

Severance Information Sheet

Please read, very important!

The following is intended to provide applicants with general severance information, best practices to follow and resources available to assist in submitting a Severance Proposal Form. It does not imply that a proposal will conform to the relevant policies or be permitted if the steps followed are adhered to but simply helps the applicant to provide the best possible information for review.

Information and Best Practices

- New residential lots are not permitted on lands designated Agriculture.
- New lot lines can not go through provincially significant wetlands.
- Generally, residential lots serviced by well and septic should be about 0.4 hectares in size and have a frontage anywhere between 35 and 45 metres. Lot size requirements can vary by Township and zone; these requirements are a guideline only.
- Generally, residential lots serviced by Municipal water and sewer should be anywhere between 400 and 500 square metres and have a frontage of 15 metres. Lot size requirements can vary by Township and zone; these requirements are a guideline only.
- Draw an accurate sketch of the proposal that includes clear labels and measurements for the severed (the lot being created) and the retained (the remainder of the property). Colour the severed lot in red and the retained in green. You can use the County's mapping system

(<https://www.ptbocounty.ca/business-development/maps/>) to create your drawing.

- New lots should have direct frontage on and access to a public road. If the property has frontage on both a Township road and a County road or highway, access should be from the Township road.
- New lots should be a regular shape.

Resources

- County GIS Mapping (free mapping tool):
<https://www.ptbocounty.ca/business-development/maps/>
- County Severance Guide (frequently asked questions):
<https://www.ptbocounty.ca/media/evgorw5q/land-severance-consent-guide.pdf>
- How to Draw on the County GIS (can assist in creating your own severance sketch):
<https://youtu.be/gDooOQddGXI?si=pDVDcO456HvGZpnN&t=99>

County of Peterborough Severance Proposal Form



Please complete this form with as much detail as possible and provide a sketch of what you are proposing. There is no cost to have a Preliminary Severance Review prepared. The Review is intended to help the applicant before they file a formal application with Peterborough County Land Division. The Review will determine if the proposal complies with the applicable Provincial legislation, County and Township Official Plans, and Local Zoning By-Law, and may also provide a list of agencies you should contact before you file an application.

1. Name of Owner(s): _____
Mailing Address: _____
Phone Number: _____ Email: _____
Do you wish to receive all correspondence? ☐ Yes ☐ No
2. Name of Agent: _____
Mailing Address: _____
Phone Number: _____ Email: _____
Do you wish to receive all correspondence? ☐ Yes ☐ No
3. Type of Severance:
☐ creation of new lot ☐ addition to a lot ☐ correction of title or merged property
☐ right-of-way ☐ easement
4. Location of the Property:
Municipality: _____ Ward: _____
Lot No.: _____ Concession: _____
Municipal Address: _____
Assessment Roll # _____

5. Have there been any previous severances on the property Yes ☐ No ☐

If yes, and if known, please indicate the approximate date of the severance:

6. Are there any farm structures (barns) within 750 metres of the subject property which house or are capable of housing livestock? Yes ☐ No ☐

If so, please complete an **MDS Data Sheet** (page 5) for each barn.

7. Description of lot to be **Severed** (lot being created, colour this lot red on sketch):

Proposed Lot Area: _____ Proposed Frontage: _____

Type of Access:

☐ Provincial Highway ☐ County Road ☐ Township Road

☐ Private Road or Right-of-Way

☐ Water Access – with parking and docking available at the following location:

Existing **use** of the “Severed” Land: _____

Proposed **use** of the “Severed” Land: _____

List any buildings on the property: _____

8. Description of lot to be **Retained** (remainder of property, colour this lot green on sketch):

Proposed Lot Area: _____ Proposed Frontage: _____

Type of Access:

☐ Provincial Highway ☐ County Road ☐ Township Road

☐ Private Road or Right-of-Way

☐ Water Access – with parking and docking available at the following location:

Existing **use** of the “Retained” Land: _____

Proposed **use** of the “Retained” Land: _____

List any buildings on the property: _____

9. Is the severance for any of the following agricultural uses (check only if applicable):

- ☐ A new farm parcel (40 hectares/100 acres or larger)
- ☐ A new commercial or industrial lot for agriculture-related uses
- ☐ To dispose of a residence surplus to the farm operation (please also fill out the Farm Information Form)

10. If there is any additional information that might be useful in preparing the review, please provide it on a separate page.

