



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(s), 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 11" 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.

A sample sketch is attached to assist you.

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.
10. The **FEE** per application is **\$750.00** per new lot created plus all associated Professional Fees (i.e. legal, engineering etc.) - actual cost with \$3,000 deposit to be paid at time application is submitted to Township. 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.

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 Planning Advisory Committee, County of Renfrew, TransCanada Pipeline, Ministry of Transportation of Ontario 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. Consents may be granted subject to conditions. All conditions must be met within one (1) year from the date of notice of the decision. When all the conditions are met within the one-year period, a

Certificate finalizing the consent will be issued. If the one-year deadline is not met, the consent will be deemed to be refused and no certificate will be issued. The same conveyance would then require a new application and the consent process would start again.

9. 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.

10. If a certificate finalizing the consent is issued, you have two (2) years from the date of the Certificate to carry out the land transaction (transfer of ownership). If the two year deadline is not met, the consent lapses and the parcel(s) can no longer be conveyed without reapplying and obtaining consent. Once you receive the Certificate of Consent, there is no follow up reminder from the Secretary of the Committee of Adjustment about the lapsing date.

NOTE:

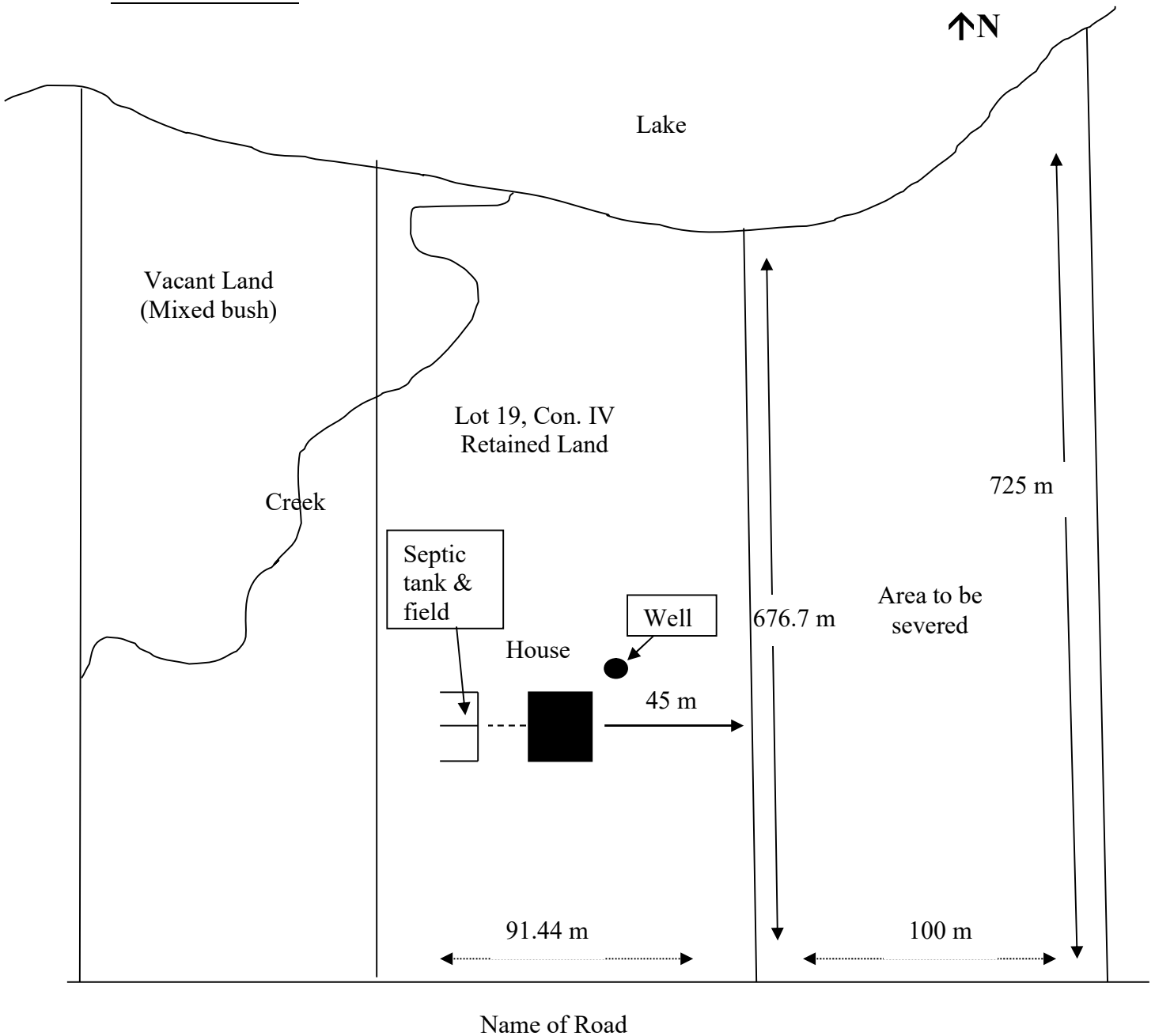
SUBMIT YOUR APPLICATION TO:

Secretary, Committee of Adjustment
Township of McNab/Braeside
2473 Russett Drive
Arnprior, Ontario
K7S 3G8

Telephone #: 613-623-5756 ext. 231
Toll Free Telephone #: 1-800-957-4621 ext. 231
Fax #: 613-623-9138

SAMPLE SKETCH

OWNERS NAME: John & Jane Smith



Lot Number
Concession Number
Civic Address

Severed parcel – outlined in red
Retained parcel – outlined in green
Lands being added to – outlined in blue
Right-of-way - coloured in yellow



APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

File No.

Name of Approval Authority: Township of McNab/Braeside Committee of Adjustment
2473 Russett Drive, Arnprior, ON K7S 3G8

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

Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

1. OWNER INFORMATION (Please indicate ALL owners)		
▶ 1.1 Name of Owner(s):		
Address:		Postal Code:
Telephone No.: (Home)	(Work)	(Fax)
Email address:		
▶ 1.2 Name of Owner's Authorized Agent (if applicable):		
Address:		Postal Code:
Home Telephone: (Home)	(Work)	(Fax)
E-mail address:		
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 Lot(s) No.:	Concession.:	
Registered Plan No.:	Lot(s) No.:	
Reference Plan No.:	Part(s) No.:	
Civic Address of subject lands/Road Name:		
▶ 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		Severed	Retained	Lands being added to
	Road Frontage (m)			
	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 Official Plan designation				
▶ 4.5 Current Zoning				
▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 deed).				
Will a road extension be required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)		Severed	Retained	Lands being added to
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

5.2 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.

6. HISTORY OF THE SUBJECT LAND

▶ 6.1 Has the subject land ever been the subject of:	Yes	No
An application for approval of a plan of subdivision under Section 51 of the Planning Act, or	<input type="checkbox"/>	<input type="checkbox"/>
An application for consent under Section 53 of the Planning Act?	<input type="checkbox"/>	<input type="checkbox"/>

If **Yes**, and if **Known**, specify the file number of 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.

<p>▶ 6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> 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:</p>
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7. OTHER CURRENT APPLICATIONS

<p>▶ 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 an additional application for consent?</p>
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<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes, and if Known, specify the appropriate file number and status of the application.</p>
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8. SKETCH

<p>▶ 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.</p>
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<p>8.2 The sketch shall show the following information:</p> <ul style="list-style-type: none"> • 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.
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<p>** 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 exiting well, septic tank, septic filed and/or weeping bed from the proposed new lot line.</p>

9. OTHER INFORMATION

<p>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.</p>

10. DECLARATION OF FEES INCURRED

The Owner/Agent agrees to reimburse and indemnify the Township of McNab/Braeside of all fees and expenses incurred by the Township of McNab/Braeside to process the application, including any fees and expenses attributed to proceeding before the Local Planning Appeal Tribunal or any court or other administrative tribunal if necessary to defend Council’s decision to support the application.

The Owner/Agent also agrees to deposit with the Township of McNab/Braeside such monies as required by the Township of McNab/Braeside’s Tariff of Fees By-Law as amended to defend appeals brought before the LPAT by parties other than the Applicant/Agent or Township.

The required fee for the processing of this application shall be in accordance with the Township of McNab/Braeside’s current Tariff of Fees By-Law pertaining to planning matters. The Fees prescribed do not include professional fees, (ie. legal or engineering) or extra public meetings. Prior to undertaking any of these matters the applicant agrees to reimburse the Municipality for all charges related to the application. Fees required for the processing of this application are required at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

Date

Signature of Owner/Agent

Date

Signature of Owner/Agent

11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT

▶ 11.1 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

FOR OFFICE USE ONLY

Date Application received: _____

Fee paid: Yes No

Signature of Municipal Employee

Hearing Date: _____

Committee File No: _____

Date

Secretary, Committee of Adjustment

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.

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

(Please complete either 12.1 or 12.2 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 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).