



COUNTY OF RENFREW CONSENT APPLICATION GUIDE AND APPLICATION FORM

This document includes a guide to the consent process and consent application requirements, and the consent application form.

GUIDE TO THE CONSENT PROCESS AND APPLICATION REQUIREMENTS

CONSENT PROCESS

1. The submission and review of an Application for Consent is legislated under the *Planning Act* of Ontario. As such, the application form must be completed and accompanied with the required fee prior to consideration by all relevant agencies. A consent can be granted for the severance of a new lot, a lot addition/lot line adjustment, a right-of-way, an easement, for mortgage/charge purposes or for a lease.
2. The Land Division Committee or delegated staff make the decision as to whether a consent is granted or refused. Three members of County Council constitute the Land Division Committee. The Committee holds a hearing for disputed applications and renders a decision. All other applications are approved by delegated staff, without a hearing.
3. The Secretary-Treasurer of the Land Division Committee consults with provincial government agencies and other public bodies who have responsibilities for matters that may be affected by a consent. The local municipality and the County of Renfrew Planning Division always provide comments.
4. Consents must meet the policies and requirements of the Provincial Policy Statement, County Official Plan/local Official Plan and any applicable municipal Zoning By-law in effect. You can review the Official Plan and the Zoning By-law at the local municipal office or at the County of Renfrew administration building. (Some are also available on-line.)
5. If a hearing is required, applications are reviewed by the Land Division Committee at a public hearing. Applicants or authorized agents are notified and encouraged to attend. As well, any interested person may attend. The Planning Act requires that the public be given notice of any application for consent; notice may be given in a local newspaper or by direct mail to abutting owners.
6. The Secretary-Treasurer of the Land Division Committee may decide to hold an application in abeyance to allow for certain matters to be resolved. These matters may include official plan policies, zoning, outstanding agency comments, insufficient information supplied by the applicant, legal interpretation and agency concerns. It is the responsibility of the applicant to follow up on these matters. A file is brought forward once the outstanding matters have had action and/or have been concluded.
7. Consents may be granted subject to conditions. All conditions must be met within one (1) year from the date of notice of the decision. When all the conditions are met within the one-year period, a Certificate finalizing the consent will be issued. If the one year deadline is not met, the consent will be deemed to be refused and no certificate will be issued. The same conveyance would then require a new application and the consent process would start again.
8. A decision or any condition(s) can be appealed within twenty (20) days of the giving of notice of the decision.
9. A reference plan (survey) is usually required to be supplied by the applicant. In some cases, a registerable description can be used instead of a survey if acceptable to the Registry Office.

The applicant will be notified when the reference plan is required. Usually this is a condition of consent but in some cases it may be requested prior to the making of a decision. The survey must closely match the sketch and the information on the application form which the applicant submitted. Therefore, it is important that the surveyor not be given instructions which differ from the application.

10. If a Certificate finalizing the consent is issued, you have two (2) years from the date of the Certificate to carry out the land transaction (transfer of ownership). If the two year deadline is not met, the consent lapses and the parcel(s) can no longer be conveyed without reapplying and obtaining consent. Once you receive the Certificate of Consent, there is no follow up reminder from the Secretary-Treasurer of the Land Division Committee about the lapsing date.

CONSENT APPLICATION REQUIREMENTS

When applying to the County of Renfrew for a Consent, please provide the following:

1. **One (1) original application** (*signed and sworn*). If an authorized agent is acting on behalf of the owner, the agent may sign the application, *provided* the authorization section of the application is completed **by all owners currently on title**. If the Application is being signed by a Power of Attorney, please provide a copy of the Power of Attorney document with the application, and sign the appropriate section.
2. **Seven (7) duplicate photocopies** of the application. (*Do not include copies of the Guide*)
3. **Eight (8) copies of a sketch**, with one to be attached at the back of each copy of the application form.
4. The sketch should be drawn to scale with the **Severed parcel outlined in red, Retained parcel outlined in green, Rights-of-way (if applicable) outlined in yellow** and the ownership of all existing rights-of-way must be indicated.
5. If a **lot addition/lot line adjustment** is requested, the parcel of land being added to **must be** shown on the sketch and outlined in **blue** in its entirety.
6. A conversion chart is provided to assist you.

To Convert:	Multiply by:	To find:
Feet	0.3048	Meters
Acres	0.4046	Hectares
Square feet	0.09	Square meters

7. **Please indicate the following on your sketch** (*a sample sketch has been attached to assist you*):
 - a. the boundaries and dimensions of the subject land, identifying the part that is severed *and* the part that is to be retained;
 - b. the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
 - c. the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
 - d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - e. 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, rive or stream banks, wetlands, wooded areas);
 - f. the existing use(s) on adjacent lands;
 - g. the location of any septic tank, septic field, weeping bed, or well on the both the severed and retained parcels.
 - h. the setbacks for the existing septic tank, septic field and/or weeping bed from the proposed lot line.

