

## 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 in accordance with the requirement of the *Planning Act*.

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. **All** signatures must be original on this copy.
2. **Seven (7) duplicate photocopies** of the application. (*Do not include copies of the Guide*)
3. **Eight (8) copies of a sketch**, with one copy 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):**

The sketch shall show the following information:

- a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- c. 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;
- 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 (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks\*) that
  - i. are located on the subject lands and on land that is adjacent to it, and
  - ii. in the applicant's opinion may affect the application;
- f. the current use(s) of lands that are adjacent to the subject land (for example residential, agricultural or commercial);
- 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 traveled 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; and the location and nature of any easement affecting the subject land.

\* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

- 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 31, 2018, is **\$1,000.00**. 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

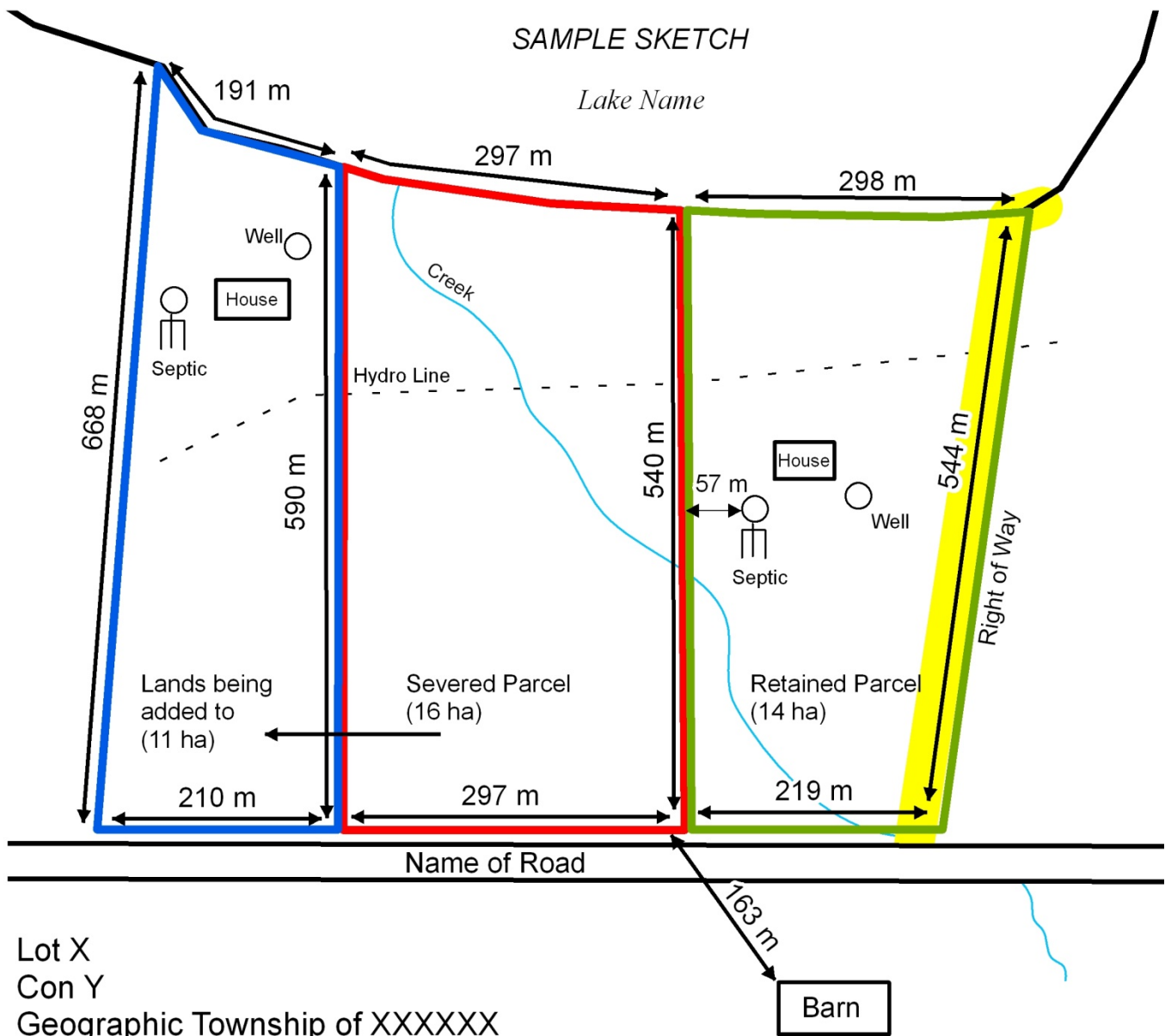
Att: Mrs. Alana Zadow, Secretary-Treasurer

Toll Free Telephone #: 1-800-273-0183;

Local Telephone #: 613-735-3204;

Fax #: 613-735-2081 [www.countyofrenfrew.on.ca](http://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: 613-735-2081  
 Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
 Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed  
 Black arrows ( ▶ ) denote prescribed information required under Ontario Regulation 197/96.

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s):			
Mailing Address:	Town/City:	Province:	Postal Code:
Telephone No.: (Home)	(Work)		(Fax)
Email Address:			
▶ 1.2 Name of Owner's Authorized Agent (if applicable):			
Mailing Address:	Town/City:	Province:	Postal Code:
Telephone No.: (Home)	(Work)		(Fax)
Email Address:			
1.3 Please specify to whom all communications should be sent:			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete <b>applicable</b> boxes in 2.1			
▶ 2.1 Municipality:	Subdivision Lot(s) No.:		
Former Township:	Subdivision Plan No.:		
Lot(s) No.:	Part(s) No.:		
Concession:	Reference Plan No.: 49R-		
Civic Address of subject lands/Road Name:			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? If <b>Yes</b> , describe each easement or covenant and its effect.			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
Creation of a New Lot	Lot Addition/Lot Line Adjustment (see also 3.3)	Create Easement/Right-of-Way	A Charge/Mortgage
A Lease	A Correction of Title	Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			

<b>4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)</b>							
▶ 4.1 Dimensions		<b>Severed</b>	<small>select measurement</small>	<b>Retained</b>	<small>select measurement</small>	<b>Lands being added to</b>	<small>select measurement</small>
	Road Frontage						
	Depth						
	Area						
▶ 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)		<b>Severed</b>	<b>Retained</b>	<b>Lands being added to</b>
	Provincial Highway			
	Municipal road, maintained all year			
	Municipal road, seasonally maintained			
	County road			
	Crown road			
	Other public road			
	Registered right of way (see 4.7)			
	Private Road (Unregistered) (see 4.7)			
	Water Access (see below)			
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?				

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

**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?

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 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 an application for Consent (Severance) under Section 53 of the Planning Act?

If you answered **Yes** in 6.1, and if you **Know**, please 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?  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister’s Zoning order, Minor Variance, or approval of a Plan of Subdivision?	
If <b>Yes</b> , and if <b>Known</b> , specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 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:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. 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;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant’s opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>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 traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
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 \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ 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 \_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Taking Affidavits, etc.

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**1. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**  
(Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 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

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▶ 11.2 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.)

**FOR OFFICE USE ONLY**

**Committee File No.:** .....

**Hearing Date (if appl.):** .....

**Date of Receipt of Application:** .....

**Date deemed complete:** .....

**Checked by:** .....

**Authorization of Owner Received:** Yes  No  N/A

Date: .....  
Secretary-Treasurer, Land Division Committee