



Office Use Only				
File #		Date reviewed		Pre-consultation

Instructions for Submission and Process

Date received:

1. Application
 The application should be fully completed by the owner or agent. If a section is not applicable or unknown, please indicate in the relevant field.

2. Required Sketch
 As provided for in Ontario Regulation 197/96, as amended (Selected Planning Act Regulations), and as required by this Committee of Adjustment, an application must be accompanied by two (2) 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.

- North arrow and metric scale;
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- 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;
- 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;
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- 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;
- The existing uses on adjacent land, such as residential, agricultural and commercial uses;
- 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;
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land;
- Key map indicating location of property.

3. Notice Application Signage

To be posted on the subject lands for fourteen (14) days prior to the hearing.

- a. As per the Planning Act, it is the responsibility of the applicant/agent to post a Public Notice sign on the subject property at least fourteen (14) days prior to the hearing date. The sign will be available for pick up at Development Services. The City will supply the Public Notice sign and wooden post. A declaration signed in front of a Commissioner of Oaths stating you will post the sign during the required dates will be required. A photograph of the posted sign is to be provided to the Secretary Treasurer.
- b. It is your responsibility to ensure that the sign is clearly visible and legible from a public highway, or other place to which the public has access for the fourteen (14) day duration. Please contact the Secretary Treasurer if you require a replacement sign.
- c. Please note that failure to post the Notice as set out above would result in a deferral of the application and restarting may be subject to all applicable adjournment / recirculation fees.
- d. The Notice of Hearing will be circulated by mail to all properties within 60 metres of the subject property, as well as City of Thorold departments and external agencies for comments at least fourteen (14) days prior to the hearing.

4. Public Hearing

Representation, in-person or virtual, is required at the hearing at the scheduled date and time. If you are unable to attend, it is recommended that you have an agent represent you or ask for a withdrawal/postponement.

After hearing all presentations and comments, the Committee will deliberate and then make a decision to approve, approve with conditions, deny or defer its decision for to a later date.

5. Notice of Decision

The Notice of Decision will be sent to the agent and applicant, City Departments, external agencies, and any individual who has requested a copy or attended the hearing and requested. The Notice will also be publicly posted on the City's website. The decision may be appealed within twenty days of mailing the Notice of Decision.

6. Final Consent

Prior to final consent being issued, documentation must be submitted to the Secretary Treasurer to the effect that any conditions have been fulfilled. Any conditions imposed by the Committee must be fulfilled within two years of the giving of the Notice of Decision. Failure to do so will cause the consent to lapse.

Applicant Checklist

IS YOUR APPLICATION COMPLETE?

- A copy of the Pre-application Consultation Notes, if relevant, with recommended requirements.
- Fully completed application form is to be filled for each subject property. Commissioner services are available via the Secretary Treasurer.
- Required copies of the preliminary drawing or sketch.
- 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.
- Please contact the Secretary-Treasurer to set up an appointment to submit the application at 905-227-6613 ext. 259 or via email Planning@thorold.ca to ensure that all the requirements are met and to avoid a delay due to an incomplete application.
- 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 form:

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



Application for Consent Under Section 53 of the Planning Act

1. SUBJECT PROPERTY			
Municipal Address	Assessment Roll Number		
Legal Description			
Date subject lands acquired	Lot area (metric)	Lot Frontage (metric)	Lot depth (metric)

2A. CONTACT INFORMATION			
Name of registered owner(s)		Company Name	
Mailing address		Unit Number	Postal Code
Province	Email	Telephone	
Name of authorized agents(s)		Company Name	
Mailing address		Unit Number	Postal Code
Province	Email	Telephone	
Name of lawyer(s)		Company Name	
Mailing address		Unit Number	Postal Code
Province	Email	Telephone	
Contact for all future correspondence <input type="checkbox"/> Registered Owner <input type="checkbox"/> Agent <input type="checkbox"/> Lawyer			

2B. NAME OF ANY MORTGAGEE/CHARGEE (IF ANY)

Name		
Mailing address	Unit Number	Postal Code
Province	Email	Telephone

3. EXISTING EASEMENTS OR RESTRICTIVE COVENANTS

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

 Yes

 No

 Unknown

If yes, please provide a description of any existing easements or restrictive covenants:

4A. TYPE AND PURPOSE OF PROPOSED TRANSACTION (Check all appropriate spaces)

<input type="checkbox"/> Creation of new lot	<input type="checkbox"/> Addition to lot
<input type="checkbox"/> Partial discharge of mortgage	<input type="checkbox"/> Mortgage or charge
<input type="checkbox"/> Easement	<input type="checkbox"/> Lease
<input type="checkbox"/> Disposal of surplus farm dwelling	<input type="checkbox"/> Right-of-way

