

CITY OF THOROLD INSTRUCTIONS FOR CONSENT (SEVERANCE) APPLICATION(S)

INSTRUCTIONS:

As provided for in Ontario Regulation 197/96, as amended, and as required by this Committee of Adjustment, an application must be accompanied by three (3) paper copies (11" x 17") and one (1) digital file of a preliminary drawing prepared, signed and dated by an Ontario Land Surveyor, showing the information set out below. In the case of multiple applications, one set of five (5) drawings plus one (1) extra copy for each additional application will suffice.

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the 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 to be severed and the part that is to be retained - **in metric units**;
- (d) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- (e) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (f) the approximate location 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, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- (g) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- (h) 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;
- (i) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- (j) the location and nature of any easement affecting the subject land;
- (k) key map indicating location of property.

PLEASE SUBMIT WITH APPLICATION:

Applicant Checklist:

- Please contact the Secretary-Treasurer to set up an appointment to submit the application at 905-227-6613 ext. 259 or via email Angela.Nesbitt@thorold.ca to ensure that all the requirements are met and to avoid a delay due to an incomplete application.
- Signed Pre-application Consultation Form** with recommended requirements and approval signatures.
- Fully completed copy of application form is to be filed for each subject property.
- Required copies of the preliminary drawing.
- Applicable application fee in cash, debit or by cheque made payable to the City of Thorold.
- Any required review fees for the Region or NPCA made payable to the applicable agency.
- Attached studies, reports and/or drawings requested on the Consultation Form.
- Confirm availability to pick up and post sign on subject property at least fourteen (14) days prior to hearing and return of Sign Posting Declaration from:

- Confirm availability to attend the Committee of Adjustment meeting on:

Application Reviewed by:

Secretary-Treasurer:

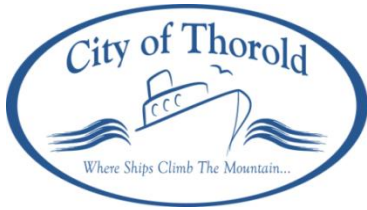
SIGNATURE: _____

DATE: _____

Planner:

SIGNATURE: _____

DATE: _____



COMMITTEE OF ADJUSTMENT
Planning and Development Department Services Department
 3540 Schmon Parkway, P.O. Box 1044
 Thorold, ON L2V 4A7
 905-227-6613

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

File No. **D10** - _____ - _____

Date Received Planning Division

DATE OF PRE-CONSULTATION: _____ **SIGNED FORM ATTACHED:**
 (REQUIRED FOR SUBMISSION)

Please Type or Print in Ink

| |
|---|
| Roll #: 2731 000 |
| Subject Property/ Municipal Address: |

1. (a) Registered Owner(s): _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

(b) Authorized Agent (if any): _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

(c) Owners Solicitor (if any): _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

(d) Person who is to be contacted about the application: Owner Agent Solicitor

2. (a) Type and purpose of proposed transaction: (Check appropriate space/s)

- | | |
|--|--|
| <input type="checkbox"/> Creation of New Lot | <input type="checkbox"/> Disposal of Surplus Farm Dwelling |
| <input type="checkbox"/> Addition to Lot | <input type="checkbox"/> Mortgage or Charge |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Partial Discharge of Mortgage |
| <input type="checkbox"/> Right-of-way | <input type="checkbox"/> Easement |

(b) If a lot addition, identify the lands to which the parcel will be added:

2. (c) If known, the name & address of person(s) to whom land or interest in land is intended to be conveyed, leased or mortgaged:

3. Contact Information of any mortgagees, holders of charges or other encumbrances:

Name: _____

Contact: _____

Mail Address: _____

Phone: _____

4. Are there any existing easements or restrictive covenants affecting the subject land?

Yes [] No []

If "Yes" describe the easement or covenant and its effect: _____

5. Description of subject land: Municipality: **City of Thorold**

Municipal Address: _____

Registered Plan No.: _____ Lot(s): _____

Reference Plan No.: _____ Part(s): _____

6. What is the current designation of the subject land:

(a) City of Thorold Official Plan: _____

(b) Regional Policy Plan: _____

(c) What is the current Zoning: _____

7. Description of **subject (severed)** land (in metric units):

Part No. on sketch: _____

(a) Frontage: _____ metres Depth: _____ metres Area: _____ sq.m./hectares

(b) Existing Use: _____ Proposed Use: _____

(c) Existing and proposed buildings and structures on the land to be severed:

