

Corporation of the Township of Essa  
5786 Simcoe County Road #21  
Utopia, Ontario  
**L0M 1T0**



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## THE CORPORATION OF THE TOWNSHIP OF ESSA

### CONSENT APPLICATION

The fee for a consent application to the Corporation of the Township of Essa

**\$ 2,500.00 per proposed lot**

payable at the time a *complete application* is submitted.

#### NOTE:

Additional fees may apply depending upon circumstances,  
i.e., amended original application, further studies as required, legal or  
engineering expertise needed, etc.

**Application fees are non-refundable.**

If the application fee is being paid by cheque or money order, such

cheque or money order shall be made payable to:

**“Township of Essa ”**

*Note: A development charge may be payable prior to the issuance of a building permit.*

Revision No. 2-99 - 22 September 1999

<b>APPLICATION FOR A CONSENT (SEVERANCE) TO THE CORPORATION OF THE TOWNSHIP OF ESSA</b>
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**GENERAL INFORMATION**

Prior to submitting your application, your proposal should be discussed with the Township Planner at the municipal office to ascertain whether it will conform with the provisions of the Official Plan and Zoning By-law, Provincial Policy Statement (2005), etc.

If the proposal does not conform, it should be altered so that it does conform, or if, following consultation with the Township Planner it appears reasonable to do so, you may wish to make application to the Council for appropriate amendment(s) to the relevant document(s) or to the Committee of Adjustment for variance(s).

Conformity with the Official Plan and By-laws does not mean the application will be automatically approved. The Committee is also required to have regard to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to other matters, including the following:

- (a) whether a Plan of Subdivision is necessary for the proper and orderly development of the municipality;
- (b) whether the proposal is premature or in the public interest;
- (c) whether the proposal is compatible with the lot and road pattern;
- (d) the suitability of the land for the purposes for which consent is required;
- (e) the dimensions and shape of any proposed lot;
- (f) the restrictions or proposed restrictions, if any, on the land, buildings and structures proposed to be erected thereon and the restrictions, if any, on adjoining lands;
- (g) conservation of natural resources and flood control;
- (h) the adequacy of utilities and municipal services;
- (i) the adequacy of school sites;
- (j) the area of land, if any, within the proposal that, exclusive of highways, is to be conveyed for public purposes
- (k) the physical lay-out of the lots having regard to energy conservation.

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee in cash or cheque/money order payable to the “Township of Essa”.
2. One (1) original application form. All questions on the application form must be answered and the appropriate signature(s) obtained. Incomplete applications shall be returned to the applicant.

3. Applications must be signed or authorized by the owner(s) of the property. If the application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a sketch, to scale prepared by yourself or a surveyor showing the full extent of your property and how you propose to divide the lands. The sketch should be similar to that shown on the sample attached and must be submitted showing **all** the information detailed below:
  - the severed lands and all of the abutting retained lands, including dimensions and area of the lots;
  - the distance between the grantor's land and the nearest Township lot line;
  - the location of all previous severances from the subject property
  - the location of all natural and artificial features on the subject lands and adjacent lands that may affect the applications, such as buildings, septic systems, wells, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, slopes, wooded areas, etc.;
  - the use of adjoining lands (e.g. residential, agricultural, industrial, commercial, etc.);
  - the location, width, and names of any roads within or abutting the subject lands, indicating whether they are public travelled roads, private roads, or rights-of-way, or unopened road allowances;
  - the location and nature of any easements affecting the property.

See sample sketch attached.

*\*\*\*Please note, pencil sketches will not be accepted, sketches must be clearly marked in ink.*

**NOTE: If you do not have an existing survey plan, a hand-drawn sketch to scale is usually sufficient. However, once consent is granted, a Survey prepared by an Ontario Land Surveyor will be required in order for your solicitor to describe the severed lot in the Deed. It is, however, very important that dimensions shown on the sketch and in the application be accurate, since if the final survey differs from the sketch, you may be required to submit an explanation or new application with the required fee to the Committee, which would delay final approval. If you are unable to obtain accurate measurements, you should consider engaging a surveyor to either prepare a sketch, or to make some preliminary calculations for you.**

## **5. Access**

If access is to be from a Provincial Highway, County Road, or Township Road, the applicant should determine the availability of an Entrance Permit through discussions with the appropriate road authority.

## **6. Septic Approvals**

Approvals for private sewage disposal systems are processed by the Township of Essa's Building Department. In order to determine the capability of the lands to support on site sewage systems, or the impact of the severance on any existing systems or useable area for a system, a report from the Township is required and there is an additional fee, set by the Fee Schedule for this review/report. This does not apply to applications on municipal sewers. Please contact the Septic Inspector at 705-424-9917 ext. 121 for assistance.

