

# 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. 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.

The Planning Act also provides for the cancellation of a previously granted consent to facilitate a merging of properties.

2. 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.) Pre-consultation with County planning staff is recommended.
3. 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.
4. 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, insufficient information supplied by the applicant, legal interpretation, outstanding agency comments, 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 resolved.
5. 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 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.
7. Undisputed applications with no outstanding concerns or objections are granted by decision of delegated County staff, without a hearing.
8. Disputed applications with outstanding concerns or objections are granted or refused by decision of the Land Division Committee, which consists of three members of County Council. The Committee holds a public hearing to review the disputed application and renders a decision. Applicants or authorized agents and formal complainant(s) are notified and may participate in the hearing. As well, any interested person may attend.

9. Consents may be granted subject to conditions. All conditions must be met within two (2) years from the date of notice of the decision. A decision or any condition(s) can be appealed within twenty (20) days of the giving of notice of the decision.
10. 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 that differ from the application.
11. When all the conditions are met within the two (2) year period, a Certificate finalizing the consent will be issued. An applicant may also request that a Certificate for the retained lands be issued at the same time as the severed lands. This request must be made at the time the application is submitted and all criteria is met.
12. The applicant has two (2) years from the date of the Certificate to carry out the land transaction (transfer of ownership). If the two (2) year deadline is not met, the consent lapses and the parcel(s) can no longer be conveyed. The same conveyance would require a new application and the consent process would start again with a new application and applicable fee.
13. Once the applicant receives 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

We recommend that all applicants submit a General Inquiry Form (available on the County of Renfrew website) to the County of Renfrew before the application for consent. Please include a copy of the general inquiry Planning Response with your application. When applying to the County of Renfrew for a Consent, please provide the following paper copies:

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. If the applicant is the purchaser or the purchaser's agent, a copy of the portion of the agreement of purchase and sale that authorizes the purchaser to make the application in respect of the land that is the subject of the application must be provided.
2. **One (1) duplicate photocopy** of the fully executed application. (*Do not include copies of the Guide*)
3. **One (1) copy of the severance sketch** (coloured appropriately) shall be attached at the back of each copy of the application form being submitted.
4. The sketch should be drawn to scale with the **Severed parcel outlined in red, Retained parcel outlined in green, existing 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 enlarged/added to **must be** shown on the sketch, outlined in **blue** in its entirety and applicable details provided in the body of the application.
6. All questions identified with ► are legislated and must be answered. Please do not use " or n/a when answering these questions.

7. A conversion chart is provided to assist you.

<b>To Convert:</b>	<b>Multiply By:</b>	<b>To Find:</b>
Feet	0.3048	Meters
Acres	0.4046	Hectares
Square Feet	0.09	Square Meters

8. **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 existing 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.

9. All measurements on the application and sketch should be in metric. Note that "frontage" refers to road frontage, not water frontage.

10. **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.

11. The Application **FEE** as of **June 29, 2023** is **\$1,300.00**. 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. There may be additional fees required to process a Certificate for the retained lands or a Certificate of Cancellation. This fee is subject to change by Renfrew County Council. If paying by cheque, please make it payable to the COUNTY OF RENFREW.

12. **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.

