



**UNITED COUNTIES OF LEEDS AND GRENVILLE
CONSENT GRANTING AUTHORITY
APPLICATION FOR CONSENT
GUIDELINE FOR APPLICANTS (REVISED March 1, 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 MARCH 1, 2018**

Municipality	Review Fee \$	Comment
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
Conservation Authority	Review Fee \$	Comment
Cataraqui Region Conservation Authority	\$390.00	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
Health Unit	Review Fee \$	Comment
Health Unit reports are required on all applications (except land located in the Township of Rideau Lakes and Village of Westport) , 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. <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>

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.



APPLICATION FOR CONSENT
Under Section 53 of the Planning Act
UNITED COUNTIES OF LEEDS AND GRENVILLE

(Effective July 1st, 2018)

File No. B- _____

PLEASE NOTE: FEES ARE NON-REFUNDABLE ONCE APPLICATION HAS BEEN CIRCULATED

Roll Number _____ (Mandatory 15 digits) Date Accepted: _____

E-MAIL ADDRESS: _____ (Optional) Date consulted with Municipality: _____

1. **NAME OR OWNER(S):** _____
ADDRESS, CITY/TOWN: _____
POSTAL CODE: _____ **TELEPHONE: (Home)** _____ **(Work)** _____

2. **AGENT/APPLICANT:** Name of the person who is to be contacted about the application, if different than owner.
 (This may be a person or firm acting on behalf of the owner – An owner’s authorization is required if the applicant is not the owner)

ADDRESS, CITY/TOWN: _____
POSTAL CODE: _____ **TELEPHONE: (Home)** _____ **(Work)** _____

3. **LOCATION OF THE SUBJECT LAND:** _____ **MUNICIPALITY** _____
 Former Municipality: _____ Concession No. _____ Lot No. _____
 Registered Plan No.: _____ Lot(s) _____ Block(s) _____ Reference Plan No. _____
 Are there any easements or restrictive covenants affecting the subject land? Yes No

4. **PURPOSE OF THIS APPLICATION:** (Check appropriate box)
 Creation of New Lot Addition to a Lot An easement/right-of-way
 Other - Correction of Title, Or Lease
 Name of person(s), if known, to who this land or interest in land is to be transferred, leased or charged

 If a lot addition, identify on the required sketch the lands to which the parcel will be added

5. **DESCRIPTION OF LAND INTENDED TO BE SEVERED:**
 Frontage _____ Depth _____ Area (acres/hectares) _____
 Existing Use _____ Proposed Use _____
 Number and use of buildings and structures:
 Existing _____ Proposed _____

6. **DESCRIPTION OF LAND INTENDED TO BE RETAINED:**
 Frontage _____ Depth _____ Area (acres/hectares) _____
 Existing Use _____ Proposed Use _____
 Number and use of buildings and structures: _____

7. WHAT TYPE OF WATER SUPPLY IS PROPOSED? (Check appropriate space)	Severed Lot	Retained Lot
Municipally owned and operated water supply	<input type="checkbox"/>	<input type="checkbox"/>
Well (circle – dug or drilled)	<input type="checkbox"/>	<input type="checkbox"/>
Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)	<input type="checkbox"/>	<input type="checkbox"/>

8. WHAT TYPE OF SEWAGE DISPOSAL IS PROPOSED? (Check appropriate space)

	Severed Lot	Retained Lot
Municipally owned and operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>
Septic Tank	<input type="checkbox"/>	<input type="checkbox"/>
Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

9. TYPE OF ACCESS: (Check appropriate space)

	Severed Lot	Retained Lot
Provincial Highway _____	<input type="checkbox"/>	<input type="checkbox"/>
County Road _____	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year _____	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, seasonally maintained _____	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way owned by _____	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (Specify docking and parking facilities and distance of these facilities from the subject land and the nearest public road.)	<input type="checkbox"/>	<input type="checkbox"/>

10. OTHER SERVICES: (Check if the service is Available) _____

	Severed Lot	Retained Lot
Electricity	<input type="checkbox"/>	<input type="checkbox"/>
School Bussing	<input type="checkbox"/>	<input type="checkbox"/>
Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>

11. LAND USE:

What is the existing UCLG Official Plan designation of the subject land? _____

What is the existing Municipal Official Plan designation of the subject land? _____

What is the Zoning of the subject land? _____

If the subject land is covered by a Minister's Order, What is the regulation number? _____

12. Please check YES or NO to the following:

USE OR FEATURE	YES	NO
Is there an agricultural operation including livestock facility or stockyard located on or within 500 metres of the severed or retained land?		
** Are there any tile drains on the land to be severed; if present, show them on the application sketch.		
Is there a landfill within 500 metres of severed or retained land?		
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?		
Is there a Provincially Significant Wetland (Class 1, 2 or 3 Wetland) on the severed or retained lands or within 120 metres?		
Is any portion of the land to be severed or retained located within a Flood Plain?		
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?		
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an industrial or commercial use, including propane distributors, located within 500 metres of the severed or retained land? (If yes, specify the use)		
Is there an active railway line within 300 metres of the severed or retained land?		
Is there a municipal or federal airport within 500 metres of the severed or retained land?		
Is there any Utility corridor(s) (i.e. towers, etc.) located on the severed or retained lands or within 500 metres?		