11. Please attach a sketch, survey, or plan of the property that illustrates the following:

- Clearly labelled Severed (coloured red) and Retained (coloured green) parcels with the location and dimensions of each lot
- Name of the road(s) and/or waterbody the property fronts on
- The location and use of any existing buildings on the property, and on adjacent properties (including any barns)
- If the severance is for a lot addition, please clearly indicate the lands the Severed parcel will be added to.

To Submit this Form

Via email:

- Planning Department email: planning@ptbocounty.ca

Via fax:

- Fax: 705-876-1730

Via mail or drop off:

- Address: Peterborough County Planning Department
470 Water Street
Peterborough, ON K9H 3M3
- Drop Off: We are located on Water Street in the City of Peterborough, between Brock and Murray Streets, on top of the hill overlooking Victoria Park.

Resources

If you have questions regarding the severance process, please visit the land severance page on our website (<https://www.ptbocounty.ca/county-government/departments/planning-and-public-works/planning/severances/>) or call the County Office at 705-743-0380 and ask for the Planning department.

The County maintains a free online mapping tool, which can be accessed from the County's website: <https://www.ptbocounty.ca/business-development/maps/>. You are encouraged to use this tool to produce a map of your proposal.

☒ **Please Note:** Personal information contained on this form is collected under the authority of Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56 as amended and will be used to assist in the correct processing of the application. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3 (705-743-0380).

MDS Data Sheet

This page is to be completed for any livestock facilities (barns) located within 750-1,500 metres of the severed parcel. Complete one sheet for **each barn that is capable** of housing livestock, regardless as to whether it is currently being used for this purpose.

Owner of Livestock Facility: _____ Phone: _____

Address: _____

Distance from livestock facility to new use: _____ (metres or feet)

Distance from manure storage to new use: _____ (metres or feet)

Is there an anaerobic digester on the property? Yes ☐ No ☐ Other: _____

Size of property on which the livestock facility is located: _____

Type of Livestock (check those that apply)	Maximum Housing Capacity (#)	Type of Manure Storage (enter appropriate code from following page)
DAIRY <input type="checkbox"/> Milking Cows: <input type="checkbox"/> Holstein <input type="checkbox"/> Guernsey <input type="checkbox"/> Jersey <input type="checkbox"/> Heifers <input type="checkbox"/> Holstein <input type="checkbox"/> Guernsey <input type="checkbox"/> Jersey		
BEEF <input type="checkbox"/> Cows: <input type="checkbox"/> Barn Confinement <input type="checkbox"/> Barn with Yard <input type="checkbox"/> Feeders: <input type="checkbox"/> Barn Confinement <input type="checkbox"/> Barn with Yard		
SWINE <input type="checkbox"/> Sows <input type="checkbox"/> Feeder Hogs <input type="checkbox"/> Breeder Gilts <input type="checkbox"/> Weaners		

Type of Livestock (check those that apply)	Maximum Housing Capacity (#)	Type of Manure Storage (enter appropriate code from following page)
POULTRY <input type="checkbox"/> Chicken Broilers (____ week cycle) <input type="checkbox"/> Broiler Layers <input type="checkbox"/> Pullets: <input type="checkbox"/> Chicken <input type="checkbox"/> Turkey <input type="checkbox"/> Meat Turkeys: <input type="checkbox"/> < 6.2kg <input type="checkbox"/> 6.2-10.8kg <input type="checkbox"/> > 10.8kg <input type="checkbox"/> Turkey Breeder Layers		
HORSES		
SHEEP <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs		
GOATS <input type="checkbox"/> Adult Goats <input type="checkbox"/> Kid Goats		
OTHER (please specify)		

Manure Storage Types

Please identify the type of manure storage that is used on the property where the subject livestock facility is located and enter the corresponding code (for example 'V3' or 'M') in the appropriate space on the previous page.

Important: If there is **no manure storage** located on the property (e.g. manure is moved to a location off-site) or if the manure is stored for less than 14 days, please indicate this on the 'MDS Data Sheet'.

Solid Manure

Code	Description
V1	Solid manure bedded pack; manure accumulates under livestock
V2	Solid manure pile, stored outside and covered
V3	Solid manure pile, stored outside uncovered
V4	Solid manure pile, stored outside with covered liquid runoff storage
L1	Solid, uncovered manure pile stored outside with uncovered liquid runoff storage

Liquid Manure

Code	Description
V5	Liquid manure stored inside underneath slatted floor
V6	Liquid manure stored outside with a permanent, tight fitting cover (e.g. concrete lid)
L2	Liquid manure stored outside with a permanent floating cover (e.g. tarps, foam panels)
M	Liquid manure stored outside in concrete or steel tanks
H1	Liquid manure stored outside in earth-sided pit