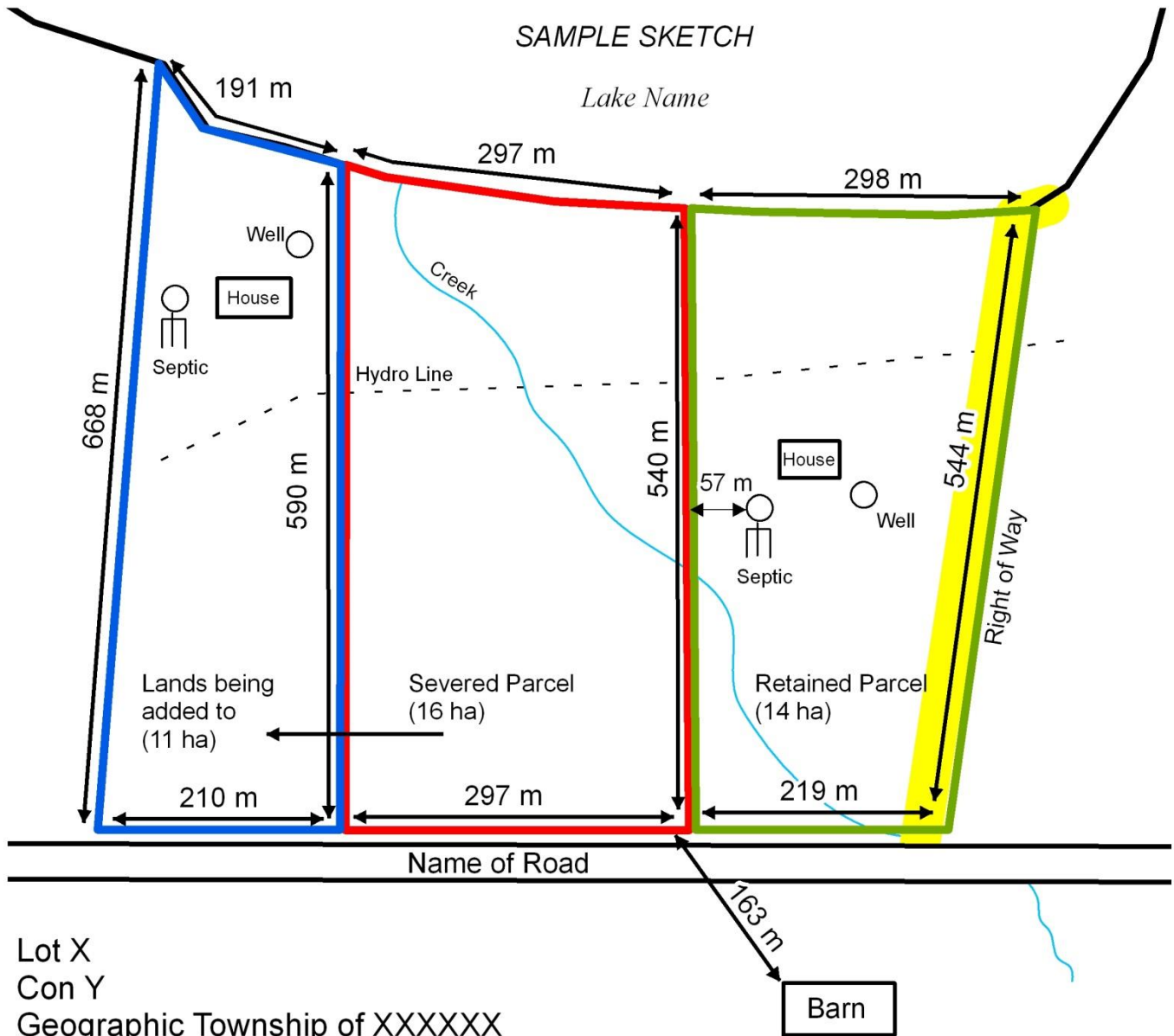
13. **ADDITIONAL MUNICIPAL FEES:** There may be additional fees payable to the municipality within which the proposed severance is located for the processing of applications. For further information, please call the municipality within which the proposed severance is located.

**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  
Attention: Mrs. Alana Zadow, Secretary-Treasurer  
Toll Free Telephone #: 1-800-273-0183;  
Local Telephone #: 613-735-7288;  
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: 613-735-7288  
 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).  
 Black arrows ( ▶ ) denote prescribed information required under Ontario Regulation 197/96.

### 1. OWNER INFORMATION *(Please use additional page for owners with different addresses.)*

▶ 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 /authorized Purchaser (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:      Owner      Agent      Both			

### 2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)

Complete **applicable** boxes in 2.1

▶ 2.1 Municipality: Former Township: Lot(s) No.: Concession: Civic Address of Subject Lands/Road Name:	Subdivision Lot(s) No.: Subdivision Plan No.: Part(s) No.: Reference Plan No.: 49R-
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? No      Yes      If <b>Yes</b> , describe each easement or covenant and its effect.	

**3. PURPOSE OF THIS APPLICATION**

▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):		
Creation of a New Lot	Lot Addition/Lot Line Adjustment (see also 3.2)	Create Easement/ Right-of-Way
Certificate for Retained Lands (see also 8.1)	A Charge / Mortgage	A Lease
A Correction of Title	Other Purpose:	

▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

**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 enlarged/ added to
	Road Frontage	m	m	m
	Depth	m	m	m
	Area	ha	ha	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 enlarged/ added to
	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 Transfer/Deed).  
Will a road extension be required?                      Yes                      No

▶ 4.8 Water Supply (✓ type of existing service <b>OR</b> type that would be used if lands were to be developed)		Severed	Retained	Lands being enlarged/ added to
	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 <b>OR</b> 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?                      Yes                      No

**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?	Yes	No	Unknown
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If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.





- ii. in the applicant's opinion may affect the application;
- f. the current uses of land that is 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 will be by water only, the location of the parking and boat docking facilities to be used; and
- i. 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.

**10. OTHER INFORMATION**

▶ 10.1 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.

**11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER**

▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information

I, \_\_\_\_\_ of the Town(ship) of \_\_\_\_\_ 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 \_\_\_\_.

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

**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.**

**12. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**

(Please complete either **12.1**, **12.2** or **12.3** whichever is applicable.)

▶ 12.1 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

▶ 12.2 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.)

▶ 12.3 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

**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