



TOWNSHIP OF SEVERN CONSENT TO SEVER APPLICATION PROCESS GUIDE

An Application for Consent is submitted to the Committee of Adjustment in order to obtain permission to convey an ownership or right of way interest in a parcel of land where the owner owns abutting lands. We strongly encourage consultation with the Township's planning staff prior to submitting such an application as there are many factors that affect your ability to sever land, including the size of the parcel being created, access to the new lot, servicing (water and sewage disposal), environmental concerns, the topography of the land, Official Plan policies and Zoning By-law requirements.

In order for an application to be considered complete, ALL of the applicable information on the attached application form must be completed together with all required authorizations and signatures and sketches or plans **which have been prepared in accordance with the attached Site Plan Guide**. The complete application must be signed before a Commissioner for Signatures. This can be done at the Township office when delivering the application. In addition, the application fee must be delivered with the application. The fee for a Consent application is currently \$1000.00. If the application is incomplete in any way, it will be returned for amendment. As this will only delay the process, we would encourage you to complete the application fully, or, if you have any difficulty doing so, consult with Township Planning staff to assist you or retain a qualified third party such as a planner, solicitor or surveyor to assist you with the application.

Once the complete application is received, we will schedule a hearing for the next available Committee of Adjustment meeting and we will notify you of the hearing date. We will also circulate notice of the hearing of the application to neighbouring owners within 60 metres of the property. This is required under the *Planning Act* and provides the neighbouring owners with an opportunity to either attend the public meeting or provide written comments in advance.

You should make arrangements to attend the Committee of Adjustment meeting or, if you are unable to do so, have someone attend as your agent. The Committee may have questions that require clarification and if there is no-one in attendance to provide information or explanation, the application may be deferred to a future meeting or denied. At the meeting, the Committee can approve, deny or defer the application. The Committee may also attach conditions to their approval. Once the Committee has issued a decision, there is a 20 day period prescribed under the *Planning Act* within which anyone (including the applicant) may file a notice of appeal with the Ontario Municipal Board. If no appeals are filed with respect to an approved application, the consent is then considered to be provisionally approved, subject to the completion of any conditions that were set out in the Committee's decision. In addition to any other conditions that may be imposed by the Committee, a survey of the severed and retained lands must be prepared by an Ontario Land Surveyor and deed(s) must be prepared by a solicitor and submitted to the Township. If you are creating a new lot, please note that cash in lieu of parkland in the amount of 5% of the value of the new lot will be payable to the Township as a condition of the severance in accordance with Section 51.1(4) of the *Planning Act*. All of the conditions must be completed within **ONE YEAR** of the date of the Committee's decision.

All legal, surveying and consultant costs incurred either by the owner or by the Township as a result of the application are the sole responsibility of the OWNER.

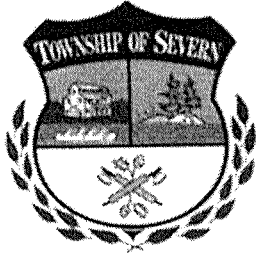
The application process generally takes from three to four months. We encourage communication with Township Planning staff throughout the process in order to keep the matter moving forward as expeditiously as possible. Please do not hesitate to contact Township Planning staff if you require any assistance during the processing of the application.

Should you require further information please contact the following:

David Parks, Director of Planning and Development
Deputy Secretary-Treasurer, Committee of Adjustment
dparks@townshipofsevern.com

Susan Votour, Zoning Administrator
Secretary/Treasurer, Committee of Adjustment
svotour@townshipofsevern.com

Township of Severn
1024 Hurlwood Lane, P.O. Box 159
Orillia, Ontario L3V 6J3
Phone: 705-325-2315 Fax: 705-327-5818



CONSENT APPLICATION CHECKLIST

This checklist should be used along with the Consent to Sever Application Process Guide to help the applicant through the application process. The following items are required to be submitted as a complete application. Applications must be filled out and completed by the applicant or his or her agent. If all the appropriate information is not provided then the application will be returned as incomplete.

