

**Detach and retain this page for future reference**

**Important, please note:**

- One (1) original application form, sketch, and fees are required for each new parcel being created. (e.g., one application will create **one severed lot** and **one retained lot** only.)
- All registered owners shall sign the application. If the application is prepared and submitted by someone other than the registered owner(s), please specify the Agent.
- Prior to submitting your application, it is strongly recommended that you contact the local municipality in order 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 in order to ensure that your proposal is consistent with Provincial standards respecting water supply and septic system installation. **These standards may affect the size and configuration of the proposed severed and retained lots.**
- Additional copies of supporting material may be required depending on the application.
- Other review fees required from various agencies such as the South Nation Conversation and the local municipality or peer review fees of studies might have to be disbursed.
- A poster will be mailed to the individual indicated on Page 1 of 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.
- The Official of the Consent Approval Authority's decision will apply to the severed lot (i.e. the lot identified as A in the application form and on the required sketch). **The Plan of Survey must accurately reflect the application approved by the Official otherwise he will not be authorized to stamp the deed of land.** Further, a digital copy (PDF) of the deposited Reference Plan (survey), must be provided to the Planning and Forestry Department to issue final consent.

**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.
- Required application fee payable to the **United Counties of Prescott and Russell** by cheque, cash, credit card or interact, in the amount of:

	<b>2020 Fees</b> (effective Jan 1, 2020)	<b>2021 Fees</b> (effective Jan 1, 2021)	<b>2022 Fees</b> (effective Jan 1, 2022)	<b>2023 Fees</b> (effective Jan 1, 2023)
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 K0B 1K0  
 1-800-667-6307 Ext. 7101 - [Planning@prescott-russell.on.ca](mailto:Planning@prescott-russell.on.ca)

# APPLICATION FOR CONSENT

## Under Section 53 of the Planning Act

If the mandatory information prescribed in the Schedule to Ontario Regulation 197/96, as amended, made under the Planning Act and the required fees are not provided, the Official Consent Approval Authority will return the application or will refuse to consider the application until the information and fees are provided.

**Please print and complete or (x):**

### 1.0 APPLICATION INFORMATION

1.1 Name of Registered Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Business: \_\_\_\_\_

\*Email: \_\_\_\_\_

1.2 Name of owner's authorized agent (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Business: \_\_\_\_\_

\*Email: \_\_\_\_\_

1.3 Other (if any) (e.g.: Land Surveyor, Solicitor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Business: \_\_\_\_\_

\*Email: \_\_\_\_\_ Copied on all correspondence

1.4 Please specify the person who is to be contacted if more information is required.

Registered Owner(s): \_\_\_\_\_ Authorized Agent: \_\_\_\_\_ Other (as indicated above): \_\_\_\_\_

1.5 Please specify the person who all communications, including the poster, shall be directed to:

Registered owner(s): \_\_\_\_\_ Authorized Agent: \_\_\_\_\_ Other (as indicated above): \_\_\_\_\_

1.6 Language of preference to receive your correspondence      French      English

**IMPORTANT:** The owner's acknowledgment and consent, in section 13.0 of this application form is required. If the agent is not the Registered Owner(s) of the land that is the subject of this application, the Registered Owner(s) shall complete section 14.0 of this application form.

\*When Email address is provided all correspondence, except the poster, will be sent by Email.

### 2.0 DATE OF THE APPLICATION:

(to be indicated by the Applicant) \_\_\_\_\_

### For United Counties of Prescott and Russell Planning Staff Use

Application deemed complete by Planning Staff on:

**APPLICATION FOR CONSENT – FILE NUMBER:    B- \_\_\_\_\_**

**3.0 PURPOSE OF THE APPLICATION**

3.1 (a) Type and purpose of proposed transaction: (check appropriate box)

- i) Transfer:                      Creation of a new lot  
   Addition to a lot (Complete 3.2)  
   Right-of-way / Easement
- ii) Other:                         A charge / mortgage  
   A lease  
   A correction of title

(b) If known, the name of the person to whom the land or interest in the land is to be transferred, charged or leased.

\_\_\_\_\_

3.2 **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

**4.0 Provide an explanation** as to the reason and purpose for this severance proposal and how the application is consistent with policy statements issued under subsection 3(1) of the Act.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

5.1 Municipality: \_\_\_\_\_

5.2 Geographic Township/Village: \_\_\_\_\_

5.3 Lot Number(s) \_\_\_\_\_ Concession Number(s): \_\_\_\_\_

5.4 Registered Plan No.: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

5.5 Reference Plan No.: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

5.6 Name of Street: \_\_\_\_\_ Civic Address: \_\_\_\_\_

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

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

\_\_\_\_\_

5.8 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.

