



TOWNSHIP OF McNAB/BRAESIDE

CONSENT APPLICATION REQUIREMENTS

When applying to the Township of McNab/Braeside 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. Please also submit any supporting documentation you may have regarding this application (i.e. response to request for preliminary comments from the County of Renfrew).
2. **Eight (8) copies of a sketch**, with one to be attached to the application for consent.
3. The sketch should be no larger than 8½" x 14" and should be drawn to scale with the **severed parcel outlined in red** and the **retained parcel outlined in green**.
4. **All rights-of-way must be outlined in yellow** on each copy of the sketch and the ownership of all rights-of-way must be indicated.
5. If a **lot addition** is requested, the parcel of land being added to **must be outlined in blue or have a blue arrow drawn to it**.
6. All measurements on the application and sketch should be in metric. Note that "frontage" refers to road frontage, not water frontage.
7. **Please indicate the following on the sketch:**
 - a. the boundaries and dimensions of the subject land, the part that is severed and the part that is to be retained;
 - b. the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
 - c. the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
 - 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 on the subject land and adjacent lands 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;
 - f. the existing use(s) on adjacent lands;
 - g. the location of any septic tank, septic field, weeping bed, or well on the both the severed and retained parcels.
 - h. the setbacks for the existing septic tank, septic field and/or weeping bed from the proposed lot line.
 - i. the setbacks for the existing well from the proposed lot line.
 - j. 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;
 - k. if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
 - l. the location and nature of any easement affecting the subject land.
8. **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 there until the decision of the Township of McNab/Braeside's Committee of Adjustment 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.
9. **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 in the amount of \$100.00 for this review of the application. For further information, please call the municipality.
10. The **FEE** per application is **\$500.00** per new lot created. For a revision to a severance the fee is **\$250.00**. This fee is subject to change by the Township of McNab/Braeside. If paying by cheque, please make it payable to the Township of McNab/Braeside.

A sample sketch is attached to assist you



TOWNSHIP OF McNAB/BRAESIDE GUIDE TO THE CONSENT PROCESS

Note: This guide has been prepared for information purposes only. For a complete reference to the consent process, please consult the Planning Act, as amended, which is the governing provincial legislation.

1. Three people who are appointed by the Council make up the Committee of Adjustment.
2. Consents must meet the policies and requirements of the official plan, zoning by-law in effect and "have regard to" the Provincial Policy Statement under the Planning Act. You can review these documents at the municipal office.
3. The Committee of Adjustment consults with public bodies which have responsibilities for matters that may be affected by a consent (severance). Some of these bodies may include the local planning municipality, public health unit, County of Renfrew, Trans Canada Pipeline etc.
4. An application for consent is reviewed by the Committee of Adjustment at a public hearing. Applicants or authorized agents are encouraged to attend. As well, any interested person may attend. The Planning Act requires that property owners within 60 meters of the subject property be given notice of any application for consent.
5. The Committee of Adjustment may decide to hold an application in abeyance to allow for certain matters to be resolved. These matters may include the official plan and zoning conformity, agency comments, and insufficient information supplied by the applicants. It is the responsibility of the applicant to follow-up these matters.
6. The Committee of Adjustment will approve a consent with appropriate conditions or refuse a consent with reasons.
7. A decision or any condition(s) of the Committee of Adjustment can be appealed within twenty (20) days of the date of the decision.
8. Conditions of consent must be met, verified and delivered along with a copy of the survey and the deed to be signed and stamped by the secretary/chairperson of the Committee of Adjustment within one (1) year of the decision. If the one (1) year period is not met, the consent will be deemed to be refused.

NOTE: A reference plan (survey) is normally required to be supplied by the applicant. However, in some cases a registerable description can be used instead of a survey.

