

Enclosed you will find the Application for Consent along with other information pertaining to a severance. Please read it carefully. All of the questions on the form must be answered fully regardless of whether you think they are relevant or necessary. This is requested for the various agencies to determine if the proposed development meets minimum standards.

According to the Township's Official Plan, a maximum of 4 new lots may be severed from an original Township lot having a lot area of 40 hectares (or 100 acres); 3 new lots from an original lot having a lot area of 20 hectares (50 acres); 2 new lots from an original lot having a lot area of 10 hectares (25 acres); and 1 new lot from an existing lot having a lot area of at least 5 hectares (12 acres). The terms "original" and "existing" refer to a lot that existed in its current configuration on August 21, 1978.

The severed and retained lots must have a minimum lot area of 1 hectare (2.47 acres) with at least 60 metres (200 feet) of frontage on a publicly maintained road.

Please note also that a very clear sketch is required. It might be easier to prepare the sketch first; this may assist in completing the application form. Measurements must be in metric form.

All of the registered owners of the subject land must either swear and sign the affidavit at the end of the form in the presence of a Commissioner for the Taking of Oaths, or give written authorization for someone else to sign on their behalf.

The fee for each severance is \$600 plus a \$500 deposit towards the cost of planning consulting fees, North Bay-Mattawa Conservation Authority and legals fees. Severances are approved by the Committee of Adjustment.

When the application is brought back to the office, a Pre-Consultation interview will be conducted by staff to ascertain that the forms are complete and that the information is correct.

The Committee of Adjustment meets every first Tuesday of the month. We would ask that you have the information to us at least three weeks prior to a meeting to allow us enough time to process the application. Applicants are also asked to attend these meetings in order to answer questions the Committee members might have regarding the application.

Normally a severance takes approximately 2-3 months to allow for public notice requirements, meetings, and an objection period. Part of the process includes circulation of the application to the North Bay-Mattawa Conservation Authority for review and comment and since they don't do site visits when there is snow on the ground, severances will not be considered during the winter months.

Should you have questions regarding this application, please don't hesitate to contact this office.

TOWNSHIP OF CHISHOLM

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

Note to Applicants: 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 asterisks on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulations 41/95 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 Township of Chisholm 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 Township of Chisholm 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

- o One application form is required for each parcel to be severed.
- o The applicable fee is \$600 per severance, plus \$500 deposit (Conservation Authority) plus costs in processing application, i.e. planning consultant fees, etc.
- o Site sketch with Measurements

To help you understand the consent process and information needed to make a planning decision on the application, refer to the "Application Guide Q & A". For more information on the Planning Act, the consent process or provincial policies please see the "Guide to Planning Applications" and the "Comprehensive Set of Policy Statements".

Please Print and Complete or (x) Appropriate Box(es)

Application Information		
**1.1 Name of Applicant	Home Telephone	Business Telephone
Address (Civic and Mailing)		Postal Code
**1.2 Name of Owner(s) (If different from the applicant).		
An owner's authorization is required in Section 11.1 if the applicant is different from the owner.		
Name of Owner(s)	Home Telephone	Business Telephone
Address (Civic and Mailing)		Postal Code
**1.3 Name of the person who is to be contacted, if different from the applicant (ie. Firm acting on the applicant's behalf)		
Name of Contact Person	Home Telephone	Business Telephone
Address (Civic and Mailing)	Postal Code	Fax Number

2. Location of Subject Land (Complete applicable boxes in 2.1)			
**2.1 District		Municipality	
Concession	Lot Number(s)	Reference Plan Number	Parcel Number
**2.2 Are there any easements or restrictive covenants affecting the subject land?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
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).			
Transfer	<input type="checkbox"/>	Creation of new lot	<input type="checkbox"/>
Other	<input type="checkbox"/>	A charge	<input type="checkbox"/>
		Other purposes	<input type="checkbox"/>
		Addition to lot	<input type="checkbox"/>
		A lease	<input type="checkbox"/>
		An easement	<input type="checkbox"/>
		Correction of title	<input type="checkbox"/>
**3.2 Name of person(s), if known, to whom 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 (m)		
**4.2 Use of Property	Existing Uses		
	Proposed Uses		
**4.3 Buildings/Structures	Existing		
	Proposed		
**4.4 Access	Provincial Highway		
<i>Check appropriate space.</i>	Municipal road maintained all year		
	Municipal road maintained seasonally		
	Other public road		
	Right of way		
	Water access (if so describe below)		
Describe in Section 9.1, the parking and docking facilities to be used, and the approximate distance of these facilities from the subject land and the nearest public road.			
**4.5 Water Supply	Publicly owned and operated piped water system		
	Privately owned and operated individual water system		
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		

