

St. Joseph Island Planning Board
APPLICATION FOR CONSENT

1. **Applicant Information** (please check): Owner Chargee Purchaser

Name(s).....:..... Telephone No.....

Address:.....

Postal Code..... Email Address

Name of Land Owner(s) if different than above

Name of Applicant's Solicitor or authorize agent (if any):

Address:

.....Postal Code:.....

(The Applicant's written authorization is required if this application is signed by a Solicitor or Agent)

Please specify to whom communication regarding this application should be sent:

Applicant *Solicitor* *Agent*

2. (a) Type and Purpose of Transaction: (check appropriate spaces)

Transfer: creation of new lot(s) Other: a charge/mortgage
 addition of a lot a lease
 an easement correction of title
 other (specify)

(b) Number of new lots (not including retained lots) proposed:

(c) Name of Person(s), if know, to whom the land or interest in the land is to be transferred, charged or leased: *and relationship of any:*
.....

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

3. Location of the Subject Land: (complete applicable lines and include entire holdings)

MunicipalityLot(s) No.....

Concession/PlanReference Plan No.....Part(s) No.....

Road/Street Name and Number

Property Identification Number (PIN)

St. Joseph Island Planning Board
CONSENT APPLICATION GUIDE

These notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, to the Official Plan for the St. Joseph Island Planning Area, and to the Zoning By-law of the municipality in which the subject land is located. In case of doubt or difficulty, enquiries should be directed to

Michael Jagger, Secretary
St. Joseph Island Planning Board
P.O. Box 290
Richards Landing, Ontario
P0R 1J0

Telephone: (705) 542-4606

1. This application form is to be used only for applications for consent to sever land in the St. Joseph Island Planning Area (i.e. in the Townships of St. Joseph, Jocelyn or Hilton, or in the Village of Hilton Beach). In this form the term "subject land" includes all of the applicant's holdings, being both the land to be severed and the land to be retained, and any abutting lands owned by the applicant

The application must be completed fully. Incomplete applications will not be processed. All mandatory information must be provided with the appropriate fee. If all of the mandatory information and/or fee are not provided, the application will be returned and/or the Planning Board may refuse to further consider the application until the required information and fee have been provided.

The application also allows for the provision of additional information that will assist in the evaluation of the application. This information is indicated on the application form in *italics*. To ensure the quickest and most complete review, all pertinent information should be submitted at the time of application. The Planning Board may also request additional information, studies, etc. before making a decision on an application.

2. Complete applications are to be submitted to the Secretary of the St. Joseph Island Planning Board at the above address. If clarification is required, applicants may contact the Secretary of the Planning Board by email at: **sjplanningboard@gmail.com**

Eight (8) Copies of the completed application form and eight (8) copies of the sketch (as described in section 7 of the application form) are required. Copies will be distributed to and used to consult with the provincial ministries and local agencies that may have an interest in the proposal.

3. Applications may be submitted by the Owner, the Chargee or the Purchaser of the subject land, or their authorized Agent. If the Applicant is not the Owner, the Chargee or the Purchaser, the written authorization of the Owner, Chargee or Purchaser, as the case may be, must accompany the application. The written authorization of the Owner, Chargee or Purchaser must also be provided if the application is signed by a Solicitor or Agent on behalf of the Owner, Chargee or Purchaser..

If the Applicant is the Purchaser or the Purchaser's Agent, a copy of the portion of the agreement of purchase and sale that authorizes the Purchaser to make the application must also be provided.

