



# COUNTY OF RENFREW CONSENT APPLICATION REQUIREMENTS

When applying to the County of Renfrew 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, the agent may sign the application, *provided* the authorization section of the application is completed.
2. **Seven (7) duplicate photocopies** of the application.
3. **Eight (8) copies of a sketch**, with one to be attached to each copy of the application for consent.
4. The sketch should be drawn to scale with the **severed parcel outlined in red** and the **retained parcel outlined in green**.
5. **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.
6. 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**.
7. **A sample sketch is attached to assist you.**
8. **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.
9. All measurements on the application and sketch should be in metric. Note that "frontage" refers to road frontage, not water frontage.
10. **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 County of Renfrew 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.
11. The **FEE** per application as of February 23, 2006, is **\$565.00** per new lot created excluding one retained parcel. This fee is subject to change by County Council. If paying by cheque, please make it payable to the COUNTY OF RENFREW.
12. **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. There may be a separate fee for this review of the application and the amount of the fee varies. For further information, please call the municipality within which the proposed severance is located.



# COUNTY OF RENFREW GUIDE TO THE CONSENT PROCESS

**NOTE:** *This guide has been prepared for information purposes only. A complete procedural manual is available from the County of Renfrew Development and Property Department. Reference may also be had to the Planning Act, which is the governing provincial legislation.*

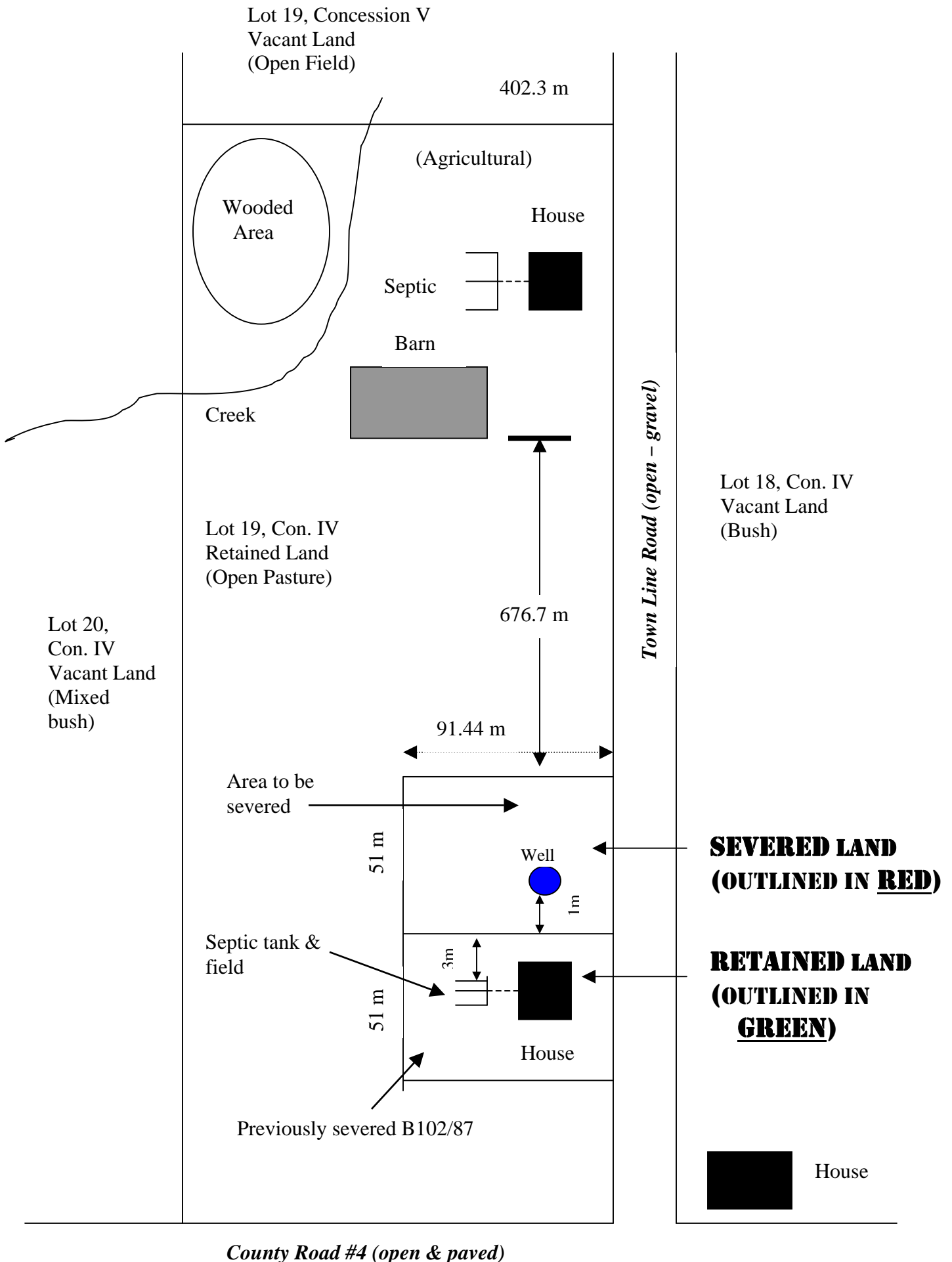
1. The Land Division Committee or delegated staff makes the decision as to whether a consent is granted or refused. Three Reeves who are members of County Council constitute the Land Division Committee. The Committee holds a hearing for disputed applications and renders a decision. Straight forward applications not requiring a hearing may be decided upon by delegated staff without a hearing. The above-noted procedural manual contains definitions of disputed and straight forward consents.
2. The Secretary-Treasurer of the Land Division Committee consults with provincial government agencies and other public bodies who have responsibilities for matters that may be affected by a consent (severance). The local municipality (e.g. village or township) and the County of Renfrew Development and Property Department are always asked for comments.
3. Consents must meet the policies and requirements of any local Official Plan or Zoning By-law or County Official Plan in effect and the Provincial Policy Statement. You can review the Official Plan and the Zoning By-law at the local municipal office.
4. If a hearing is required, applications are reviewed by the Land Division Committee at a public hearing. Applicants or authorized agents will be notified and are encouraged to attend. As well, any interested person may attend. The Planning Act now requires that the public be given notice of any application for consent; notice may be given in a local newspaper or by direct mail to abutting owners.
5. The Secretary-Treasurer of the Land Division Committee may decide to hold an application in abeyance to allow for certain matters to be resolved. These matters may include official plan policies, zoning, outstanding agency comments, insufficient information supplied by the applicant, legal interpretation and agency concerns. It is the responsibility of the applicant to follow up on these matters. A file is brought forward once the outstanding matters have had action and/or have been concluded.
6. Consents may be granted subject to conditions. All conditions must be met within one (1) year from the date 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.
7. A decision or any condition(s) can be appealed within twenty (20) days of the giving of notice of the decision.
8. A reference plan (survey) is usually required to be supplied by the applicant. In some cases, a registerable description can be used instead of a survey if acceptable to the Registry Office.  
  
