



Application for Consent

Note to Applicant: Application Fee: \$1150.00 Please provide the Original Signed and 1 copy of this application.	Office Use: File No. B- Date Received:
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Preliminary Severance Review with the County of Peterborough Planning Department Completed: Y/N _____ Date: _____

Were there any Studies required? Y/N _____
 (i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA).
 If Yes please provide an electronic copy to the Land Division Secretary.

1. Owner Information

Name(s): _____ Address: _____
 P.O. Box: _____ City/Province: _____
 Postal Code: _____ Phone: _____
 E-mail: _____

Do you wish to receive all communications? Yes No

Authorized Agent/Solicitor/Purchaser

Name(s): _____ Address: _____
 P.O. Box: _____ City/Province: _____
 Postal Code: _____ Phone: _____
 E-mail: _____

Do you wish to receive all communications? Yes No

2. Property Description

Ward: _____ Township: _____ Lot: ____ Concession: ____
 Municipal (911) Address: _____ Tax Roll #: _____
 Registered Plan #: _____ Block/Lot: _____

3. Type and Purpose of Proposed Transaction

Transfer: Creation of a New Lot Addition to a Lot (moving/adjusting lot line)
 Other: Right-of-Way Easement Correction of Title(merged property)
 Charge Lease

4. Transferee

If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased: _____
 Relationship to owner: _____

5. Information regarding the land intended to be severed, the land to be retained and the land to be added to (if applicable)

		Severed	Retained	Lands to be added to (if applicable)
Dimensions	Road Frontage	m	m	m
	Depth	m	m	m
	Area	ha	ha	ha
Use of Property	Existing Use			
	Proposed Use			
Building or Structure	Existing			
	Proposed			
Septic System Installed	Date of installation			
	Distance from lot line	m	m	m
	Distance from well	m	m	m

Have you shown the well & septic locations and setbacks on the sketch? Y/N_____

Access

	Severed	Retained	Lands being added to
Municipal maintained road			
Seasonally maintained municipal road			
County Road			
Provincial Highway			
Private Road or right-of-way			
Water Access			
Other			

If Water Access only please provide a description of parking and docking facilities
 (include approximate distance of these facilities from the subject land and the nearest public road)

Water Supply, type of existing service OR type that would be used if the land were developed

	Severed	Retained	Lands being added to
Publicly owned/operated piped water system			
Privately owned/operated individual well			
Privately owned/operated communal well			
Lake or other water body			
Other			

Sewage Disposal: (if existing, show on sketch)

	Severed	Retained	Lands being added to
Publicly owned/operated sanitary sewage system			
Privately owned/operated individual septic tank			
Privately owned/operated communal septic tank			
Privy			
Other			

6. Local Planning Documents

	Severed	Retained	Lands being added to
Township Official Plan Designation			
County Official Plan Designation			
Current Zoning			

7. Provincial Policy

Is the application consistent with the Provincial Policy Statement? Yes No
 (information is available from the Preliminary Severance Review)

Explain how the application is consistent:

Is the subject property within an area of land designated under any provincial plan(s)?
 Yes No

(Oak Ridges Moraine Conservation Plan applies to portions of Cavan Ward only;
 Growth Plan applies to the entire County of Peterborough so answer should be yes)

If yes, explain how the application conforms or does not conflict with provincial plan(s)?

Clean Water Act
 Is the subject property within an area of Source Water protection under the Clean Water Act?
 Yes No
 If yes, has a notice been issued under Part IV of the Clean Water Act and submitted with the application?
 Yes No

8. Restrictions of Subject Land

Are there any easements or restrictive covenants (i.e. hydro, Bell) affecting the subject land?
 Yes No
 If yes, describe the easement or covenant and its effect:

9. History of Subject Lands

Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the Planning Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
If you answered yes please specify the file number of the application if known:			
Has the owner of the subject land severed any land from the original acquired parcel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
If you answered yes please specify the file number of the application if known:			

10. Other Current Applications

Is this land currently the subject of any other application under the Planning Act, such as an application for Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Minister’s Order, or Power of Sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
If yes, please provide the following: Type: _____ File No. _____ Status: _____			

11. Request for Certificate for Retained Lands

Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands.
 Yes No

If yes, has the applicant provided a lawyer’s statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening Section 50 of the Act.
 Yes No

And, has the lawyer’s statement must also provide a legal description for use in the requested Certificate of Official for the retained lands.
 Yes No

12. Minimum Distance Separation (MDS)

Are there any barns within 750-1,500 metres of the subject property which currently house or are capable of housing livestock? Yes No

Are there any anaerobic digesters within 750-1,500 metres of the subject property? Yes No

If yes please complete an “MDS Data Sheet” for each barn

13. Agricultural Severances (for lands within the agricultural designation only) N/A

Is the severance to dispose of a residence surplus to a farming operation (must have 2 houses)? Yes No

Is this severance to create a new farm parcel approximately 40 hectares (100 acres) in size? Yes No

Is this severance for a commercial or industrial “agriculture-related” use? Yes No

14. Adjacent Lands Surrounding the Landholding

If more room is needed, please add extra Schedule page.