Existing: _____

Proposed: _____

7. (d) Type of access:

- Provincial Highway Regional Road
- Municipal Road - maintained all year Other Public Road
- Municipal Road - maintained seasonally Right-of-Way
- Water Access Private Road

(e) Water Supply:

- Publicly owned & operated piped water system
- Privately owned & operated piped water system
- Lake or other water body
- Other (specify): _____

(f) Sewage Disposal:

- Publicly owned & operated sanitary system
- Privately owned & operated sanitary system
- Other (specify): _____

8. Description of **retained land(s)** (in metric units):

Part No. on sketch: _____

(a) Frontage: _____ metres Depth: _____ metres Area: _____sq.m./hectares

(b) Existing Use: _____ Proposed Use: _____

(c) Existing and proposed buildings and structures on the land to be retained:

Existing: _____

Proposed: _____

(d) Type of access:

- Provincial Highway Regional Road
- Municipal Road - maintained all year Other Public Road
- Municipal Road - maintained seasonally Right-of-Way
- Water Access Private Road

(e) Water Supply:

- Publicly owned & operated piped water system
- Privately owned & operated piped water system
- Lake or other water body
- Other (specify): _____

(f) Sewage Disposal:

- Publicly owned & operated sanitary system
- Privately owned & operated sanitary system
- Other (specify): _____

9. Is the proposal consistent with policy statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O., as amended, Yes [] No []

10. Is the subject land within an area of land designated under any provincial plan(s)? Yes [] No []

If yes, does the application conform (i.e. does not conflict) with the applicable provincial plan(s): Yes [] No []

11. 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 a consent under Section 53 of The Act? Yes [] No []

If "Yes", please provide the following information:

File Number: _____ Decision: _____

12. Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes [] No []

If "Yes", please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's (Purchaser's) name: _____

Land Use on severed parcel: _____

Date parcel transferred: _____

Consent file number (if known): _____

13. Is the subject land currently the subject of any other application under the Planning Act? If "Yes", give the file number and status of the application.

Minor variance Yes [] No [] File No: _____ Status: _____

Consent application Yes [] No [] File No: _____ Status: _____

Official plan amendment Yes [] No [] File No: _____ Status: _____

Zoning by-law amendment Yes [] No [] File No: _____ Status: _____

Approval of a plan of subdivision Yes [] No [] File No: _____ Status: _____

AUTHORIZATIONS:

If the applicant is not the owner of the land that is the subject of this application, please complete the authorizations set out below. If the owner is a company / corporation, indicate the authority of the signer, e.g. president, signing authority, has authority to bind the corporation etc.

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

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

I, _____,
print name of registered owner(s)

am the registered owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize and consent to the use by or the 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:

Date

Signature of Registered Owner(s)
(I have the authority to bind the corporation.)

Authorization of Owner for Agent to Make the Application and Provide Personal Information:

I, _____,
print name of registered owner(s)

am the registered owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize:

_____ to act as my agent for this application,
print name of authorized agent

and provide any of my personal information that will be included in this application or collected during the processing of the application to the City of Thorold Committee of Adjustment for consent to convey an interest in the land in accordance with Subsection 1 of Section 53 of the Planning Act, R.S.O., 1990.

Date

Signature of Registered Owner(s)

Agreement to Permit Entrance to Land:

I am the Registered Owner and/or the Authorized Agent of the subject land and I agree to allow City of Thorold staff and / or Committee Members and / or related agency staff the right to enter onto the land, as necessary, to assess and photograph the land for the proposal. I acknowledge that failure to allow access onto the land may result in this application being considered incomplete.

Date

print name of Registered Owner(s) or Authorized Agent

Signature of Registered Owner(s) or Authorized Agent

Affidavit or Sworn Declaration:

To be signed and witnessed in the presence of a Commissioner for Taking Affidavits:

I, _____,
print name of registered owner(s) or authorized agent

of the _____ in the province of _____,
municipality

solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is 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 Registered Owner(s) or Authorized Agent



DECLARED before me at the _____ in the _____
lower tier municipality *upper tier municipality*

on this _____ day of _____, 20_____.

A Commissioner, etc.

Note:

Personal information collected on this application will become part of a public record.

Any questions regarding this collection should be directed to:

City Clerk, City of Thorold
3540 Schmon Parkway, P.O. Box 1044
Thorold, Ontario L2V 4A7
Telephone: 905-227-6613
Fax: 905-227-5590