PLEASE ENSURE YOU HAVE COMPLETED THE FOLLOWING PRIOR TO SUBMITTING YOUR APPLICATION:

- Fully complete all sections of the application
- Sign the application in the appropriate places. The Declaration of Owner/Agent on Page 5 must be sworn before a Commissioner. There are Commissioners at the Township office who can assist in this regard if necessary.
- Cash, cheque or money order payable to the Township of Severn for the application fee in the amount of \$1,000.00.
- Sketch or Site Plan which has been prepared in accordance with the attached Site Plan Guide. If the Site Plan is available in electronic format this should be forwarded by email to svotour@townshipofsevern.com.
- Copy of any correspondence, approvals, permits from outside agencies, reports or studies which support the application.

PLEASE REFER TO THE CONSENT TO SEVER APPLICATION PROCESS GUIDE ATTACHED FOR GENERAL INFORMATION WITH RESPECT TO THE SEVERANCE PROCESS.

QUESTIONS & INFORMATION

If you have any questions with regard to the required information please contact the Planning Department. We strongly encourage preconsultation with the Planning Department prior to or at the time of submission of your application.

David Parks, Director of Planning and Development Deputy Secretary-Treasurer, Committee of Adjustment dparks@townshipofsevern.com	Susan Votour, Zoning Administrator Secretary/Treasurer, Committee of Adjustment svotour@townshipofsevern.com
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Township of Severn
1024 Hurlwood Lane, P.O. Box 159
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Phone: 705-325-2315 Fax: 705-327-5818



TOWNSHIP OF SEVERN

P.O. Box 159, Orillia, Ontario, L3V 6J3
Telephone: (705) 325-2315 Fax: (705) 327-5818 Toll Free: 1-800-463-6036

APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

DATE RECEIVED _____ FILE NO. _____

ROLL NO. _____ RECEIPT NO. _____

TO BE COMPLETED BY APPLICANT OR AGENT

1. APPLICANT:

Name of applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

2. AGENT: (must be authorized by Applicant, see Authorization of Agent form attached):

Name of applicant's agent: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

i. All correspondence should be sent to (check one only): owner agent

ii. Who can be contacted during the day for further information? owner agent

3. Subject Property:

Lot(s) _____ Concession _____

Part _____ Plan _____

Geographic Township of _____

Street Name _____ No. _____

4. Type and Purpose of Consent:

- (a) New lot(s) Lot Addition Easement or Right of Way
 Other Charge/Mortgage Lease Correction of Title

(b) If known, the name of person(s) (purchaser, lessee, mortgagee) to whom land or interest in land is intended to be conveyed, leased or mortgaged.

5. (a) Is the subject land currently under application for:

- Official Plan Amendment Zoning Amendment Not applicable

(b) How was present lot created?

- Consent Plan of Subdivision Original Patent
 Other Unknown

(c) Were previous consents granted from the original holdings? Yes No

If “yes” please indicate number, dates created and file number.

(d) Is this a resubmission of an earlier proposal? Yes No

If yes, please indicate File Number _____

6. Description of property as shown on sketch:

	Severed Lot	Retained Lot
Frontage (m)		
Depth (m)		
Area (ha)		

7. Use of property:

	Severed Lot	Retained Lot
Existing Use		
Proposed Use		

8. Buildings:

	Severed Lot	Retained Lot
Existing Use		
Proposed Use		

9. Type of Access:

(a) Road access:

	Severed Lot	Retained Lot
Municipal		
County		
Provincial Hwy.		
Private		

(b) Water access: If the proposed access is by water, please describe the nearest public boat launching and car parking and distance from the subject lands.

10. What type of water supply is proposed:

	Severed Lot	Retained Lot
Municipally owned/operated		
Individual Well		
Communal Well		
Lake/Other		

11. What type of sewage disposal is proposed:

	Severed Lot	Retained Lot
Municipally owned/operated		
Individual Septic		
Communal Septic		
Privy/Other		

12. Is the parcel subject to any easements or covenants that affect the subject lands?

Yes No

If yes to section 12, a description of each easement or covenant and its effect.

13. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a Plan of Subdivision under Section 51 of the Planning Act, R.S.O. 1990?