Direction	Name of Owner (only when known to the applicant)	Use of Land – (must be filled in) (i.e. farm, residential etc.)	Buildings (must be filled in) (i.e. house, barn etc.)
North			
South			
East			
West			

15. Driving Directions

Please describe in detail driving directions to the subject property:

Declaration

This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality

(i.e. Mayor, Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)

I/we, _____ of the Township, City, etc. of _____, in the County/Region/Municipality, etc. of _____, solemnly declare that all the statements contained in this application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the _____
City, Township _____ *Owner or authorized Agent*

of _____
Name of City, etc.

in the _____
County, Region, etc. _____ *Owner or authorized Agent*

of _____

this _____ day of _____, 20____.

Commissioner, etc. for taking affidavits

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a 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.

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 the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

An "original" signed copy of the application and sketch must be submitted, together with 1 copy of both the application and sketch. All copies of the sketch or survey must be coloured – red for severed lots, green for retained, yellow for right-of-way. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough".

(If applicable, please complete one of the following.)

If the owner is not making the application, the following owner's authorization is required.	
AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION	
I _____ am the owner(s) of the land that is the subject of this application for a consent and I/we authorize to make this application and provide instruction/information on my/our behalf.	
_____	_____
Date	Signature of Owner
_____	_____
Date	Signature of Owner

If the owner is a Corporation, and is not making the application, the following owner's authorization is required.	
CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION	
I, _____, am an Officer/Director of the Corporation, that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize to make this application and provide instruction/information on behalf of the Corporation.	
Name of Corporation: _____	
_____	_____
Date	Signature of Corporate Representative & Title
_____	_____
Date	Signature of Corporate Representative & Title
(I/We have authority to bind the corporation in the absence of a corporate seal.)	

Power of Attorney	
If the owner is not making the application, the following owner's authorization is required.	
Signature of Power of Attorney	
I am the Power of Attorney for _____	
the owner/applicant of the subject lands appointed on the _____ day of _____, 20____.	
The Power of Attorney document is currently in force and has not been revoked.	