13. History of the Subject Land:

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? **No** **Yes** **Unknown** If yes and if known, provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use

Has any land been severed from the parcel originally acquired by the owner of the subject land? **No** **Yes**
If yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

14. Current Applications:

Is the subject land currently the subject of a proposed UCLG and/or Municipal Official Plan Amendment(s)?

No **Yes** **Unknown** If yes, and if known, specify the appropriate file number and status of application(s).

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?

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

15. SKETCH: The application shall be accompanied by a sketch **no larger than 8.5" by 14"** showing the following:

Please refer to the sample sketch on page 6 of this form.

- The dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The 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, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use(s) on adjacent lands.
- 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 right-of-way.
- If access to the subject land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.

16. OTHER INFORMATION: Is there any other information that you think may be useful to the Consent Granting Authority or other agencies in reviewing this application? If so, explain below or attach a separate page.

NOTE: If joint ownership, each individual signature is required.

17. AFFIDAVIT:

I/WE, _____ of the _____

in the _____ solemnly declare that all the statements contained in this application are true and that the information contained in the documents that accompany this application is true.

Declared before me at the _____ in the _____

This _____ day of _____, _____.

Signature of Owner or Agent (print name)

Signature of Owner or Agent (print name)

A Commissioner of Oaths

18. AUTHORIZATION:

If the applicant is not the owner of the land that is the subject of this application, the owner must complete the following or a similar authorization attached to the consent application.

Authorization of Owner for Agent to make the application and to provide Personal Information

I/WE, _____, being the registered owner(s) of the lands subject of this

application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom of Information and Protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner (print name)

Signature of Owner (print name)

19. CONSENT OF OWNER: The owner must also complete the following or a similar authorization attached to the application.

Consent of Owner(s) to the Use and Disclosure of Personal Information and to Allow Site Visits to be conducted.

I/We, _____, being the registered owner(s) of the lands subject of this application for consent, and for the purpose of the Freedom of Information and Protection of Privacy Act, hereby 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. I/We also authorize and consent to representatives of the Consent Granting Authority and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of the application.

Date _____

Signature of Owner or Agent

(print name)

Signature of Owner or Agent

(print name)

The Consent Granting Authority will assign a File Number for complete applications and this should be used in all communications.

FORWARD COMPLETED APPLICATION AND ALL REQUIRED INFORMATION TO:

**SECRETARY-TREASURER,
CONSENT GRANTING AUTHORITY**

25 CENTRAL AVENUE WEST, SUITE 100; BROCKVILLE, ONTARIO, K6V 4N6

TELEPHONE NO: 613-342-3840 – EXT. 2414

FAX NO: 613-342-2101

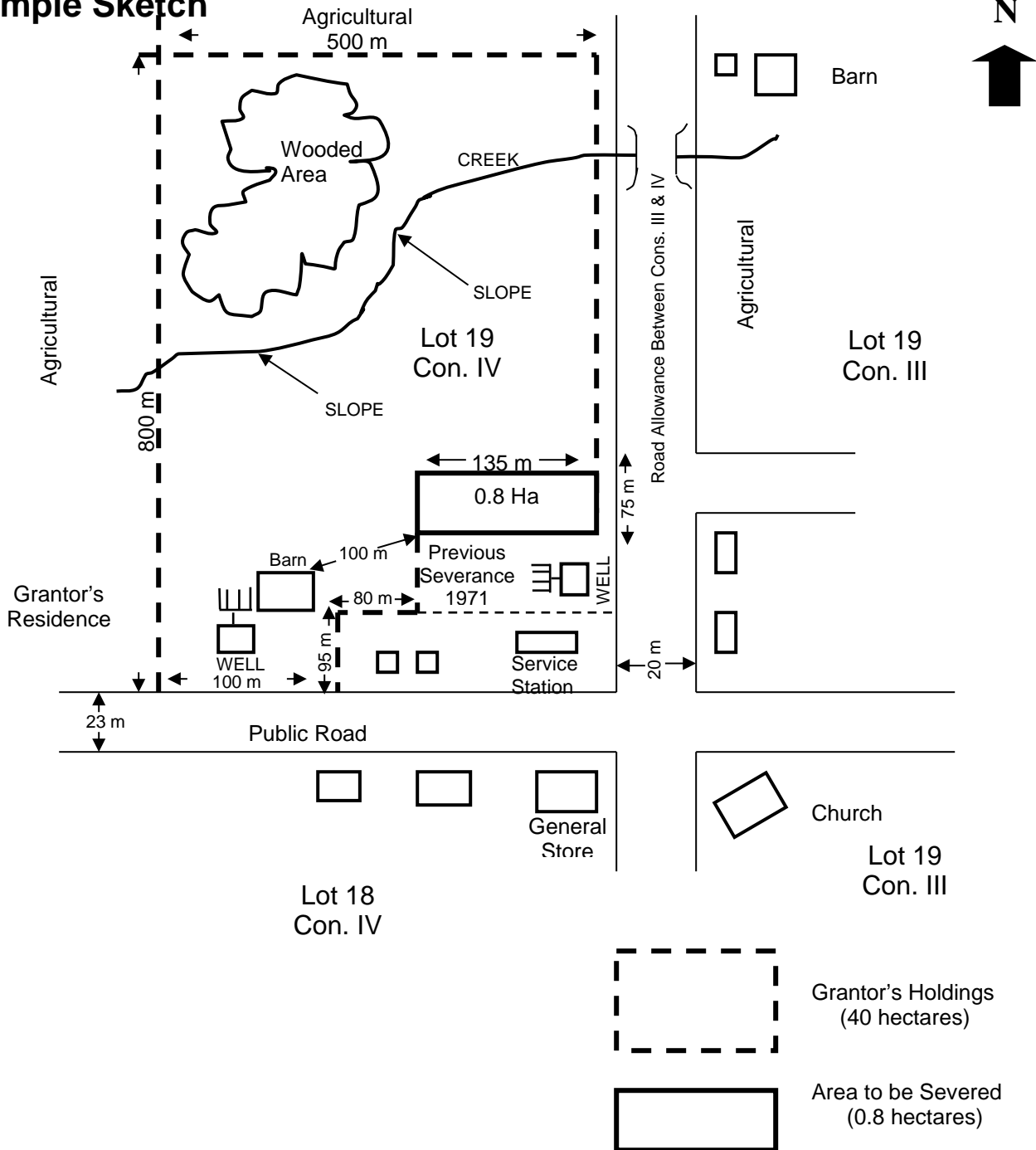
Applicant's Checklist: Have you remembered to attach:

1. 1 Copy of the completed application form (8.5 x 14)
2. 1 Copy of the sketch with required details
3. Cheque payable to United Counties of Leeds & Grenville
4. Cheque payable to Leeds, Grenville & Lanark Health Unit
5. Cheque payable to appropriate Conservation Authority
6. Cheque payable to appropriate Municipality
7. Call to make an appointment - 613-342-3840 – EXT. 2414
8. Completion of Conservation & Health Unit forms

YES

N/A

Sample Sketch



Head Office
458 Laurier Blvd.
Brockville, ON
K6V 7A3
Tel: (613) 345-5685
Fax: (613) 345-2879

**LEEDS, GRENVILLE AND LANARK
DISTRICT HEALTH UNIT**

25 Johnston St
Smith Falls, ON
K7A 1W3
Tel: (613) 283-2740
Fax: (613) 283-1679

**NOTICE TO APPLICANTS
Re: Land Severance Applications**

On receipt of your application(s) from the Consent Granting Authority, the Health Unit's Chief Building Official will assess each application to determine the fee for service.

The fee for service for the first application is \$430.00 and \$175.00 for each subsequent application. Multiple applications must be submitted together and pertain to a single land holding.

When you return your application to the Secretary-Treasurer of the Consent Granting Authority, please indicate on the tear off form below the following:

- 1. Directions to the proposed lot(s).**
- 2. Indicate that property markers have been posted in a conspicuous place.**
- 3. That the front corners of the lot(s) have been identified.**

If you require further information, please do not hesitate to contact the appropriate Health Unit office.

Yours truly,

Mark Green, B.A., C.P.H.I., (C)
Chief Building Official
Part VIII Program

Lot Identification Notice

Applicant: _____
Address: _____
Township: _____ Ward: _____ Lot: _____ Conc.: _____ Phone #: _____

Please check that: Property marker is posted. Front lot corners are identified.

Directions to lot(s):

Please submit with application to the Secretary-Treasurer of the Consent Granting Authority with payment