Yes No

14. Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

Yes No

15. Is the owner, solicitor, or agent applying for any minor variance or permission to extend or enlarge under Section 45 of the Planning Act, R.S.O. 1990, in relation to any land that is the subject of this application?

Yes No

16. Present Official Plan designation applying to the subject land:

17. Present Zoning applying to the subject land:

18. Are any of the following uses or features on the subject land, or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use of Feature	On the Subject Land	Within 500 m of Subject Land unless otherwise specified (show approx. distance)
An agricultural operation, including livestock or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland within 120 metres of the subject land		
Flood Plain		
A rehabilitated mine site (quarry)		
A non-operating mine site within 1 km of the subject land		
An active mine site		
An industrial or commercial use, and specify the use(s)		
An active railway line		
A municipal or federal airport		
Other		

We certify that all statements and information contained in this application are true, accurate, and current.

Registered Owner (s)

Agent/Solicitor

Date

Date

I _____ of the _____

in the _____ of _____

solemnly declare that all the statements contained in this application 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.

DECLARED before me at the _____)
of _____)
in the _____)
of _____)
this _____ day of _____ ,) (if signed by an agent, written authorization of the
A.D. 20____) owner must accompany the application)

A Commissioner, Etc.

APPLICANT'S CONSENT (FREEDOM OF INFORMATION)

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I _____, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature of Applicant

Date

NOTES

1. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation and the Corporation's seal (if any) must be affixed.
2. Each copy of an application must be accompanied by a sketch showing:
 - a) abutting land owned by the grantor, its boundaries and dimensions;
 - b) the distance between the grantor's land and the nearest Township lot line or appropriate landmark (eg bridge, railway crossing, etc.);
 - c) the parcel of land that is the subject to the application, its boundaries and dimensions, the part of the parcel that is to be severed, the part that is to be retained and the location of all land previously severed;
 - d) the approximate location of all natural and artificial features on the subject land eg. buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, slopes, swamps, wooded areas, wells and septic tanks) and the location of any of these features on adjacent land which may affect the application;
 - e) the use of adjoining land(eg. residential, agricultural, cottage, commercial, etc.);
 - f) the location, width and names of all road allowances, right-of-ways, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads, right-of-ways or unopened road allowances;
 - g) the location and nature of any restrictive covenant affecting the subject land;
 - h) an arrow indicating north;
 - i) If the lot to be conveyed is intended for residential use and there is a barn located on the adjacent property please indicate the distance from the agricultural structure to the proposed lot line.
3. It is required that one copy of this application be submitted, together with the sketch described in Note 2, (if sketch is larger than 8 1/2' x 14' please submit 7 copies), accompanied by a fee of \$1,000.00 for the application fee (includes septic system review) by cash or by cheque made payable to the Township of Severn.
4. See Township Site Plan Guide.

COMMITTEE OF ADJUSTMENT CONSENT PROCESS

The following is a list of the steps involved with the consent process:

1. Upon receipt of a completed application, the Secretary of the Committee of Adjustment processes the application which is circulated to adjacent property owners within 60 metres of the subject lands, Township Departments and relevant agencies. Note: The owner is required to post the front corners of the proposed severance with the markers provided by the Secretary.
2. The Committee members and the Township Septic Inspector (non-serviced areas) and interested agencies attend the site to assess the proposed severance prior to the hearing.
3. The owner or authorized agent is required to attend the hearing held in the Council Chambers.
4. Upon a decision by the Committee of Adjustment for provisional consent, the decision is mailed out within 15 days of the hearing indicating the last day an appeal can be made by a member of the public, an agency, or the applicant who is not satisfied with the Committee's decision. In the event an appeal is received, it is forwarded on to the Ontario Municipal Board for its review and decision.
5. If no appeal has been received within the 20-day appeal period, the decision becomes final and binding and you can proceed to have a reference plan prepared by your surveyor and submitted to the Secretary of the Committee of Adjustment for review prior to registration. Upon approval, your surveyor will register the document. Your solicitor will require a copy of the registered survey and consent documents to complete the conveyance.
6. The draft Deed is submitted to the Secretary of the Committee of Adjustment at which time a Certificate of Consent is issued (when all Conditions have been met).

