



**UNITED COUNTIES OF LEEDS AND GRENVILLE  
CONSENT GRANTING AUTHORITY  
APPLICATION FOR CONSENT  
GUIDELINE FOR APPLICANTS (REVISED January 9, 2018)**

---

1. The attached application is to be completed and submitted directly to the Secretary-Treasurer of the Leeds and Grenville Consent Granting Authority (**please call for an appointment 613-342-3840 ext. 2414**) with the following information:
  - (a) Please refer to the attached table of fees and submit individual **cheques or money orders only** for each agency involved in your severance. The Secretary-Treasurer will distribute the cheques with circulation of your application. **These cheques are non-refundable once the application has been circulated.**
  - (b) A sketch, **no larger than 8-1/2" by 14"**, showing the information outlined in item 15 on the application form.
  - (c) **A severance will consist of one severed lot and one retained lot only. Each additional lot will require an additional application and additional fees.**
2. Only an owner or a person authorized by the owner in writing can apply.
3. Application forms must be typewritten or clearly printed and must be filled in completely. **Please print on legal sized paper (8 1/2" x 14") only.**
4. Guidelines of the Planning Act, the Provincial Policy Statement, Ministry of Municipal Affairs, the Sewage Disposal Authority, the United Counties of Leeds and Grenville Official Plan, the Municipality's Official Plan and the appropriate Road Authorities shall be followed.
5. When the completed application is submitted to the Consent Granting Authority, the Secretary-Treasurer will open a file, mail an identification poster to the owner/applicant and prepare the required notices for circulation to all adjoining land owners located within 60 metres of the subject land. The Consent Granting Authority is also required to serve notice of your application on a number of agencies with a request for written comments. These comments will be taken into consideration by the Committee in reaching a decision on your application. Pre-consultation with these agencies is recommended and may be required. Following is a list of the agencies:
  - (a) The Municipality in which the land is situate (the Municipality may charge a fee for assessing the application);
  - (b) The appropriate Conservation Authority if the land is located adjacent to a body of water, in environmental protection, wetland or floodplain areas (a fee is payable to the Conservation Authority for its part in assessing the application);
  - (c) The Director of Public Works/County Engineer if the subject land is located on a County Road;
  - (d) The St. Lawrence Parks Commission if the land is located on the 1000 Islands Parkway;
  - (e) Environment Canada, Parks Service, Rideau Canal Office in Smiths Falls if the land is located along waters associated with the Rideau Canal.
  - (f) TransCanada Pipelines if any of the subject lands are within 200 metres of a pipeline owned and operated by TransCanada Pipelines.
  - (g) CN/CP Railway if the subject lands are within 300 metres of a railway.
  - (h) The Ministry of Transportation if the subject lands are located on a Provincial Highway.
  - (i) The Leeds, Grenville & Lanark District Health Unit or Township of Rideau Lakes Sewage Inspector.
  - (j) The appropriate Pit/Quarry Owner.

**If the subject land is located on either Red Horse Lake or Charleston Lake, the Ministry of Environment is to be contacted to determine if it is feasible in their opinion to develop the subject lands and to recommend terms of reference for a technical report justifying means other than a 300 metre setback for sewage disposal systems for ensuring no impact to the water quality of the lakes.**

6. When responses are received from all agencies involved, a hearing is scheduled and a notice of such hearing is forwarded to the owner or authorized agent fourteen days prior to the scheduled date. The hearings are approximately every two weeks on Wednesday afternoons in the United Counties of Leeds and Grenville Offices at **25 Central Avenue West** in Brockville. At the hearing, the Committee hears evidence from those in attendance and peruses all written submissions.

7. Following the hearing, a decision of the Consent Granting Authority is prepared and sent by regular first class mail, within fifteen (15) days of the hearing date, to the owner/applicant and any other person or agency who requested a copy. There is a **twenty (20) day** appeal period, from the date of mailing of the Decision, for any person or agency to file an appeal against the Decision or conditions contained therein with the Ontario Municipal Board with a fee of **\$300.00** payable to the Minister of Finance. If no appeal is filed, the decision of the Consent Granting Authority becomes final and binding and a letter to that effect is sent by the Secretary-Treasurer to the owner/applicant.
8. When approval is given to the consent, all conditions imposed in the granting must be met and the relevant document (transfer/deed, grant of right-of-way, etc.) prepared and endorsed with consent **within one year from the date of mailing of the Decision**. The description in the relevant document must be identical to that described in the application and shown on the submitted sketch. It is necessary to have a new survey and legal description (deed) prepared for the severed property. Copies of the application, sketch and decision should be provided to the surveyor to ensure that the lands are surveyed in the manner to which consent was given.
9. When transfers/deeds are to be submitted for endorsement of consent, **appointments should be arranged to ensure a signing officer is in the Consent Granting Authority Office.**
10. **A severance must have a decision made within a two year period.**