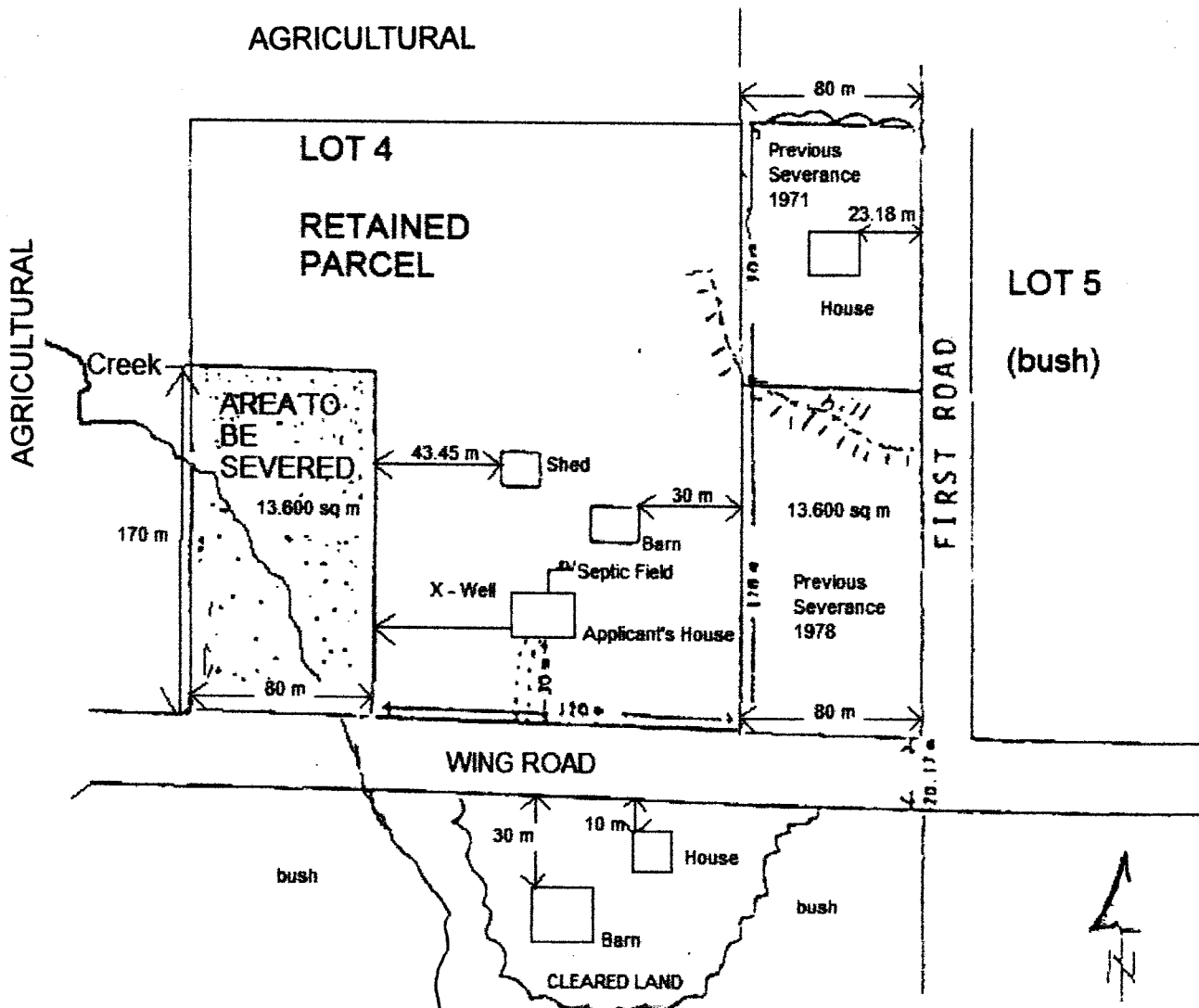
4. If an application includes a request for a certificate of consent for the retained portion of the subject lands, in addition to the portion of the subject lands to be severed, in accordance with clause 53 (42.1) of the Planning Act, R. S. O. 1990, c. P. 13; the issuance of such additional certificate shall be considered an additional transaction, and a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the said Act.
5. Application Fees: \$800.00 for the first proposed new lot or transaction, plus
 \$400.00 for each additional proposed new lot or transaction

Payable in Cash or by Cheque made payable to: **"St. Joseph Island Planning Board"**

6. Notice of the time and place at which this application will be considered by the Planning Board will be provided to the applicant and to landowners in the vicinity of the subject land.
7. In the event that an applicant, their solicitor or agent requests the Planning Board to defer making a decision on an application; only one such deferral will be considered. Any subsequent request for deferral shall be refused and may be deemed to be a withdrawal of the application.
8. In determining whether a consent is to be given, the Planning Board shall have regard to the matters under subsection 51(24) and shall confer with such agencies and persons as are prescribed. Planning Board's assessment of a consent application is also based on other environmental and land use planning factors. Other major considerations are conformity with the official plan and zoning by-laws. Applicants should therefore discuss their proposal with local planning and municipal staff to ensure that the proposal conforms to the official plan and local zoning standards. Further if a proposal potentially impacts on other Provincial Policy interests or the proposed development will ultimately require a permit/approvals before site alterations are made or certain structures can be erected, applicants should discuss the same with the affected Provincial Ministry or permitting agency (i.e. MTO, MNRF, APH) and local planning staff prior to submitting the formal application.

9. The Planning Board may give the consent, may impose conditions for the giving of the consent, or may refuse to give the consent.
10. Where a decision is made to give or to refuse to give a consent; written notice of the decision will be sent within fifteen (15) days of the making of the decision, to the applicant and every person or public body that in writing requested notice of the decision or conditions, to every person or public body that made written submissions or written comments on the application, and to any other person or public body prescribed.
11. Any person or public body may, not later than 20 days after the sending of notices of decision is complete, appeal the decision and/or any condition imposed to the Ontario Land Tribunal by filing with the Secretary of the Planning Board a notice of appeal setting out the reasons for the appeal, and accompanied by the prescribed fee.
12. The Planning Board may amend or change the conditions for approval of a consent at any time before a consent is finally given (i.e. deeds stamped). Notice of any changes to conditions will be sent to the same persons and public bodies provided with notice of the original decision, following which a new appeal period will commence.