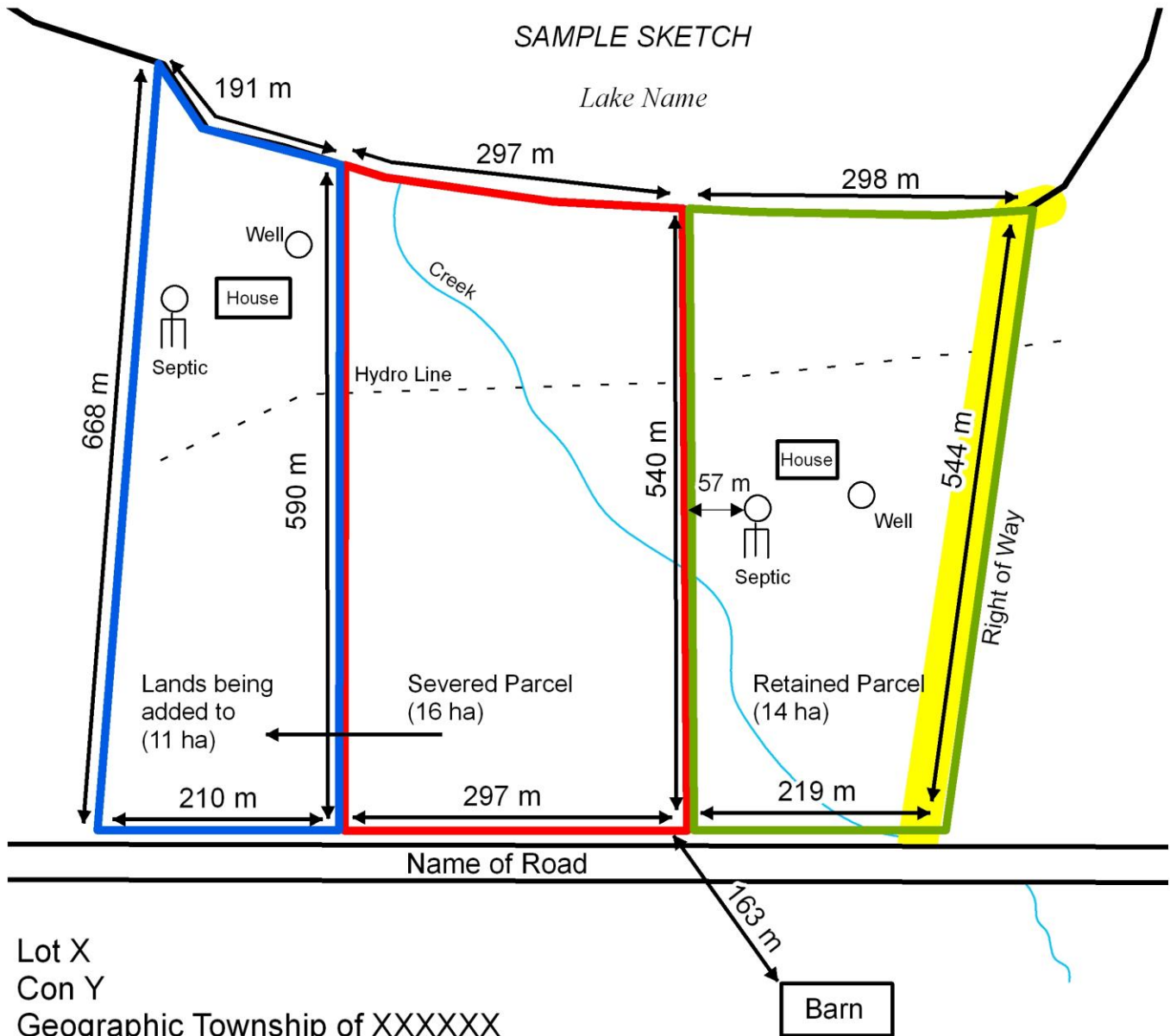
- i. the setbacks for the existing well from the proposed lot line.
 - j. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
 - k. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
 - l. the location and nature of any easement affecting the subject land.
8. All measurements on the application and sketch should be in metric. Note that “frontage” refers to road frontage, not water frontage.
9. **IDENTIFICATION CARD AND PROPERTY MARKINGS:** A green identification card(s) will be mailed to you after your completed application has been filed. This card(s), as well as the required property markings (i.e., flagging tape or stakes) which will delineate the proposed severed lot, are to remain in place until the decision of the County of Renfrew becomes final and binding. The identification card(s) and property markings will assist the reporting agencies in visiting the site and in preparing their reports. Check frequently to ensure cards and markings are in place.
10. The Application **FEE** as of January 30, 2013, is \$600.00. This fee applies to each new lot being created (excluding one retained parcel), each application for lot addition, application for easement/right-of-way, application for correction of title, application for Charge/Mortgage purposes. This fee is subject to change by Renfrew County Council. If paying by cheque, please make it payable to the COUNTY OF RENFREW.
11. **WATER SUPPLY AND SEWAGE DISPOSAL SERVICES INSPECTION:** Each application is circulated to the responsible authority to determine if the proposed or existing water supply and sewage disposal services meet provincial requirements. There may be a separate fee for this review of the application and the amount of the fee varies. For further information, please call the municipality within which the proposed severance is located.
12. **ADDITIONAL MUNICIPAL FEES:** There may be additional fees payable to the municipality within which the proposed severance is located for the processing of applications. For further information, please call the municipality within which the proposed severance is located.