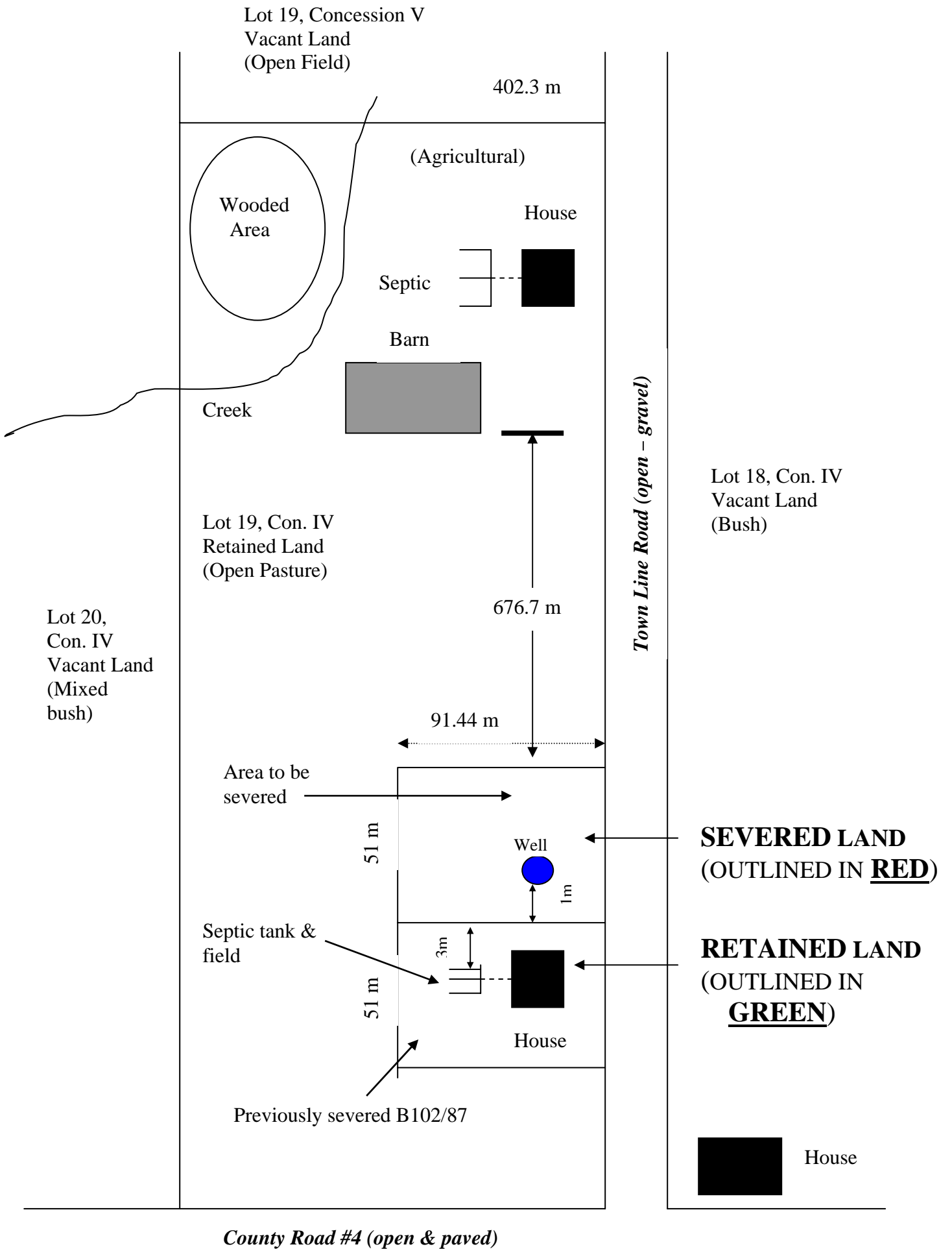
The Committee of Adjustment will advise the applicant when the reference plan is required. Usually this is a condition of consent but in some cases it may be requested prior to the making of a decision. The survey must closely match the sketch and the information on the application form which the applicant submitted. It is therefore important that you not give the surveyor different instructions.

SUBMIT YOUR APPLICATION TO:

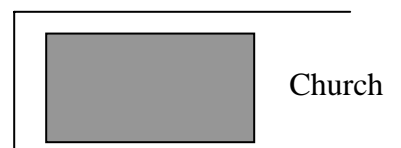
Secretary, Committee of Adjustment
Township of McNab/Braeside, 2508 Russett Drive, Arnprior, Ontario K7S 3G8
Local Telephone #: 613-623-5756; Toll Free Telephone #: 1-800-957-4621;
Fax #: 613-623-9138

SAMPLE SKETCH

OWNERS NAME: John & Jane Smith



Scale: 1" = 400' (1:4800)



Sketches may be drawn by hand but must contain the prescribed information set out in 7 (a-i) of this application.



APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

Name of Approval Authority: Township of McNab/Braeside
2508 Russett Drive, Arnprior, ON K7S 3G8

Please print and complete or (✓) appropriate box(es).