Application for Severance - Sample Sketch



4.0 Description of Subject Land

		<u>PORZION TO BE SEVERED</u>	<u>PORZION TO BE RETAINED</u>
4.1 Description	Frontage	_____	_____
	Depth	_____	_____
	Area	_____	_____
4.2 Use of Property	Existing Use	_____	_____
	Proposed Use	_____	_____
4.3 Buildings or Structures	Existing	_____	_____
	Proposed	_____	_____
4.4 Type of Access (check appropriate space)			
-	Provincial highway	_____	_____
-	Municipal road, maintained all year	_____	_____
-	Municipal road, maintained seasonally	_____	_____
-	Other public road	_____	_____
-	Right of way (i.e. private road)	_____	_____
-	Water access	_____	_____

(If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:)

PORTION TO BE SEVERED

PORTION TO BE RETAINED

4.5 Type of Water Supply
(check appropriate space)

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal (shared) well
- Other means (describe)

_____	_____
_____	_____
_____	_____
_____	_____

4.6 Type of Sewage Disposal
(check appropriate space)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system
- Privately owned and operated communal (*shared*) septic system
- privy
- other means (describe)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4.7 Other Services
(Check if the service is available)

- *electricity*
- *telephone*
- *busing*
- *garbage collection*

_____	_____
_____	_____
_____	_____
_____	_____

- 5.1 What is the existing Official Plan designation of the subject land?
- 5.2 What is the present zoning of the subject land?
- 5.3 Are there any easements or restrictive covenants affecting the subject land?
 Yes ___ No ___ If yes, describe the easement or covenant and its effect:
-

5.4 ***If any of the following uses or features are on the subject land or within 500 metres of the subject land, unless otherwise specified, please check the appropriate boxes that apply.***

<u>Use or Feature</u>	<u>On the Subject Land</u>	<u>Within 500 Metres or as Specified</u>
<i>An agricultural operation, including livestock facility or stockyard</i>	_____	_____
<i>A landfill</i>	_____	_____
<i>A sewage treatment plant or waste stabilization plant</i>	_____	_____
<i>A provincially significant wet land (Class 1, 2 or 3 wetland)</i>	_____	_____
<i>A provincially significant wetland within 120 metres of the subject lands</i>	_____	_____
<i>Flood plain</i>	_____	_____
<i>A pit or quarry</i>	_____	_____

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes ___ No ___ Unknown ____.
 If YES, and known, provide the Ministry's application file number and the 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:***

6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ___ No ___
 If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:

6.4 Is the subject land currently the subject of any other application under the Planning Act? (such as an application for an official plan amendment, zoning by-law amendment, minor variance, another consent or plan of subdivision) Yes ___ No ___ Unknown ____
 If YES, provide the file number and status of that application:

7. **This application must be accompanied by a sketch showing all of the following:**

- 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 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;
- 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, roads, watercourses, drainage ditches, wooded areas, wetland, wells and septic systems;
- 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 travelled 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; and
- the location and nature of any easement affecting the subject land.

8. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement)? Yes ___ No ___
If YES, please indicate how (attach additional page if necessary)

9.1 Is the subject land within an area of land designated under any provincial plan or plans?
Yes ___ No ___

9.2 If yes, does the application conform to the applicable provincial plan or plans? Yes ___ No ___

10. Does the Applicant request a Certificate of Consent for the lands to be retained in accordance with clause 53 (42.1) of the Planning Act (additional transaction fee applies) Yes ___ No ___
If Yes, a statement of compliance with section 50 of the Planning Act from an Ontario solicitor in good standing, and a registrable legal description, for the retained lands must be provided

10. *If there is any other information that you think maybe useful to the Planning Board or other Agencies in reviewing this application, please explain below or attach on a separate page.*
.....
.....

AFFIDAVIT OR SWORN DELCARATION

I,of the
in the make oath and say (or 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.

Sworn (or declared) before me

at the

in the

this day of 20

Applicant

A Commissioner of Oaths

NOTES: If the applicant is not the owner, chargee or purchaser of the subject land, then
written authorization of the owner, chargee or purchaser that the applicant is
authorized to make the application must accompany this application.

If the applicant is the purchaser or the purchaser's agent, then a copy of the
portion of the agreement and purchase of sale that authorizes the purchaser to
make the application must accompany this application.

Consent of the Owner/Chargee/Purchaser - Use and Disclosure of Personal Information

(Please complete the consent of the owner/chargee/purchaser concerning personal information set out below)

I, am the owner/chargee/purchaser of the land
that is the subject of this application for application and for consent and for the purposes of the
Freedom of Information and Protection of Privacy Ac

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.

Signature of Owner/Chargee/Purchaser

Date