NOTE: *One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*


SUBMIT YOUR APPLICATION TO:

County of Renfrew Land Division Committee
9 International Drive
Pembroke, Ontario K8A 6W5
Att: Mrs. Alana Zadow, Secretary-Treasurer
Toll Free Telephone #: 1-800-273-0183;
Local Telephone #: 613-735-3204;
Fax #: 613-735-2492
www.countyofrenfrew.on.ca

SAMPLE SKETCH



Lot X
 Con Y
 Geographic Township of XXXXXX
 Municipality of XXXXXX
 Civic Address XXXXX

Scale: XXXXX 

Severed parcel - outlined in red
 Retained parcel - outlined in green
 Lands being added to - outlined in blue
 Right-of-way - coloured in yellow



Name of Approval Authority:
County of Renfrew
 9 International Drive,
 Pembroke, ON K8A 6W5
 Tel: 613-735-3204
 Fax: 613-735-2492
 Toll Free: 1-800-273-0183
www.countyofrenfrew.on.ca

APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es).

Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

1. OWNER INFORMATION <i>(Please use additional page for owners with different addresses.)</i>			
▶ 1.1 Name of Owner(s):			
Mailing address:	Town/City:	Postal Code:	
Telephone No.: (Home)	(Work)	(Fax)	
Email address:			
▶ 1.2 Name of Owner's Authorized Agent (if applicable):			
Mailing address:	Town/City:	Postal Code:	
Telephone No.: (Home)	(Work)	(Fax):	
Email address:			
1.3 Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Both			
2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete <i>applicable</i> Boxes in 2.1			
▶ 2.1 Municipality:	Lot(s) No.:		
Former Township:	Subdivision Plan No.:		
Lot(s) No.:	Part(s) No.:		
Concession:	Reference Plan No.: 49R-		
Civic Address of subject lands:			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes , describe each easement or covenant and its effect.			
3. PURPOSE OF THIS APPLICATION			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input type="checkbox"/> Creation of a new lot	<input type="checkbox"/> Lot Addition/lot line adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	
<input type="checkbox"/> A Charge / Mortgage	<input type="checkbox"/> A lease	<input type="checkbox"/> A correction of title	<input type="checkbox"/> 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 on your accompanying sketch, by outlining in blue, the lands to which the parcel will be added.

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)				
▶ 4.1 Dimensions		Severed	Retained	Lands being added to
	Road Frontage(m)			
	Depth (m)			
	Area (ha)			
▶ 4.2 Use of the property	Existing Use(s)			
	Proposed Use(s)			
▶ 4.3 Buildings or Structures	Existing			
	Proposed			
▶ 4.4 Official Plan designation				
4.5 Current Zoning				

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):

4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).

Will a road extension be required? Yes No

▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)		Severed	Retained	Lands being added to
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. PROVINCIAL POLICY STATEMENT

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? Yes No

6. HISTORY OF THE SUBJECT LAND

▶ 6.1 Has the subject land ever been the subject of:	Yes	No
An application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or	<input type="checkbox"/>	<input type="checkbox"/>
An application for Consent under Section 53 of the Planning Act?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes , and if Known , specify the file number of 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 and provide the previous file number.		
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:		

7. OTHER CURRENT APPLICATIONS

▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional application(s) for Consent, an application for an Official Plan amendment, an application for a Zoning By-Law amendment, an application for Minister’s Zoning order, an application for Minor Variance, or an 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

▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.

8.2 The sketch shall show the following information:

- a. the boundaries and dimensions of the subject land, (the part that is to be severed and the part that is to be retained);
- b. the boundaries and dimensions of any land owned by the owner of the subject land that abuts the subject land;
- c. the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e. 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, barns, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas;
- f. the existing use(s) of adjacent lands;
- g. the location of any septic tank, septic field, or weeping bed on the both the severed and retained parcels and the setbacks for the existing septic tank, septic field and/or weeping bed from the proposed lot line.
- h. the location of, and the setbacks for, the existing well on severed and/or retained lands from the new proposed lot line.
- i. 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;
- j. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- k. 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 County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT

▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information

I, _____ of the _____
in the _____ solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I 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**.

Signature of Applicant

Sworn (or declared) before me at the _____
in the _____
this _____ day of _____, 20_____

Signature of Commissioner of Oaths

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11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

AUTHORIZATION OF OWNER(S) FOR APPLICANT 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

Date

Signature of Owner

SIGNATURE BY POWER OF ATTORNEY

I, _____, am the Power of Attorney for _____ appointed on the

____ day of _____, 20___. The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

FOR OFFICE USE ONLY

- a. Committee File Number
- b. Hearing Date (if applicable)
- c. Date of receipt of application
- d. Checked by
- e. Authorization of owner received (if required):
 Yes No

Application deemed complete:

.....
Signature of Secretary-Treasurer

.....
Date

