

United Counties of Prescott and Russell Application for Consent Under Section 53 of the Planning Act

Detach and retain this page for future reference

Important, please note:

- One (1) original application form and fees are required for each new parcel being created. (e.g., one application will create one severed lot and one retained lot only.)
- Additional copies of supporting material may be required depending on the application.
- Prior to submitting your application, it is strongly recommended that you contact the local municipality to **ensure that your proposal conforms to local planning policy and zoning regulations**. If an application proposes direct private access onto a County Road, we require applicants to request pre-severance comments from the United Counties of Prescott and Russell Planning and Forestry Department before submitting the application.
- Where development is proposed in areas where water and/or septic are to be provided through private on-site services, it is strongly recommended that you contact the South Nation Conservation at 38 Victoria Street, P.O. Box 29, Finch, ON K0C 1K0 Tel: 1-877-984-2948 prior to submitting your application to ensure that your proposal is consistent with Provincial standards respecting water supply and septic system installations. **These standards may affect the size and configuration of the proposed severed and retained lots.**
- A poster will be mailed to the individual as indicated in the application once the application has been accepted. This poster is **to be posted immediately** and is **to remain until the decision of the approval authority becomes final and binding**. The sign should be posted on the severed parcel and must be visible from a public road. If there is no road frontage on the severed parcel, post the sign on the retained frontage.
- Please be advised the responsibility for filing a complete application rest solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary [which may require another application(s) and fee(s)] are the sole responsibility of the applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.
- All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. In addition to the application fee, where the County/Municipality requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the County/Municipality, at the County/Municipality's actual cost. Depending on the amount of such fees, which the County/Municipality expects to incur on any given application, the County/Municipality may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.
- If the application is deemed incomplete, the application and fee will be mailed back to the applicant.
- Currently, only the applicant, the Minister, a specified person, or any public body may, not later than 20 days after the giving of the notice of decision, appeal the decision or any condition imposed by the Approval Authority or appeal both the decision and any condition to the Tribunal by filing with the County a notice of appeal setting out the reasons for the appeal, accompanied by the fee charged by the Tribunal.

United Counties of Prescott and Russell

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Submission of the Application

The Consent Approval Authority requires:

- The **original application** of the completed application form. **All questions** must be completed, **in ink or typewritten**, or the application will be deemed incomplete and will not be accepted. Please print clearly.
- Provide a parcel abstract when submitting your application. Parcel Abstracts can be obtained at the local Land Registry Office for a fee or through your solicitor or land surveyor.
- Copies of required supporting material and/or studies.
- Required application fees payable to the **United Counties of Prescott and Russell** by cheque, cash, credit card or interact, in the amount of:

	2020 Fees <small>(effective Jan 1, 2020)</small>	2021 Fees <small>(effective Jan 1, 2021)</small>	2022 Fees <small>(effective Jan 1, 2022)</small>	2023 Fees <small>(effective Jan 1, 2023)</small>
Consent	\$1,200	\$1,250	\$1,300	\$1,350

Once the application is completed, you may forward same along with above to:

The United Counties of Prescott and Russell
 Consent Approval Authority
 59 Court Street, P.O. Box 304
 L'Orignal, Ontario KOB 1KO

Planning@prescott-russell.on.ca

1-800-667-6307

APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

Pursuant to subsections 53(2) and (3) of the Planning Act and Schedule 1 of Ontario Regulation 197/96, as amended, the applicant shall provide the Consent Approval Authority with such information or material as the Consent Approval Authority may require. The Consent Approval Authority may refuse to accept or further consider the application until the prescribed information, material and the required fee are received.

For United Counties of Prescott and Russell Planning Staff Use

APPLICATION FOR CONSENT—FILE NUMBER: B—

Application deemed complete by Planning Staff on: _____

DATE OF THE APPLICATION: (to be indicated by the Applicant) _____

Please print and complete or (x):

1.0 APPLICATION INFORMATION

1.1 Name of Applicant: _____
Mailing Address: _____
Postal code: _____ Email Address: _____
Telephone No.: _____ Work: _____

Please specify who the Applicant is:

Registered Owner(s) Chargee or Purchaser Authorized Agent

1.2 Name of Registered Owner(s): _____
Mailing Address: _____
Postal code: _____ Email Address: _____
Telephone No.: _____ Work: _____

*Owner's authorization required if the applicant is not the owner or purchaser.