**Table of Municipal, Conservation Authority, & Health Unit  
Consent Review Fees – Revised JANUARY 9, 2018**

<b>Municipality</b>	<b>Review Fee \$</b>	<b>Comment</b>
Athens	0	
Augusta	\$500.00 – new lot \$500.00 – lot addition	Separate cheque required payable to the Township of Augusta - \$300.00 for additional severances at same location/same time.
Edwardsburgh/Cardinal	\$225.00	Separate cheque required payable to Township of Edwardsburgh Cardinal
Elizabethtown-Kitley	\$400.00	Separate cheque required payable to Township of Elizabethtown-Kitley
Front of Yonge	\$200.00	Separate cheque required payable to the Township of Front of Yonge
Leeds & the Thousand Islands	\$350.00 per new lot \$250.00 per lot addition \$200.00 per lapsed sev.	Separate cheque required payable to the Township of Leeds and the Thousand Islands
Merrickville-Wolford	\$250.00	Separate cheque required payable to the Village of Merrickville-Wolford
North Grenville	\$350.00	Separate cheque required payable to the Municipality of North Grenville
Rideau Lakes	\$662.00 + \$131.00 Sewage Inspection fee = Total of \$793.00	Separate cheque required payable to the Township of Rideau Lakes. Please note that a Sewage Inspector's report is required on all applications, including those for rights-of-way/easements and additions to abutting properties
Westport	\$200.00	A cheque payable to the Township of Rideau Lakes for \$275.00 is required for any property serviced by a private sewage disposal system
United Counties of Leeds & Grenville	\$800.00	Separate cheque required payable to the United Counties of Leeds and Grenville
<b>Conservation Authority</b>	<b>Review Fee \$</b>	<b>Comment</b>
Cataraqui Region Conservation Authority	\$360.00	If applicable, separate cheque required payable to the Cataraqui Region Conservation Authority
Rideau Valley Conservation Authority	\$450.00	If applicable, separate cheque required payable to the Rideau Valley Conservation Authority
South Nation Conservation Authority	\$450.00	If applicable, separate cheque required payable to the South Nation Conservation Authority
<b>Health Unit</b>	<b>Review Fee \$</b>	<b>Comment</b>
Health Unit reports are required on all applications <b>(except land located in the Township of Rideau Lakes and Village of Westport)</b> , including additions to abutting properties and rights-of-way/easements	\$430.00 and \$175.00 for additional applications at same location	Separate cheque required payable to the Leeds, Grenville and Lanark District Health Unit. <b><u>Please note that a report is required from the Health Unit on all applications, including those for rights-of-way/easements and additions to lots, unless Municipal services are available to the subject land.</u></b>

**NOTE: Individual cheques or money orders only for each agency involved in the consent are to be submitted with the application to the Secretary-Treasurer.**

**Applying for CONSENT to Create a New Lot?  
Application Guide Questions & Answers  
Tips that can help**

**These tips are intended as a guide to help you decide if your proposed lot might qualify for a severance through the consent process. There are other factors which may be considered in assessing your application for consent.**

**Have you consulted with the Township regarding this application?**

**Is there an Official Plan for your area?**

Official Plans are local land use planning documents adopted by the United Counties of Leeds and Grenville and the local Municipality or planning board approved by the Province. They reflect Provincial and local planning issues and, among other things; establishes policies for lot creation.

Your proposed lot must conform to requirements of the Official Plans, and have regard to the Provincial Policy Statement under Section 3 of the Planning Act.

**Is there a Zoning Order or Zoning By-Law for your area?**

Local Zoning By-Laws or Minister's Zoning Orders may exist in your area. They set out specific requirements for new development (eg minimum lot size, frontage, acceptable access, etc.).

Your proposed new lot, as well as the retained parcel must conform to any Zoning controls.

Your Municipal Clerk, Planner or Planning Administrator can help you interpret your local Official Plan and Zoning By-Law.

**Is consent the way to go?**

Generally, the creation of new lots by consent may be considered where:

- only one or two are proposed;
- the number of lots proposed and created previously from an original land holding conform to the consent policies of an Official Plan;
- the new lot and the remaining lot/lots will have direct access to an existing publicly-owned and maintained road;
- extensions of Municipal or communal sewer or water services are minor and can be done at no cost to your local Municipality.

**Where can new lots be created?**

Generally, only limited development is permitted in rural areas. This helps protect the natural environment, the natural resources and the character of rural areas and also discourages the inefficient provision of services.

New lots created for permanent, year-round use should be located in existing, built-up areas.

All new lots must be suitable for the intended use. For example: new lots must be large enough to accommodate the proposed building and all servicing requirements.

**Where new lots can't be created?**

Generally, lots cannot be created on Provincially Significant Wetlands, prime agricultural lands, lands containing mineral aggregate resources, hazardous lands such as steep slopes and areas susceptible to flooding or where fish or wildlife habitats will be disturbed.

New lots will not be created where they are not compatible with surrounding land uses. For example, a new lot for a house probably would not be permitted next door to a factory, a waste disposal site, a railway mainline or an agricultural operation.

**What kind of access do new lots need?**

Any new lot must have safe, long-term access for all vehicles, including service and emergency vehicles.

Generally, this means:

- lots should be located on a publicly-owned road(s) which are maintained year-round;
- a limited number of seasonal residential lots on private roads may be considered, on an in-fill basis, provided they won't be converted to permanent residential use and they have registered rights-of-way with direct access to a public road;
- water access may be acceptable for cottage lots if the lots are on an island or in a remote location, where future demand for road access is a reasonable distance to publicly-owned and maintained parking, docking and launching facilities.

**What kind of services do new lots need?**

In general:

- where municipal sewer and water services exist, lots should hook into that service;
- in other areas, a new lot must be acceptable for the installation of a septic tank and tile bed system and well;
- lake water for cottage lots may be permitted subject to the approval of the Ministry of the Environment and Energy and or local Health Unit.