



37 Sandiford Drive, 4th Floor
Stouffville, Ontario L4A 7X5

(905) 640-1900
(905) 895-2423
Fax (905) 640-7957

Automated Lines
(905) 640-1910 ext. 236
(905) 895-5299 ext. 236

APPLICATION FOR CONSENT

Pursuant to Section 53(2) of the Planning Act and Ontario Regulation 197/96, as amended by Ontario Regulation 547/06, the applicant for a consent shall provide the prescribed information or material as follows.

1. **Name of Owner**
Address
..... Postal code
Telephone number Fax number
Email Address

Name of authorized agent
Address
..... Postal code
Telephone number Fax number
Email Address

Specify to whom all communications should be sent (check one box only)
 Owner Authorized Agent

2. **Type and purpose of proposed transaction** (check appropriate box)
 Transfer (specify - e.g. new lot, lot addition)
 Other (specify - e.g. easement, charge, lease, correction of title)
.....

3. **Name of person(s) to whom land or interest in land is to be transferred, charged or leased, if known**
.....

4. **Description of subject land**
Lot(s) No. Concession No.
Lot(s) No. Registered Plan No.
Part(s) No. Reference Plan No.
Name of Street Street No.
Former Township/Village

5. **Easements or restrictive covenants** (check appropriate box)

Yes No

If yes, provide the following

Width Length Area

Purpose

6. **Information regarding the land intended to be severed and the land to be retained**

	Severed Land	Retained Land
i Frontage
Depth
Area
ii Existing use
Proposed use
iii Existing buildings and structures
Proposed buildings and structures

iv Access to subject land (check appropriate box)

	Severed Land	Retained Land
Provincial highway	<input type="checkbox"/>	<input type="checkbox"/>
Regional road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road	<input type="checkbox"/>	<input type="checkbox"/>
Another public road	<input type="checkbox"/>	<input type="checkbox"/>
Right of way	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>

Road maintained all year or seasonally (check appropriate box)

All year Seasonally

v Access to subject land by water only (check appropriate box)

Yes No

If Yes, specify the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road

.....

.....

.....

vi	Water supply (check appropriate box)	Severed Land	Retained Land
	Publicly owned and operated piped system	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated:		
	Individual well	<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"/>
		
vii	Sewage disposal (check appropriate box)		
	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"/>
	Communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>
		

7. **Official Plan** (specify current designation)

.....

.....

8. **Previous applications** (check appropriate box, if known)

Plan of subdivision	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Consent (severance)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If Yes, Application file no.

Decision on application

9. **Previous severances from the parcel originally acquired by the owner of the subject land** (check appropriate box)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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10. **If answer to item 9 is Yes, provide the following information** (for each severance)

Date of transfer

Name of transferee

Land use on the severed land

11. **Other applications under the Planning Act on the subject land** (check appropriate box)

Official Plan Amendment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Zoning By-law Amendment	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Minister's zoning order	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Minor Variance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Consent (severance)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Plan of Subdivision	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

12. **If answer to item 11 is 'Yes' and if known, provide the following information** (for each application)

Application File No.

Status of Application

13. **Attach to this application a sketch showing:**

- i the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- ii the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- iii the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- iv the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- v 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. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- vi the existing uses on adjacent land such as residential, agricultural, institutional, commercial and industrial uses;
- vii 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;
- viii if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- ix the location and nature of any easement affecting the subject land.

14. If the applicant is not the owner of the subject land, complete this section.

AUTHORIZATION

I/We, , hereby authorize
Owner

..... to submit the attached application
Agent

for approval of a consent to the Committee of Adjustment, Town of Whitchurch-Stouffville,
and to represent me/us in all matters with respect to the application.

Dated at the of

this day of 20.....

.....
Signature of Owner

15. Declaration (owner or authorized agent to complete)

DECLARATION

I, of the
of in the

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

Declared before me at the)
.....)
of in the)
.....)
..... of)
..... this day)
of, 20)
.....)
.....)
.....)
A Commissioner, etc.)

*** SEE ATTACHED ADDENDUMS 1 AND 2**

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE
AUTHORITY OF THE PLANNING ACT AND WILL BE USED IN THE PROCESSING OF
CONSENT APPLICATIONS PURSUANT TO SECTION 53 OF THE PLANNING ACT.
QUESTIONS CONCERNING THE USE OF PERSONAL INFORMATION REQUESTED SHOULD
BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE, 37 SANDIFORD DRIVE,
4TH FLOOR, STOUFFVILLE, ONTARIO, L4A 7X5.

