



CONSENT (SEVERANCE)

INFORMATION SHEET FOR APPLICANT

The submission of an application to the Municipality for a severance, or consent, is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of this information sheet is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the Planning Department. For a complete reference to the severance process, please consult the Planning Act.

COMPLETION OF APPLICATION

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by the Committee of Adjustment.

APPLICATION FEE

The application fee of \$1,100.00 is to be paid at the time of application, by cheque payable to "Town of Arnprior". Fees are charged per new lot created or per boundary adjustment or easement requested (not including the retained parcel). Validation of Title requests are subject to an application fee of \$500. Should a recirculation of a consent application be required, an additional fee of \$500.00 must be submitted prior to recirculation. Should the applicant request a deferral prior to the Committee making a decision on an application, a fee of \$300.00 must be submitted prior to further hearing of the application.

NOTE: The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to an Ontario Municipal Board hearing. Prior to undertaking any of these matters, the applicant shall enter into an agreement with the Municipality wherein the applicant agrees to reimburse the Municipality in accordance with the fees established at that time. The Municipality will only require an agreement for costs relating to an Ontario Municipal Board hearing when the Municipality is a proponent of the application.

PLAN REQUIRED

Every application must be accompanied by an accurate sketch including all the information requested in #23.

AUTHORIZATION

If the applicant is not the owner of the subject land, a written statement by the owner, which authorizes the applicant to act on behalf of the owner, as it relates to the subject application, must accompany the application (Part III).

AFFIDAVIT

The contents of the application and appendices must be validated by the applicant in the form of an affidavit to the application. The affidavit must be signed in the presence of a Commissioner of Oaths (Part IV).

Please be advised that the Planning Act provides for appeal procedures in respect of consent requests.

PROCEDURES FOR PROCESSING OF A CONSENT (SEVERANCE) APPLICATION

(The Planning Act, R.S.O., 1990, Section 53; Ontario Regulation 197/96)

- STEP 1:** The applicant pre-consults with the Town Planner to determine application requirements and related issues and concerns. This pre-consultation may involve other municipal departments and local agencies.
- STEP 2:** The Town receives the complete application and required fee. The Town Planner determines if the application is deemed complete.
- STEP 3:** The Town Planner arranges a Committee of Adjustment hearing date with the members and applicant. The Committee of Adjustment consists of five (5) non-elected members. They are a quasi judicial body which renders decisions on applications, with or without conditions.
- STEP 4:** The public hearing is required under the Planning Act and requires a minimum fourteen (14) day notice period. Notices are circulated according to Ontario Regulation 197/96, to required agencies and to all assessed landowners within 60 metres of the lands affected by the application. The fourteen (14) day notice period begins the day the notices are mailed.
- STEP 5:** The Committee of Adjustment holds the public hearing. The Committee will review the purpose of the application, review staff comments, agency comments and correspondence and allow the public an opportunity to make comment or question the application. Based on the outcome of the hearing, a decision to refuse or to give provisional consent or to hold the application in abeyance until further information is received will be made. Conditions may apply to the granting of a provisional consent.
- STEP 6:** The Planning Act requires a 20 day appeal period which begins the day the notice of decision is mailed. Notices under Ontario Regulation 197/96 are circulated by first-class mail to those requesting notice of decision. When the appeal period lapses without appeal, the applicant proceeds with fulfilling the conditions or receiving the certificate of official from the Secretary -Treasurer.
- STEP 7:** Conditions, if applied must met be within one (1) year of the notice of decision. When the conditions have been fulfilled, the Secretary Treasurer will provide a Certificate of Official for the transaction which the Committee granted. The applicant then has two (2) years in which to complete the transaction for the consent to be final.

NOTE: If the Committee of Adjustment fails to make a decision on the application by 90 days after the receipt of the complete application, the applicant may file an appeal with the Ontario Municipal Board for a fee. The application may also proceed to the Ontario Municipal Board if an appeal is made during the 20 day appeal period. An appeal requires a written submission and fee to the Ontario Municipal Board.

<p>TIME FRAME: The pre-consultation process (STEP 1) varies depending upon the complexity of the application. The process from receipt of the complete application to registration of the agreement typically takes forty-five (45) days. Appeals or concerns raised at the public hearing may delay the process.</p>
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SUBMISSION AND CONTACT INFORMATION

The submission of this application must be accompanied with the Plans referred to herein, together with the required fee in cash or by cheque made payable to the **Corporation of the Town of Arnprior**.