1.3 Name of Purchaser: _____
 Check if same as Applicant

*Purchaser, please provide the relevant portion of the signed purchase and sale agreement that authorizes you to make the application in respect of the land that is the subject of the application.

1.4 Solicitor name (if known): _____
Mailing Address: _____
Postal code: _____ Telephone No.: _____
Email Address: _____
 Copied on all correspondence

2.2 **Consent Certificate for the Retained Land** (if requested above):

Will you be requesting a Consent Certificate for the retained land (Lot to be retained "B")?

- No Yes Unknown

If **yes**, applicants must provide 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 Act. Also, Applicant must provide a registerable legal description of the retained land from the lawyer. An additional administration fee is required.

2.3 **Addition to a lot** (if requested above):

(a) Provide municipal address or legal description of the lands to which the parcel will be added:

(b) The subject lands "A" will be merged with the abutting lands to the (check appropriate box):

- North South East West

(c) Have the lands to which the parcel will be added ever been subject to an application for consent under Section 53 of the Planning Act?

- No Yes Unknown

If **yes**, you may require a certificate of cancellation. Please consult with the planner for your local municipality. A different form is available to request a certificate of cancellation. An additional administration fee is required.

(d) Are the lands subject to a mortgage or a charge?

- No Yes Unknown

If **yes**, you may require a partial discharge for the lot addition lands. Please apply for a partial charge by checking the box in 2.1(a). There is no additional fee for this request.

3.0 **Provide an explanation** as to how the application is consistent with policy statements issued under subsection 3(1) of the Act.

4.0 **LOCATION OF THE SUBJECT LAND** (complete applicable boxes)

4.1 Municipality: _____

4.2 Geographic Township/Village: _____

4.3 Lot Number(s) _____ Concession Number(s): _____

4.4 Registered Plan No.: _____ Lot(s)/Block(s): _____

4.5 Reference Plan No.: _____ Part Number(s): _____

4.6 Name of Street: _____ Civic Address: _____

4.7 Roll Number (if available): _____

4.8 Are there any easements, right-of-way or restrictive covenants affecting the subject land?
 Yes No Unknown

If **Yes**, describe the location of each easement(s) or right-of-way or covenant and its effect(s):

4.9 Are the subject lands located in a Wellhead Protection Area or an Intake Protection Zone?
 Yes No Unknown

If **Yes**, please contact the Risk Management Official, which is South Nation Conservation.

If **Unknown**, please consult with your local Municipal Planner.

4.10 Is the subject property systematically tiled?
 Yes No Unknown

If **yes**, please submit tile maps with your application.

5.0 DESCRIPTION OF THE SEVERED LAND (A) in metric units

Severed Lot (A)	Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)

Existing Use: _____ Proposed Use: _____

Existing Building/Structure: _____

Proposed Building/Structure: _____

5.1 DESCRIPTION OF THE RETAINED LAND (B) in metric units

Retained Lot (B)	Lot Frontage (m)	Lot Depth (m)	Lot Area (ha)

Existing Use: _____ Proposed Use: _____

Existing Building/Structure: _____

Existing Building/Structure: _____

5.2 Type of access (check the appropriate box):

	Severed Lot (A)	Retained Lot (B)
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road maintained year-round	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road maintained seasonally	<input type="checkbox"/>	<input type="checkbox"/>
Other (please check the box and explain on a separate paper)	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Type of water supply (check the appropriate box):

	Severed Lot (A)	Retained Lot (B)
Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>
Other (please check the box and explain on a separate paper)	<input type="checkbox"/>	<input type="checkbox"/>

5.4 Type of sanitary sewage disposal (check the appropriate box):

	Severed Lot (A)	Retained Lot (B)
Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Other (please check the box and explain on a separate paper)	<input type="checkbox"/>	<input type="checkbox"/>

6.0 DESIGNATION OF SUBJECT LANDS

6.1 What is (are) the current United Counties Official Plan designation(s) of the subject land?

6.2 What is (are) the current Local Official Plan (if any) designation(s) of the subject land?

6.3 Provide an explanation of how the application conforms with the Official Plan(s).

6.4 What is the current zoning category of the subject land?

7.0 RELATED APPLICATIONS

Has the subject land ever been, or is it now, the subject of an application for approval of a plan of subdivision under section 51 or a consent under or section 53 of the Planning Act?