## 7. **Conservation Authority Approvals**

Consent applications may also be reviewed by the Nottawasaga Valley Conservation Authority (N.V.C.A.). In order to determine the impact of proposed development, a report from the N.V.C.A. may be required and if so, there is an additional fee set by the N.V.C.A. for this review/report. Please contact the N.V.C.A. at 705-424- 1479.

### **CHECKLIST FOR OWNER / AGENT / SOLICITOR - Please ensure:**

1. The General Information sheet has been reviewed by owner/agent/solicitor.
2. The proposal has been discussed with the Municipality's Planner.
3. All questions on the application have been fully completed or marked "not applicable" and the affidavit on the application has been properly sworn.
4. The application has been signed by the owner(s) or a duly authorized agent with permission from the owner(s). Note: if a corporation is the owner, please place the corporation's seal on pages 6 and/or 7.
5. The authorization form has been signed and dated by the owner, appointing an agent (if applicable) to act on behalf of the owner.
6. The land to be conveyed or otherwise dealt with by the Township has been **clearly** marked "**TO BE CREATED**" on each copy of the plan. The retained land has been marked "**RETAINED LAND**".
7. One (1) **unmarked** 21.6cm x 27.9 cm (8 ½" x 11") reduction of the plan mentioned in 6 above suitable for reproduction, is enclosed.
8. Place coloured flags (available at the Township Office) to delineate the frontage of the subject land. The flags must be posted 14 days prior to the hearing date. If the flags are not posted, your application may be deferred to the next hearing date. Post the Notice of "Application for Consent" at the front of the subject land.

### **LIST OF STANDARD SEVERANCE CONDITIONS (Not Inclusive)**

Below is a list of the *Standard Conditions of Approval* which may be imposed by the Committee. Please note the list of conditions is not deemed inclusive, as other conditions from agencies, municipal departments, or the Committee itself may be imposed.

1. That the Nottawasaga Valley Conservation Authority approve of the application in writing, where required.
2. That the applicant satisfies the concerns of the Manager of Public Works, County Engineer, and/or the Ministry of Transportation, or other commenting agency i.e., C.A.R.E., Railway Line, etc.
3. That the applicant obtains an entrance permit from the Manager of Public Works, County Engineer, and/or the Ministry of Transportation.

4. That a parcel of land be conveyed to the Municipality for road widening purposes, plus any necessary daylight triangle, free and clear of all encumbrances and at no cost to the Municipality, where required.
5. A reference plan of the severed parcel(s) be prepared by an Ontario Land Surveyor and be provided to the Secretary-Treasurer.
6. That the applicant provides to the Secretary-Treasurer of the Committee of Adjustment deeds, to be signed prior to registration of any lands.
7. That all municipal taxes be paid up to date.
8. That the applicant enters into a Development Agreement with the Township, to be registered on title, where required.
9. The applicant shall provide all required transfers, in fee simple, or transfers of easement to the Municipality and the Township's solicitor will certify to the Township that clear title to any property, free and clear of all encumbrances has been obtained. All documentation is to be prepared and registered by the Township's solicitor and to be executed, where required, by the Applicant. All legal work required by the Township's solicitor pursuant to this paragraph shall be completed at the Applicant's expense, including fees, disbursements and G.S.T.
10. That the subject lands be zoned to accurately reflect the use of the property.
11. That the provisions of Section 50(3) and 50(5) of the Planning Act, R.S.O., 1990 as amended, shall continue to apply to any subsequent conveyance or transaction involving the severed land described herein.
12. That a lot grading and/or drainage plan, prepared by a Professional Engineer may be required.

**NOTE: Any conditions imposed by the Essa Committee of Adjustment must be fulfilled within TWO Years from the date of the Notice of Decision.**

**ADDITIONAL INFORMATION REGARDING THIS  
APPLICATION MAY BE OBTAINED BY CONTACTING**

**THE CORPORATION OF THE TOWNSHIP OF ESSA  
PLANNING & DEVELOPMENT DEPARTMENT**



## TOWNSHIP OF ESSA – COMMITTEE OF ADJUSTMENT

### APPLICATION FOR CONSENT (SEVERANCE)

<b>TOWNSHIP OF ESSA</b>	<b>Application No:</b> _____
Planning & Development Department	<b>Date Received:</b> _____
5786 County Road 21	<b>Assessment Roll No:</b> _____
Utopia, ON L0M 1T0	<b>Official Plan Designation:</b> _____
Telephone: 705-424-9770	<b>Zone Category:</b> _____
Fax: 704-424-2367	