The owner of the land, or the applicant, should complete the following **Application Form** and **Owner's Authorization/Declaration** and submit them along with the necessary documents to:

Community Development Branch
Town of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231

NOTE: Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications for severance. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to:

Robin Smith
Town Planner
Community Development Branch
Town of Arnprior
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231

Fax: (613) 623-9960

E-mail: rsmith@arnprior.ca

Applicants should review this application with the Community Development Branch before submitting

APPLICATION FOR CONSENT (SEVERANCE)

Note: The "" identifies prescribed information outlined in Ontario Regulations 197/96;*

PART I GENERAL INFORMATION

1. REGISTERED OWNER INFORMATION (Please indicate name(s) exactly as shown on the Transfer/Deed of land)

Name(s): _____

Address: _____

Phone #: _____ Email: _____

2. SOLICITOR INFORMATION

Name(s): _____

Address: _____

Phone #: _____ Email: _____

3. AUTHORIZED AGENT INFORMATION (if any)

Name(s): _____

Address: _____

Phone #: _____ Email: _____

TO WHOM SHOULD THE CORRESPONDENCE BE SENT TO? Owner Solicitor Agent

4. *PROVIDE A DESCRIPTION OF THE SUBJECT LAND

Street Address: _____

Municipality: _____ Geographic Twp: _____ Concession: _____ Lot: _____

Registered Plan No.: _____ Block or Lot No(s). in the Plan: _____

Reference Plan No.: _____ Part No(s).: _____

5. ARE THERE ANY EASEMENTS OR RESTRICTIVE COVENANTS AFFECTING THE SUBJECT LAND?

Yes No

***IF YES, DESCRIBE EACH EASEMENT OR COVENANT AND ITS EFFECT:**

6. *CURRENT DESIGNATION OF THE SUBJECT LAND IN ANY APPLICABLE OFFICIAL PLAN (IF ANY):

7. *CURRENT ZONING OF THE SUBJECT LAND IN ANY APPLICABLE ZONING BY-LAW (IF ANY):

8. *TYPE AND PURPOSE OF PROPOSED TRANSACTION:

- Creation of a new lot Addition to a lot An easement/Right-of-way A lease
 A Mortgage or Charge A correction of title A Partial Discharge of Mortgage

9. *NAME OF PERSON(S), IF KNOWN, TO WHOM LAND OR INTEREST IN LAND IS TO BE TRANSFERRED, LEASED OR CHARGED:

10. IF A LOT ADDITION, IDENTIFY ON ACCOMPANYING SKETCH THE LANDS TO WHICH THE PARCEL WILL BE ADDED

PART II INFORMATION REGARDING SEVERED AND RETAINED LAND

11. *DIMENSIONS OF SEVERED LAND: (in metric units)
Frontage: _____ Depth: _____ Area: _____

*DIMENSIONS OF RETAINED LAND: (in metric units)
Frontage: _____ Depth: _____ Area: _____

12. *USE OF THE PROPERTY ON THE SEVERED LAND: (in metric units)
Existing Use(s): _____ Proposed Use(s): _____

*USE OF THE PROPERTY ON THE RETAINED LAND: (in metric units)
Existing Use(s): _____ Proposed Use(s): _____

13. *BUILDINGS OR STRUCTURES ON THE SEVERED LAND: (in metric units)
Existing: _____ Proposed: _____

*BUILDINGS OR STRUCTURES ON THE RETAINED LAND: (in metric units)
Existing: _____ Proposed: _____

14. *PLEASE MARK BELOW THE ACCESS TO THE SEVERED LAND:
 Provincial Highway Municipal Road Maintained Year-round Municipal Road Maintained Seasonally
 Right of Way Water Other Public Road: _____

*PLEASE MARK BELOW THE ACCESS TO THE RETAINED LAND:
 Provincial Highway Municipal Road Maintained Year-round Municipal Road Maintained Seasonally
 Right of Way Water Other Public Road: _____

15. *IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:

16. *INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SEVERED LAND:

WATER	SEWAGE
<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/> Publicly owned and operated piped sanitary sewage system
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Privately owned and operated communal septic system
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Privately owned and operated individual septic system
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means: _____	<input type="checkbox"/> Other means: _____

*INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE RETAINED LAND:

WATER	SEWAGE
<input type="checkbox"/> Publicly owned and operated piped water system	<input type="checkbox"/> Publicly owned and operated piped sanitary sewage system
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Privately owned and operated communal septic system
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Privately owned and operated individual septic system
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means: _____	<input type="checkbox"/> Other means: _____

17. *ARE ANY OF THE FOLLOWING USES OR FEATURES LOCATED ON THE SUBJECT LAND OR WITHIN 500 METRES OF THE SUBJECT LAND? PLEASE CHECK THE APPROPRIATE BOXES, IF ANY APPLY.