- Yes File No: _____ Status of Application _____
 No Unknown

7.1 Has any land been severed from the parcel originally acquired by the owner of the subject land?

- Yes No Unknown

If **Yes**, and if known, provide for each parcel severed, the date of the transfer, the name of the transferee and the land uses.

7.2 CONCURRENT APPLICATIONS

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

Yes No Unknown

(b) If the answer to clause (a) is yes, the file number of the application and the status of the application(s).

8.0 REQUIRED SKETCH

Each copy of the application must be accompanied by a clean, legible sketch showing the following information. Failure to supply this information will result in a delay in processing the application.

- 8.1 The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- 8.2 The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- 8.3 The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- 8.4 The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- 8.5 The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- 8.6 The current uses on adjacent land, such as residential, agricultural and commercial uses;
- 8.7 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;
- 8.8 If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- 8.9 The location and nature of any easement affecting the subject land.

9.0 LIST OF ATTACHED DOCUMENTS

Please list the titles of any supporting documents (e.g., Parcel Abstract, Hydrogeological Report, Traffic Study):

10.0 ADDITIONAL INFORMATION

It is recommended that the applicant meet with local Municipal Planning Staff for pre-consultation and has the Municipality complete a Severance Analysis Report using the “A la Carte” interactive mapping tool prior to submitting their application for consent.

Please respond **Yes** or **No** to each use or feature:

Use or Feature	On Subject Land	On Adjacent Land	
	Please indicate: Yes/No	Within 500 metres of Subject Land? Please indicate: Yes/No	Metres
Development that generates more than 4500 litres of sewage per day			
Agricultural operation (including a slaughterhouse, building housing livestock or stockyards)?			
Provincially significant wetland			
Floodplain			
Provincial Park or Crown lands			
Landfill site			
Sewage treatment plant			
Active railway line			
Airport			
An active aggregate operation			
An industrial use or commercial use (Specify the use)			
A former industrial use or commercial use			
An underground storage tank or buried waste			
Petroleum or other fuel storage on the site, or has the site been used for a gas station?			
A current Environmental Site Assessment for the Subject Land or has one been prepared within the last 5 years, if Yes, please submit.			

11.0 APPLICANT'S CONSENT DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the United Counties to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation,

I _____ the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, to the use, or 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, and that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and made available to the general public.

I, further, hereby authorize and consent to permit County and Municipal staff to enter upon the subject lands during regular business hours during the time that the application is under consideration by the Consent Approval Authority of the United Counties of Prescott and Russell for the purposes of evaluation of the subject application.

I/ WE _____ of
(Name of Applicant)

_____ in the County of _____
(name of the municipality)

solemnly declare that all of the statements contained in this application for

_____ (lot/concession/municipality)

and all the supporting documents are true and complete, and I/we 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.

SWORN/DECLARED at _____)

in the _____) _____

This _____ day of _____ 20 _____) Applicant Signature

)
) Print Name: _____
)

_____)
A Commissioner for taking affidavit, etc.) _____

) Applicant Signature
)
) Print Name: _____

NOTE: Where the Registered Owner, the chargee or the purchaser is a firm or corporation, the person signing this section shall state that he/she has authority to bind the corporation or affix the corporate seal.

12.0 AUTHORIZATION

Where the applicant submitting this application is not the owner, the chargee or the purchaser of the subject land, this section shall be completed by the owner, the chargee or the purchaser, as the case may be, for the agent to make the application.

I / WE _____ of
_____ in the County of _____
(name of the municipality)

solemnly declare that _____ is hereby
(name of agent)
appointed and authorized to prepare and submit this application for consent on my/our behalf
for the subject land located at _____
(lot/concession/municipality)

Signature

Signature

Print Name: _____

Print Name: _____

Date: _____

NOTE: Where the Registered Owner, the chargee or the purchaser is a firm or corporation, the person signing this section shall state that he/she has authority to bind the corporation or affix the corporate seal.

It is required that **one original** of the application be filed with the Consent Approval Authority, accompanied by a **fee** as indicated on the cover page in cash/cheque/credit card/Interac payable to the UNITED COUNTIES OF PRESCOTT AND RUSSELL.