ADDENDUM 1

Planning Application Fee

Pursuant to By-law No. 2008-010-FI, a planning fee in the amount of \$2,090.00 for a consent application is required and is to be submitted with the application. Please make cheque payable to the Town of Whitchurch-Stouffville.

On-Site Sewage Application Fee

As part of the Consent (Severance) process, your application must be circulated to the Town of Whitchurch-Stouffville's Development Services Department. The Town of Whitchurch-Stouffville By-law Number 2008-010-FI allows for the collection of a fee to pay a portion of the inspection and administration costs.

A fee of \$270.00 for each lot proposed to be created is payable by cheque or cash to the Town of Whitchurch-Stouffville.

A fee is not payable under the following circumstances. If the new lot is:

1. Serviced by municipal sanitary sewers;
2. Comprises a public highway;
3. Designated for the purpose of an easement;
4. Larger than 4 hectares (10 acres);
5. Land on which the owner lives and from which he derives his chief source of income by farming, where no person other than the applicant and one or more members of his immediate family* are parties to the transaction for which the application is made.
* (immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent, legal guardian)

If an exemption is to be claimed, please **IDENTIFY** the appropriate number in the box.

Additional Fees

If your Application for Consent is approved, a number of conditions will be imposed by the Committee that will have to be satisfied in order for this transaction to be completed. One of the conditions will involve payment to the Town of an Administrative Fee in an amount of either \$2,060.00 (if a new lot is being created) or \$930.00 (for all other conveyances). In addition, if the application results in the creation of a new lot, a cash-in-lieu of parkland fee amounting to 2% of the appraised value of the lot for industrial and commercial zoned lands and 5% for all other lands, will also be payable to the Town. Please check with Sandy Hammond, Secretary-Treasurer of the Committee of Adjustment, for further information regarding these fees.

ADDENDUM 2

Other Information

Subsection 53(3) of the Planning Act provides that a person or public body that makes application for consent provide such other information or material that the Committee of Adjustment considers it may need. The Committee of Adjustment requires the following additional information to be submitted with this application.

1. Sketch plans

Three (3) copies of the sketch plans referred to in application item 13.

2. Plan reduction

A letter (8½ x 11 inch), legal 8½ x 14 inch) or ledger (11 x 17 inch) size reduction of the sketch plan referred to in application item 13.

**NOTICE SIGN(S)
 CONSENT (SEVERANCE)
COMMITTEE OF ADJUSTMENT**

Pursuant to the Planning Act, Ontario Regulation 197/96 as amended by O.Reg. 505/98 and O.Reg. 547/06 requires that Notice of Application be given to every Owner of land within 60 metres of the subject land and posting a Notice (sign).

The posting of a sign at least 14 days before the day of the Hearing constitutes part of the legal notice. Failure to fulfil the posting requirements by the specified date will result in the Public Hearing being rescheduled to a later date and at additional expense.

Once the Secretary-Treasurer of the Committee of Adjustment has had the opportunity to review your application, an 11" X 17" laminated notice sign will be prepared. At least 14 days before the day of the Hearing, the Owner or Authorized Agent will be contacted and advised to pick up the sign at the Development Services Department. At that time, the Owner or Authorized Agent will be provided with the date by which the sign will have to be posted. In addition, a Statutory Declaration confirming the date of posting will be provided. This Declaration must be completed and filed with the Secretary-Treasurer by the specified date.

Staff may conduct a site visit to ensure that the sign was posted by the specified date.

The cost of the sign is \$20.00, payable on pick-up, which includes preparation, lamination and site visit.

GUIDE FOR CONSENT APPLICATIONS

To assist you in making your presentation at the Hearing before the Committee of Adjustment, the following guidelines are provided.

IN ORDER TO AVOID DEFERRAL of your application for Consent, it is essential that ALL SECTIONS of the application be completed.

The Owner or Agent must complete the Declaration in item **15** confirming that all statements in the application are true and have the Declaration sworn before a Commissioner of Oaths.

In accordance with item **13**, please ensure that all applicable documentation and plans as outlined are filed with your application.

Photographs of the land or structure are generally very helpful.

In addition, you are invited to bring to the Hearing any of your neighbours who are in support of your proposal or, as an alternative, they may write to the Committee.

Should you have any questions with respect to these Guidelines, they should be addressed to the Secretary-Treasurer of the Committee of Adjustment, Ms. Sandy Hammond.