USE OR FEATURE	ON SUBJECT LAND	WITHIN 500 METRES OF SUBJECT LAND
An agricultural operation (incl. livestock facility or stockyard)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal landfill	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
A Provincially significant wetland or other environmental feature	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain	<input type="checkbox"/>	<input type="checkbox"/>
An industrial or commercial use [specify the use(s)]	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal wetness of land	<input type="checkbox"/>	<input type="checkbox"/>
Erosion	<input type="checkbox"/>	<input type="checkbox"/>
Abandoned gas wells	<input type="checkbox"/>	<input type="checkbox"/>

18. *IS THE REQUESTED CONSENT CONSISTENT WITH THE POLICY STATEMENTS ISSUED UNDER SECTION 3(1) OF THE PLANNING ACT?

Yes No

19. *HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION UNDER SECTION 51 OF THE PLANNING ACT, OR A CONSENT UNDER SECTION 53 OF THE PLANNING ACT?

Yes No Don't know

IF YES, AND IF KNOWN, SPECIFY THE APPLICATION FILE DECISION MADE ON THE APPLICATION:

20. IF THIS APPLICATION IS A RE-SUBMISSION OF A PREVIOUS CONSENT APPLICATION, DESCRIBE HOW IT HAS BEEN CHANGED FROM THE ORIGINAL APPLICATION AND PROVIDE THE PREVIOUS FILE NUMBER.

21. *HAS ANY LAND BEEN SEVERED FROM THE PARCEL ORIGINALLY ACQUIRED BY THE OWNER OF THE SUBJECT LAND?

Yes No

IF YES, PROVIDE FROM EACH PARCEL SEVERED, THE DATE OF TRANSFER, THE NAME OF THE TRANSFEREE AND THE LAND USE ON THE SEVERED LAND:

22. *IS THE SUBJECT LAND THE SUBJECT OF ANY OTHER APPLICATION UNDER THE PLANNING ACT SUCH AS AN APPLICATION FOR AMENDMENT TO AN OFFICIAL PLAN, A ZONING BY-LAW AMENDMENT, A MINISTER'S ZONING ORDER, A MINOR VARIANCE, AN APPROVAL OF A PLAN OF SUBDIVISION OR A CONSENT?

Yes No Don't know

IF YES, AND IF KNOWN, SPECIFY THE APPLICATION FILE DECISION MADE ON THE APPLICATION:

23. APPLICATION SKETCH

On a separate page(s), please provide a sketch drawn to scale in metric units, preferably prepared by a qualified professional, showing the following: (In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- *Boundaries and the dimensions of the subject land for which the amendment is being sought.
- *The location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear yard lot line and the side yard lot lines.
- *The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- *The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained – in metric units.
- *The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- *The current uses on land that is adjacent to the subject land.
- *The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled 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 docking facilities to be used.
- *The location and nature of any easement affecting the subject land.
- If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name and instrument number exactly as now registered.
- Applicant's Name
- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities.
- Planting strips and landscaped areas.
- Buildings to be demolished or relocated.

IF OTHER DOCUMENTATION / SUPPORTING MATERIAL BECOMES NECESSARY, YOU WILL BE CONTACTED AND THIS INFORMATION MUST BE SUBMITTED PRIOR TO YOUR APPLICATION PROCEEDING.

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:

(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)

I (we) _____ of the _____
of _____ in the County of Renfrew do hereby authorize
_____ to act as my (our) agent in this application.

Signature of Owner(s)

Date

PART IV *AFFIDAVIT (This affidavit must be signed in the presence of a Commissioner):

I (we), _____ of the _____
of _____ in the County of Renfrew solemnly declare that all
of the information required under Ontario Regulation 547/06 and/or Ontario Regulation 545/06, and the statements
contained in this application are true, and I (we), 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**.

DECLARED before me at the _____ of _____ in the County of Renfrew
this _____ day of _____ 2_____.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

(To Be Completed For Office Use Only)

File No. _____

Date Submitted _____

Roll No. _____

Notice Published _____

By-law No. _____

Date Deemed Complete _____