**6.0 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: \_\_\_\_\_

Use of Existing Building/Structure: \_\_\_\_\_

Proposed Use of Existing Building/Structure: \_\_\_\_\_

**6.1 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: \_\_\_\_\_

Use of Existing Building/Structure: \_\_\_\_\_

Proposed Use of Existing Building/Structure: \_\_\_\_\_

**6.2 Type of access** (check appropriate box):

**Severed Lot (A)    Retained Lot (B)**

- Provincial Highway
- County Road
- Municipal Road, maintained year-round
- Municipal Road that is maintained seasonally
- Easement
- Right-of-way
- Private Road

**6.3 Type of water supply** (check appropriate box):

**Severed Lot (A)    Retained Lot (B)**

- Publicly owned and operated piped water system
- Private well
- Privately owned and operated individual water system
- Privately owned and operated communal well
- Other (please check box and explain on a separate paper)

**6.4 Type of sanitary sewage disposal** (check appropriate box):

**Severed Lot (A)    Retained Lot (B)**

- Publicly owned and operated sanitary sewage disposal system
- Private septic system
- Privately owned and operated commercial sanitary sewage disposal system
- Other (please check box and explain on a separate paper)

**7.0 DESIGNATION OF SUBJECT LANDS**

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**8.0 RELATED APPLICATIONS**

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

Yes	File No: _____	Status of Application _____
No	Unknown	

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

Yes                      No

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

\_\_\_\_\_

**10.0 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).

\_\_\_\_\_

\_\_\_\_\_

**11.0 REQUIRED SKETCH**

Each copy of the application must be accompanied by a sketch showing:

11.1 The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land

11.2 The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;

11.3 The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;

- 11.4 The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- 11.5 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;
- 11.6 The current uses on adjacent land, such as residential, agricultural and commercial uses;
- 11.7 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;
- 11.8 If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- 11.9 The location and nature of any easement affecting the subject land.

**12.0 ADDITIONAL INFORMATION**

It is recommended that the applicant meet with local Municipal Planning Staff for pre-consultation and have 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 stockyard)?			
Provincially significant wetland (e.g. swamp)			
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.			

**13.0 OWNER'S ACKNOWLEDGEMENT AND CONSENT**

- The owner(s) is/are aware of, and agree(s), that if the decision of the Consent Approval Authority of the United Counties of Prescott and Russell regarding this application is appealed by a third party (a party other than the owner/applicant), all costs incurred by the Corporation of the United Counties of Prescott and Russell for legal counsel and/or professional consulting services in defending the Approval Authority's decision before the Local Planning Appeal Tribunal will be solely the responsibility of, and paid for by the owner(s).
- The owner(s) is/are further aware of, and agree(s), that all studies required to support this application shall be at the expense of the owner(s) and included at the time of submission as a complete application. Where the Corporation of the United Counties of Prescott and Russell incurs costs for the peer review of any consultants' reports or fees for legal opinions, the United Counties will be reimbursed such costs by the owner(s).
- The owner(s) hereby authorize and consent to permit County, Municipal and Conservation Authority 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 purpose of conducting site inspections.
- I hereby acknowledge 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/WE** \_\_\_\_\_ of \_\_\_\_\_  
 \_\_\_\_\_ in the County of \_\_\_\_\_  
 (name of the municipality)

solemnly declare that all of the statements contained in this application for consent 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, by virtue of the Canada Evidence Act.

**SWORN/DECLARED** at \_\_\_\_\_ )  
 in the \_\_\_\_\_ ) \_\_\_\_\_  
 This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ ) Registered Owner(s)  
 ) Print Name: \_\_\_\_\_  
 ) \_\_\_\_\_  
 ) \_\_\_\_\_  
 \_\_\_\_\_ ) \_\_\_\_\_  
 A Commissioner for taking affidavit, etc. ) Registered Owner(s)  
 ) Print Name: \_\_\_\_\_

**NOTE: Where the Registered Owner 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.**

**14.0 REGISTERED OWNER(S) AUTHORIZATION**

Where the registered owner(s) is/are not the applicant submitting this application, this section shall be completed by the Registered Owner(s) for the proposed consent.

**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)

**SWORN/DECLARED** at \_\_\_\_\_ )  
in the County of \_\_\_\_\_ )  
This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ ) Registered Owner(s)  
) Print Name: \_\_\_\_\_  
)  
)  
\_\_\_\_\_ )  
A Commissioner for taking affidavit, etc. ) Registered Owner(s)  
) Print Name: \_\_\_\_\_

**NOTE: Where the Registered Owner 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.