in Section 9.1)		
Privately owned and operated individual well		
Lake or other water body		
Other means (Describe in Section 9.1)		
▶ 4.6 Sewage Disposal (check appropriate space)		
Publicly owned and operated sanitary sewage system		
Name of Authority operating and maintaining service		
Privately owned and operated communal septic system (Describe in Section 9.1)		
Privately owned and operated individual septic tank		
Privy		
Other means (Describe in section 9.1)		

4.7 Other Services (check if the service is available)	Electricity		
	School Bussing		
	Garbage Collection		

4.8 If access to the subject land is by private road, or "right of way" as indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year round.

4.9 If access to the subject land is by water, as indicated in section 4.4, 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.

**5. Land Use** (Maps are available at Municipal Offices for verification)

5.1 What is the existing official plan designation(s), if any, of the subject land?

5.2 What is the zoning, if any, of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

5.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or feature	On the Subject Land	Within 500 metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland (Class 1, 2 or 3 wetland)		
A provincially significant wetland within 120 metres of the subject land	N/A	
Flood plain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active mine site		
An industrial or commercial use, and specify the use(s)		
An active railway line		
A municipal or federal airport		

**6. History of the Subject Land**

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  
 Yes     No     Unknown    If Yes and If Known, provide the Ministry's application file number and the decision made on the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land?  
 Yes     No    If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

6.4 How was the parcel originally acquired by the owner created?     original township lot     by consent     by plan of subdivision  
 other \_\_\_\_\_

## 7. Concurrent Applications

- ▶ 7.1 Is the subject land currently the subject of a proposed official plan or official plan amendment?  
 Yes  No  Unknown If Yes and If Known, provide details and status of the application.
- ▶ 7.2 Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?  
 Yes  No  Unknown If Yes and If Known, specify the appropriate file number and status of the application.

## 8. Sketch (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch In The 'Application Guide Q & A'.

- ▶ 8.1 The application must be accompanied by a sketch showing the following:
- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
  - the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
  - the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing, bridge, highway, etc.
  - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
  - the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
  - the existing use(s) on adjacent lands
  - 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
  - If access to the subject land is by water only, the location of the parking and boat docking facilities to be used
  - the location and nature of any easement affecting the subject land

## 9. Other Information

- ▶ 9.1 Is there any other information that you think may be useful to the Planning Board, or other agencies in reviewing this application? If so, explain below or attach on a separate page.

## 10. Affidavit or Sworn Declaration of Applicant(s)

### ▶ Affidavit or Sworn Declaration for the Information set out in this Application

I/we, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Commissioner of Oaths

## 11. Authorizations of Owner(s)

- ▶ 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be attached to this application or the authorization set out below must be completed.

### **Authorization of Owner(s) for Agent to Make the Application**

I/we \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

### **Authorization of Owner(s) for Agent to Provide Personal Information**

I/we \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or will be collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

## 12. Consent of Owner(s)

Complete the consent of the owner(s) concerning personal information set out below.

### **Consent of the Owner(s) to the Use and Disclosure of Personal Information**

I/we \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

Applicants must complete the following check list to ensure that all necessary information is provided (check appropriate box):

- 1 Completed application form including sketch
- Current parcel abstract (land title)
- Current reference plan of survey or registered plan (if available)
- Prescribed application fee, either as a certified cheque or money order, payable to the Southeast Parry Sound District Planning Board.

The Planning Board will assign a File Number for complete applications and this should be used in all communications.

Submit completed application and fee to:

**SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

P.O. Box 310 Kearney, ON  
POA 1 M0

**Sketch Sheet**

**Sketch Accompanying Application. (Please Use Metric Units)  
(See Section 8)**

**Key Plan**



**COST ACKNOWLEDGEMENT AGREEMENT:**

**BETWEEN:**

hereinafter called the Applicant

-and-

**THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

hereinafter called the Board

WHEREAS an application has been submitted for:

AND WHEREAS this Agreement is entered into pursuant to the provisions of Resolution No. 22/03 of the Board:

**THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:**

1. Applicant's Responsibilities - The Applicant agrees to provide the Board with the following:
  - (a) Any information in the Applicant's possession concerning the planning aspect of the application;
  - (b) All surveys, drawings, sketches or plans, deeds & parcel abstract as required to process the application;
  - (c) Payment of all required application fees;
  - (d) The fees in accordance with Resolution No. 22/03 should be paid upon submission of the application. This amount shall be applied to the costs referred to below.
    - Payment of all fees and disbursements paid to the Board's planner, solicitor, engineer or other consultants for review and processing of the application.
    - Payment of all disbursements incurred by the Board in connection with the application.

**Should the costs referred to above exceed the amount of fee, the Owner/Applicant shall reimburse the Board for all such costs.**

- (e) In the event of any appeal or referral to the Ontario Municipal Board, payment of the Board's legal, planning and other professional witness fees for preparation and attendance at the hearing. A deposit of \$1000.00 is required prior to the Board submitting the matter to the Ontario Municipal Board. The applicant acknowledges that if the initial deposit or additional monies requested are not paid that the Board may not continue to support any resolution which the Board has passed or may repeal such resolution. In other respects, the provisions of Clause (d) apply.

**The Applicant acknowledges that the processing of this application may require inspection of and taking of pictures, either still or video, of the subject property.**

2. Board's Responsibility - The Board agrees to:

- (a) Process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.
- (b) Advise the owner when the cost of processing and reviewing the application is expected to exceed the deposit or the application fee.
- (c) Provide the applicant with evidence with respect to breakdowns of figures, costs incurred, time charges and disbursements.

3. Interim Billings - Where the Board finds it necessary to make extensive use of professional assistance in the processing of the application, the Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Board, payment for which have been made by the Board or invoices for which have been received by the Board.

4. Where the cost of processing and reviewing the application exceeds the fee on account, the board shall cease all work on the application until the applicant provides an interim payment to cover the Boards costs.

5. This agreement shall not be construed as acceptance or approval by the Board of the application.

**SIGNED, SEALED AND DELIVERED**  
In the presence of:

Witness: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD**

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary-Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_



# Southeast Parry Sound District Planning Board

## TARIFF OF FEES

(Fees are plus disbursements where applicable)

### CONSENT APPLICATIONS:

New Lot	\$800 per lot to be created
Lot Additions	\$700
R.O.W./Easements	\$700 (plus \$125 for each additional property)
Recirculation Fee	\$150
Finalization Fee	\$200 per transfer document
Deferred Decision	\$150

### VALIDATION OF TITLE, FORECLOSURE/POWER OF SALE APPLICATIONS:

Application Fee	\$800
Finalization Fee	\$200 per transfer document/certificate

### SUBDIVISION/CONDOMINIUM APPLICATIONS:

Application Fee (Basic)	\$3,000 (up to 5 lots/units)
Plus each lot/unit:	
6-10	\$500 per lot/unit
11-20	\$400 per lot/unit
21-30	\$250 per lot/unit
31+	\$100 per lot/unit
Finalization Fee	\$350
Extensions to Draft Approval	\$250

### OTHER:

Pre-submission Planning Advice	Consents - 150	Subdivision- 400
Change to Conditions	\$150	
Site Inspections	Consents - \$100	Subdivisions - \$175
Newspaper Ads (Public Notice)	Cost of ad	
File Search (Historical)	\$25	
NSF cheques	\$25	
Copies	\$ .25/page	

### POLICIES:

All application fees will be accepted upon submission and non-refundable.

All applicants are required to sign a cost acknowledgment agreement (see attached).

The consent application fee allows for 6 hours of administration time; additional time will be billed at the rate of \$35 per hour.

Effective date 04/14/14