POSSIBLE CONDITIONS OF CONSENT

The following is a list of possible conditions that the Committee may impose:
(NOTE: This list is intended for reference only. Additional conditions may also be imposed which may be specific to your situation.)

1. A reference plan of the severed parcel shall be prepared and duly registered by an Ontario Land Surveyor and one copy filed with the Secretary/Treasurer of the Committee.
2. A copy of the electronic registration "in preparation" draft deed for the severed lot shall be provided to the Secretary/Treasurer of the Committee together with a signed Acknowledgement and Direction so that the consent certificate may be issued.
3. A payment in lieu of a parkland dedication shall be paid in accordance with Section 51.1 of the Planning Act acceptable to the Township of Severn in cash or certified cheque. The Township shall retain an appraiser, at the applicant's expense, to prepare the appraisal in accordance with Section 51.1(4) of the Planning Act if the value of the land cannot otherwise be agreed on.
4. Municipal taxes shall be paid in full up to the date of request of issuance of the consent certificate.
5. That the owner shall submit engineered Lot Grading Plans to be approved by Township staff.
6. A strip of land 5.18 m (17 ft) in width along the entire frontage on xxx Road of the severed and retained parcels shall be transferred to the Township of Severn as a road widening, at the applicant's expense, free and clear of all encumbrances. (Only applies to roads designated to become County Roads in the County Transportation Study).
7. The Conditions set out herein shall be completed within one year of the date of this Decision.

AUTHORIZATION OF AGENT

I/We _____

Hereby authorize and direct _____

to act as agent on my/our behalf with respect to an application for Consent on the subject lands and this is his/her good and sufficient authority for doing so.

Signed:

Owner

Date

Owner

Date



SITE PLAN GUIDE

An accurate Site Plan is an important component of most municipal applications: Building Permit, Minor Variance, Consent.

It is important that you provide an accurate and complete Site Plan with your application.

Without the necessary information your application will either be returned as incomplete or delayed.

Site Plans are required to determine compliance with Township By-law and Building Code Requirements.

Most of the information required can be obtained from you tax bill, deed, survey, an inspection of your property and from the Simcoe County web page (www.county.simcoe.on.ca).

The Site Plan must be to scale, accurate, orderly and legible.

Required Information:

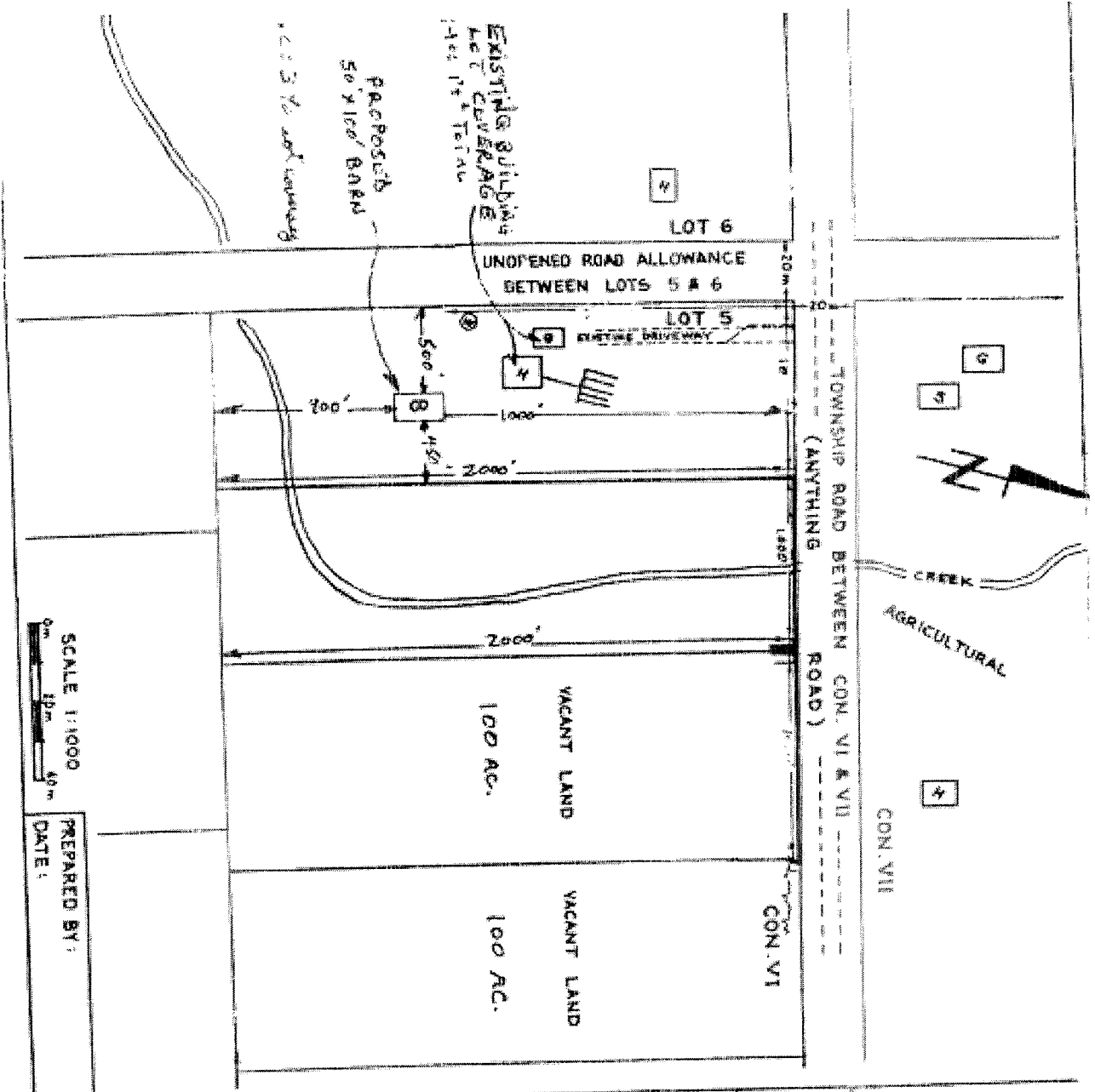
- Lot dimensions
- Location of buildings (existing and proposed)
- Size of building
- Building setbacks (the distance a structure is from all lot lines)
- Septic location
- Natural features; streams, rock, wooded areas, steep slopes
- Proposed changes to the existing grade

(see the attached sample sketch for reference)

In some circumstances it may be necessary or required that you hire a professional to prepare the necessary Site Plan. There are many options available for you to obtain a professional site plan from Planning, Engineering or Survey firms.

**Township of Severn (705) 325-2315
Planning & Zoning Extension #238
Building Inspector Extension #'s 228, 229 & 243**

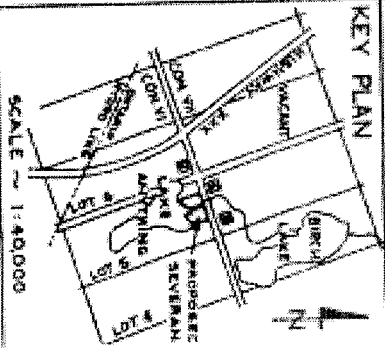
SAMPLE SKELCI



SCALE 1:1000
 0m 10m 20m

PREPARED BY:
 DATE:

PROPOSED SEVERANCE
 LOT 5, CON. VI
 XXXX WARD
 TOWN(SHIP) XXXX



- LEGEND:**
- [H] HOUSE
 - [G] GARAGE
 - [W] WELL
 - [T] TILE FIELD
 - [B] STORE
 - [C] CURB
 - [D] DRIVEWAY
 - [R] ROAD
 - [S] SEWER
 - [W] WATER
 - [L] LIGHT
 - [M] MAIL BOX
 - [F] FENCE
 - [C] CREEK
 - [A] AGRICULTURAL

SITE DESCRIPTION:
 The lot is located on Anything Road, 0.5 km from its intersection with Hwy. XXXX. The house is the third one on the right and is red brick. There is a yellow mail box at the end of the driveway.