**4.6 Sewage Disposal <i>Check appropriate space.</i>	Publically owned and operated Sanitary sewage system		
	Privately owned and operated Individual septic tank (1)		
	Privately owned and operated Communal septic system		
	Other means		
(1) A certificate of approval from the North Bay-Mattawa Conservation Authority submitted with this application will facilitate the review.			
**4.7 Other Services	Electricity		
	School Busing		
	Garbage Collection		
**4.8 If access to the subject land is by private road, or if "other public road" or "right of way" was 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 all year.			
5. Land Use			
** 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 meters 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 distance.)	
An agricultural operation, including livestock facility or stockyard within 1000 metres of the subject land			
A landfill			
A provincially significant wetland (Class 1,2 or 3)			
A provincially significant wetland within 120 meters of the subject land			
Flood Plain			
A rehabilitated or active mine site			
A non-operating mine site within 1 km of the subject land			
Industrial or commercial use (specify the use(s))			
An active railway line			
An existing quarry operation			
An existing pit within 300 metres			
A municipal or federal airport			

6. History of the 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?

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

If yes and if known, provide the Ministry's application file No. 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?

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

7. Current Applications

**** 7.1** Is the subject land currently the subject of a proposed official plan amendment that has been submitted to the Minister for approval? _____

**** 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?

<input type="checkbox"/>
<input type="checkbox"/>

Yes
No

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 a sketch, refer to the attached Sample Sketch.

**** 8.1** The application shall be accompanied by a sketch showing the following:

- 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 and that abut the subject land.
- c) The distance between the subject land and the nearest township lot line or landmark, such as 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, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- f) The existing use(s) on adjacent lands.
- g) The location, width and name of any roads within, or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right of way.
- h) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- i) 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 Township or other agencies in reviewing this application? If so, explain below, or attach on a separate page.

10. Affidavit or Sworn Declaration

**** 10.1 Affidavit or Sworn Declaration for the Prescribed Information**

I, _____ of the _____

In the _____ make oath and say (or solemnly declare) that the information contained in Sections 1.1, 1.2, 2, 3.1, 3.2, 4.1, to 4.6 inclusive, 5.1, 6.1, 6.3, 7 and 8 of this application is true and that the information contained in the documents that accompany this application in respect to the above Sections is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, 201__

Commissioner of Oaths

Applicant

**** 10.2 Affidavit or Sworn Declaration for Requested Information**

I, _____ of the _____

In the _____ make oath and say (or solemnly declare) that the information contained in Sections 1.3, 3.3, 4.7, 4.8, 5.2, 5.3, 6.2 and 9 of this application is true and that the information contained in the documents that accompany this application in respect to the above Sections is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____, 201__

Commissioner of Oaths

Applicant

11. Authorizations

**** 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 that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this Application for a Consent and I authorize _____ to make this application on my behalf.

Date

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 concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

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

Date

Signature of the Owner

12. Consent of the Owner

Complete the consent of the owner concerning personal information set out below:

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is subject to this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or 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. I authorize and consent to a site visit by members of the Committee of Adjustment.

Date

Signature of the Owner

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

Applicants checklist: Have you remembered to attach:

YES

- One copy of the completed application form?
- One copy of the sketch?
- Marked out on sketch the proposed entrance?
- Two copies of the certificate of approval from the local North Bay-Mattawa Conservation Authority? (if applicable)
- The required fee, either as a cheque or money order, payable to The Township of Chisholm?

Forward to:

Township of Chisholm
2847 Chiswick Line
R.R. #4
Powassan, ON P0H 1Z0

Sample Sketch

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