4B. IF AN ADDITION TO LOT

Lands to which the parcel will be added (if applicable)

Municipal Address (if applicable)

4C. IF KNOWN, THE NAME & ADDRESS OF PERSON(S) TO WHOM LAND IS INTENDED TO BE CONVEYED, LEASED OR MORTGAGED

Name

Address

5A. DESCRIPTION OF SUBJECT (TO BE SEVERED) LAND		
Part no. on sketch	Depth (metres)	
Frontage (metres)	Area (square metres/hectares)	
Existing use of land to be severed		
Proposed use of land to be severed		
5B. EXISTING AND PROPOSED BUILDINGS AND STRUCTURES ON THE LAND TO BE SEVERED		
Existing structure(s) on land to be severed		
Proposed structure(s) on land to be severed		
5C. ACCESS & SERVICING TO SEVERED NEW LOT		
Select all means of access that apply		
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal Road maintained seasonally	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Regional Road	<input type="checkbox"/> Other Public Road	<input type="checkbox"/> By water only
<input type="checkbox"/> Municipal Road maintained all year	<input type="checkbox"/> Private Road	
If access to the land is by water only, the parking & docking facilities to be used & the approximate distance of these facilities from the land & the nearest public road:		
Water supply provided by	Sewage disposal provided by	Storm drainage provided by
<input type="checkbox"/> Publicly owned & operated piped water system	<input type="checkbox"/> Publicly owned & operated sanitary sewage system	<input type="checkbox"/> Sewers
<input type="checkbox"/> Privately owned & operated individual or communal well	<input type="checkbox"/> Privately owned & operated individual or communal septic system	<input type="checkbox"/> Ditches
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Swales
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Other (specify):

6A. DESCRIPTION OF RETAINED LAND(S)		
Part no. On sketch	Depth (metres)	
Frontage (metres)	Area (square metres/hectares)	
Existing use of land to be retained		
Proposed use of land to be retained		
6B. EXISTING AND PROPOSED BUILDINGS AND STRUCTURES ON THE LAND(S) TO BE RETAINED		
Existing structure(s) of land to be retained		
Proposed structure(s) on land to be retained		
6C. ACCESS & SERVICING TO RETAINED LOT		
Select all means of access that apply		
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal Road maintained seasonally	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Regional Road	<input type="checkbox"/> Other Public Road	<input type="checkbox"/> By water only
<input type="checkbox"/> Municipal Road maintained all year	<input type="checkbox"/> Private Road	
If access to the land is by water only, the parking & docking facilities to be used & the approximate distance of these facilities from the land & the nearest public road:		
Water supply provided by	Sewage disposal provided by	Storm drainage provided by
<input type="checkbox"/> Publicly owned & operated piped water system	<input type="checkbox"/> Publicly owned & operated sanitary sewage system	<input type="checkbox"/> Sewers
<input type="checkbox"/> Privately owned & operated individual or communal well	<input type="checkbox"/> Privately owned & operated individual or communal septic system	<input type="checkbox"/> Ditches
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Swales
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Other (specify):

9. PREVIOUS AND CONCURRENT APPLICATIONS					
Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the <i>Planning Act</i> or a consent under Section 53 of The Act?					
Plan of Subdivision	<input type="checkbox"/> Yes	File Number	Status	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Consent	<input type="checkbox"/> Yes	File Number	Status	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Has any land been severed from the parcel originally acquired by the owner of the subject land? If 'Yes', fill out below.					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown					
Grantee's (Purchaser's) name			Date parcel transferred		
Land Use on severed parcel			Consent file number (if known)		
Grantee's (Purchaser's) name			Date parcel transferred		
Land Use on severed parcel			Consent file number (if known)		
If known, is the subject land subject to any other application under the Act, such as an application for an amendment to an Official Plan, a Zoning By-law or a Minister's Zoning Order, an application for a Minor Variance or an application for an approval of a Plan of Subdivision or a Consent? If 'Yes', fill out below.					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown					
Application type	File Number		Status		

10. OTHER INFORMATION
Is there any other information that you think may be used by the City or other agencies in reviewing this application? If so, please explain below or attach on a separate page.

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 (town, city, etc.)

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

For Secretary Treasurer

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 the City Clerk.

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

AUTHORIZATION By Ontario Land Surveyor Location of Subject Lands

I, _____, who has prepared, dated and signed a preliminary sketch for the registered owner(s) of the above referenced lands, hereby authorize the Committee of Adjustment for the City of Thorold to photocopy said sketch for circulation purposes of the above referenced consent application, as required.

Dated at the _____ in the _____
lower tier municipality *upper tier municipality*

on this _____ day of _____ 20_____.

Signature of Surveyor