The applicant will be notified 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. Therefore, it is important that the surveyor not be given instructions which differ from the application.
9. 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-Treasurer of the Land Division Committee about the lapsing date.

## **SUBMIT YOUR APPLICATION TO:**

Mrs. Alana Zadow, Secretary-Treasurer, Land Division Committee  
County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5  
Toll Free Telephone #: 1-800-273-0183; Local Telephone #: 613-735-3204;  
Fax #: 613-735-2492

# SAMPLE SKETCH

OWNERS NAME: John & Jane Smith



Scale: 1" = 400' (1:4800)



**Sketches may be drawn by hand but must contain the prescribed information set out in 8.2 of this application.**



# APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

Name of Approval Authority: County of Renfrew  
9 International Drive, Pembroke, ON K8A 6W5

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

Black arrows (▶) denote prescribed information required under Ontario Regulation 547/06.

<b>1. OWNER INFORMATION</b>			
▶ 1.1 Name of Owner(s):			
Address:		Postal Code:	
Home Telephone No.:		Business Telephone No.:	
▶ 1.2 Name of Owner's Authorized Agent (if applicable):			
Address:		Postal Code:	
Home Telephone No.:		Business Telephone No.:	
1.3 Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Both			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete applicable Boxes in 2.1</b>			
▶ 2.1 Municipality:		Geographic Township:	
Lot(s) No.:		Concession:	
Registered Plan No.:		Lot(s) No.:	
Reference Plan No.:		Part(s) No.:	
Name of Street/Road:		Street No.:	
▶ 2.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes      If <b>Yes</b> , describe each easement or covenant and its effect.			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 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.			
<b>4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED AND THE LAND TO BE RETAINED</b>			
▶ 4.1 Dimensions	Frontage (m)	<b>Severed</b>	<b>Retained</b>
	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 Access (✓ appropriate space)		<b>Severed</b>	<b>Retained</b>
	Provincial Highway		
	Municipal road, maintained all year		
	Municipal road, seasonally maintained		
	County road		
	Crown road		
	Other public road		
	Registered right of way (see 4.8)		
	Private Road (Unregistered) (see 4.8)		
Water Access (see below)			
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:			

▶ 4.5 Water Supply (✓ appropriate space)		Severed	Retained
	Publicly owned and operated piped water system		
	Privately owned and operated individual well		
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		
▶ 4.6 Sewage Disposal	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic system		
	Privately owned and operated communal septic system		
	Privy		
	Other means		
▶ 4.7 Other Services (✓ if service is available)	Electricity		
	School Busing		
	Garbage Collection		
4.8 If access to the subject land is not by a public road, who owns the land over which the road crosses, who is responsible for the road's maintenance, and is the road maintained seasonally or all year?			
<b>5. LAND USE</b>			
▶ 5.1 What is the current designation of the subject land in any applicable official plan?			
5.2 What is the current zoning of the subject land in any applicable zoning by-law?			
5.3 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.			
▶ 5.4 Is the requested consent consistent with the policy statements issued under Section 3(1) of the Planning Act? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>6. HISTORY OF THE SUBJECT LAND</b>			
▶ 6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act, or a consent under Section 53 of the Planning Act?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown        If <b>Yes</b> , and if <b>Known</b> , specify the Ministry's application file 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 and provide the previous file number.			
▶ 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 <b>Yes</b> , provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:			

**7. OTHER CURRENT APPLICATIONS**

▶ **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 a consent?

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

**8. SKETCH**

▶ **8.1** Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.

**8.2** The sketch shall show the following information:

- 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.

**9. OTHER INFORMATION**

**9.1** Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

**10. AFFIDAVIT OR SWORN DECLARATION**

▶ **10.1 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

**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER FOR APPLICANT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a consent and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Owner

**FOR OFFICE USE ONLY**

- a. Committee File Number .....
- b. Hearing Date (if applicable) .....
- c. Date of receipt of application .....
- d. Checked by .....
- e. Authorization of owner received (if required):  
 Yes       No

Application deemed complete: .....

.....  
Signature of Secretary-Treasurer

.....  
Date