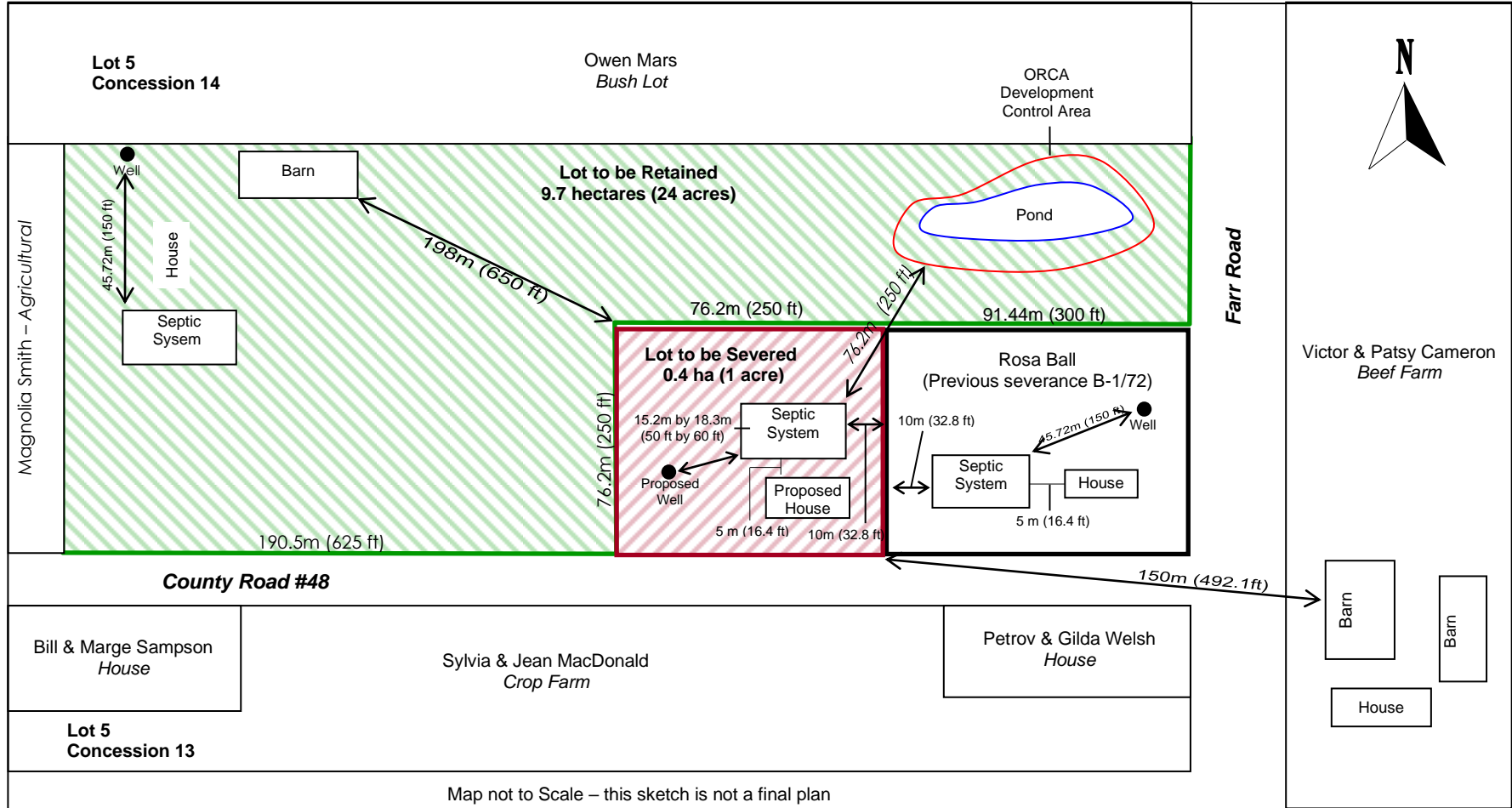
Signature of Power of Attorney	

Sketch or Survey Instructions and Example

Details are required under the Planning Act and by the Land Division Committee and its circulating agencies. Failure to complete the sketch with enough information could result in your application being deemed “incomplete” or an amended application and fee.

- You may use the “sketch” you received with your preliminary review to start.
- Show the boundaries and dimensions of the subject land, i.e. the Severed lot, the Retained lot and the parcel being added to if this is an addition to a lot (i.e. frontage, depth, area).
- Show all lands and features drawn to the best of your ability - the measurements must be reasonably accurate and proportionally sized in the context of the lot and other features.
- The location & setbacks 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 (existing buildings, proposed building locations, septic areas, wells, railways, roads, existing entrances, watercourses, drainage ditches, river or stream banks, slopes, wetlands and wooded areas.)
- Show a proposed septic area on the undeveloped lot(s) (either severed and/or retained) that is at least 3000 sq. ft. (eg. 50 ft. x 60 ft.) and that complies with all regulatory and zoning setbacks from watercourses, restricted areas, proposed buildings, wells and lot lines. To check these setbacks call the Township, Peterborough Public Health and Conservation Authority for appropriate minimum setbacks. – see attached sample
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land (i.e. frontage, depth, area).
- The distance between the subject land and the nearest township lot line or landmark (bridge or railway crossing, etc.)
- The location of all land previously severed from the parcel originally acquired by the applicant.
- The names of the owners (only when known to the applicant) of the adjacent lands and existing uses on the adjacent land (**must be included**), such as residential, recreational, agricultural and commercial uses. Also, show the distance between the severed lot and any barns within 750-1,500 metres of the subject lands (“MDS Data Sheets” are available at the County Office or on the County website – www.ptbocounty.ca)
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- 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.
- The location and nature of any easement affecting the subject land.
- The severed lot coloured with red stripes and the retained lot coloured with green stripes on each of the required copies of this sketch. If access to this lot is to be by a deeded right-of-way, colour this in **yellow with red stripes if severing, green if retaining**.
- If the purpose of this application is for an “addition” to an existing lot, draw an arrow, in red, from the severed land to the property to which it is to be added.
- Show the direction “North” on the sketch.

Sample Sketch



Map not to Scale – this sketch is not a final plan

Show Measurements to Septic	Minimum Setbacks
From lot line	3 metres
From house	5 metres
From wells with water tight casings to minimum 6 metres below ground	15 metres
From other wells	30 metres
From surface water	15 metres

To Convert	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares
Square Feet	0.09	Square Metres

Check with township office for minimum setbacks for home and outbuildings.

Checklist for Submitting Application:

- Have you completed a (free) Preliminary Severance Review with the County Planning Department? If not, contact the County Planning Department at 743-0380 or planning@ptbocounty.ca. You can get a Preliminary Severance Review Form on our website at www.ptbocounty.ca.
- Have you completed **all** questions on the application form (if the answer is “none”, or “0”, or “n/a”, please indicate that answer to show the question has been considered).
- Incomplete applications and/or sketches (see instructions) will not be accepted and will be returned to the applicant.
- Have you completed the “MDS Data Sheet” for barns (available online or from our Planning Department, as above)?
- If you are acting as an agent for the owner, have you included a separate “authorization” letter (please include original).
- Has the declaration page been signed and commissioned? (to be signed in person)
- We require 1 (one) original and 1 copy of the application and the appropriately coloured sketch.
- Have you included a cheque or money order made out to the “County of Peterborough” for \$1150.00? (Debit and Credit card payment is available)
- Have you included the “original” copy of the application with the signatures and sworn affidavits?
- Have you attached a copy of any reports and/or studies required as per your preliminary review?
- Have you attached a copy of the Clean Water Act Notice if required?

The Consent process is involved and lengthy. Please be patient as it proceeds through the various stages of the prescribed process as per the Planning Act of Ontario. Our goal is to process the application as soon as possible given the various stages it must pass through. Please see the “Land Severance Consent Guide” for an in-depth explanation.