Black arrows (▶) denote prescribed information required under Ontario Regulation 547/06.

1. OWNER INFORMATION			
▶ 1.1 Name of Owner(s):			
Address:		Postal Code:	
Home Telephone No.:		Business Telephone No.:	
▶ 1.2 Name of Owner's Authorized Agent (if applicable):			
Address:		Postal Code:	
Home Telephone No.:		Business Telephone No.:	
E-mail address (if applicable):			
1.3 Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Both			
2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete applicable Boxes in 2.1			
▶ 2.1 Municipality:		Geographic Township:	
Lot(s) No.:		Concession:	
Registered Plan No.:		Lot(s) No.:	
Reference Plan No.:		Part(s) No.:	
Name of Street/Road:		Street No.:	
▶ 2.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes , describe each easement or covenant and its effect.			
3. PURPOSE OF THIS APPLICATION			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot (see also 3.3) <input type="checkbox"/> An easement			
<input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> A correction of title <input type="checkbox"/> Other purpose:			
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
3.3 If a lot addition, identify on your accompanying sketch the lands to which the parcel will be added.			
4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED AND THE LAND TO BE RETAINED			
▶ 4.1 Dimensions	Frontage (m)	Severed	Retained
	Depth (m)		
	Area (ha)		
▶ 4.2 Use of the Property	Existing Use(s)		
	Proposed Use(s)		
▶ 4.3 Buildings or Structures	Existing		
	Proposed		
▶ 4.4 Access (✓ appropriate space)		Severed	Retained
	Provincial Highway		
	Municipal road, maintained all year		
	Municipal road, seasonally maintained		
	County road		
	Crown road		
	Other public road		
	Registered right of way (see 4.8)		
Private Road (Unregistered) (see 4.8)			
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:			

▶ 4.5 Water Supply (✓ appropriate space)		Severed	Retained
	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		
▶ 4.6 Sewage Disposal	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic system		
	Privately owned and operated communal septic system		
	Privy		
	Other means		
▶ 4.7 Other Services (✓ if service is available)	Electricity		
	School Busing		
	Garbage Collection		

4.8 If access to the subject land is not by a public road, who owns the land over which the road crosses, who is responsible for the road's maintenance, and is the road maintained seasonally or all year?

5. LAND USE

▶ 5.1 What is the current designation of the subject land in any applicable official plan?

5.2 What is the current zoning of the subject land in any applicable zoning by-law?

5.3 If there are any agricultural buildings located on the adjacent lands, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.

▶ 5.4 Is the requested consent consistent with the policy statements 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 a consent under Section 53 of the Planning Act?

Yes No Unknown

If **Yes**, and if **Known**, specify the Ministry's application file decision made on 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 owner of the subject land?

Yes No

If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

7. OTHER CURRENT APPLICATIONS

▶ **7.1** Is the subject land the subject of any other application under the Planning Act such as an application for amendment to an official plan, a zoning by-law amendment, a minister’s zoning order, a minor variance, an approval of a plan of subdivision or a consent?

Yes No Unknown If **Yes**, and if **Known**, specify the appropriate file number and status of the application.

8. SKETCH

▶ **8.1** Please attach a sketch to the one original application and provide seven duplicate sketches. 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:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- 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 adjacent lands that, in the opinion of the applicant, may affect the application. Examples include buildings, barns, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
- the existing use(s) 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.

9. OTHER INFORMATION

9.1 Is there any other information that you think may be useful to the Township of McNab/Braeside or other agencies in reviewing this application? If so, explain below or attach on a separate page.

10. AFFIDAVIT OR SWORN DECLARATION

▶ **10.1 Affidavit or Sworn Declaration for the Prescribed Information**

I, _____ of the _____ 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_____

Signature of Commissioner of Oaths

11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION

▶ **11.1** If the owner is not making the application, the following owner's authorization is required.

AUTHORIZATION OF OWNER FOR APPLICANT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is the subject of this application for a consent and I authorize _____ to make this application on my behalf.

_____ Date

_____ Signature of Owner

(To be completed by Municipality)

“COMPLETE” APPLICATION AND FEE OF \$ _____ RECEIVED BY THE MUNICIPALITY

_____ Date

_____ Signature of Municipal Employee

Sketch accompanying Application (Please Use Metric Units)
(See Section 8)

Key Plan

↑N

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 Township to such persons as the Township sees fit, including anyone requesting such information. Accordingly, in providing any such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.