#### 1. APPLICANT INFORMATION:

##### 1.1 NAME OF REGISTERED OWNER(S): \_\_\_\_\_

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

Telephone: (home) \_\_\_\_\_ (business) \_\_\_\_\_ (fax) \_\_\_\_\_

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

##### 1.2 NAME OF SOLICITOR / AUTHORIZED AGENT (if any):

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

Telephone: \_\_\_\_\_ (Fax) \_\_\_\_\_

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

##### 1.3 Please specify to whom all communications should be sent:

Owner (automatically sent)

Solicitor

Agent

#### 2. LOCATION OF SUBJECT LANDS:

2.1 Lot(s) No: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan of Subdivision No. (if any): \_\_\_\_\_ Lot No. on Plan: \_\_\_\_\_

Reference Plan No. (Survey Plan): \_\_\_\_\_ Part No. of Survey: \_\_\_\_\_

Municipal or 911 Address: \_\_\_\_\_

**3. TYPE AND PURPOSE OF PROPOSED TRANSACTION: (Check appropriate space)**

**3.1 Conveyance (i.e., sale or transfer of ownership of land)**

- i) Creation of a new lot
- ii) Technical severance (i.e., subject lands were formerly separate but have since merged in title) – attach letter of explanation.
- iii) Addition to an abutting lot
- iv) Other (specify): \_\_\_\_\_
- v) Grant of Easement or Right-of-Way: \_\_\_\_\_

**3.2 Name of person(s) to whom land or interest in land is intended to be conveyed, etc. if known:**

Relationship of purchaser (if any) to present owner of land:

**4. DESCRIPTION OF SUBJECT LANDS:**

**4.1 DIMENSIONS OF PROPOSED SEVERED LOT #1: (List separately if more than two created lots)**

Frontage on Public Road \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

**i) USE OF PROPOSED SEVERED LOT:**

Existing

Proposed

Vacant

Residential

Institutional

Multiple Residential (e.g., apartment, townhouse, duplex, etc.)

Agricultural (give details below of type of operation)

Commercial (give details below as to type of use)

Industrial (give details below as to type of use)

Addition to abutting lands (give details below)

Grant of Right-of-Way or Easement

Other (specify) \_\_\_\_\_

**ii) ADDITIONAL DETAILS OF ABOVE IF NECESSARY:**

iii) **NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED SEVERED LOT:**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

**4.2 DIMENSIONS OF PROPOSED RETAINED LOT #1:** (List separately if more than two retained lots)

Frontage on Public Road \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

a) **USE OF PROPOSED RETAINED LOT(S):** (Indicate which Lot #, if applicable)

**Existing**

**Proposed**

Vacant

Residential

Institutional

Multiple Residential (e.g., apartment, townhouse, duplex, etc.)

Agricultural (give details below of type of operation)

Commercial (give details below as to type of use)

Industrial (give details below as to type of use)

Addition to abutting lands (give details below)

Grant of Right-of-Way or Easement

Other (specify) \_\_\_\_\_

b) **ADDITIONAL DETAILS OF ABOVE IF NECESSARY:**

c) **NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED RETAINED LOT:**

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

**5. ACCESS:**

**5.1 TYPE OF ACCESS FOR PROPOSED SEVERED LOT:**

- |    |                                      |                    |
|----|--------------------------------------|--------------------|
| a) | Municipal Road Year-Round Maintained | County Road        |
|    | Private Road – Existing              | Provincial Highway |
|    | – Proposed                           |                    |

b) Name of Street or Road: \_\_\_\_\_



a)	Municipal Road Year-Round Maintained Private Road – Existing – Proposed	County Road Provincial Highway
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## 6. SERVICING INFORMATION:

## WATER

- ## SEWAGE

- iii. Other (specify) \_\_\_\_\_

## WATER

- ## SEWAGE

- iii. Other (specify) \_\_\_\_\_

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Date of Transfer: \_\_\_\_\_ Name of Transferee \_\_\_\_\_

Land Use: \_\_\_\_\_

**8. CURRENT APPLICATIONS:**

- a) Are there any pending existing applications for approval of a Plan of Subdivision or another Consent application on this property? Yes No Unknown

If YES, and if known, specify the appropriate file number and status of the application.

- b) Are you applying for additional Consents on this or neighbouring lands simultaneously with this application? Yes No

- c) Is the property the subject of a pending application for an Official Plan Amendment, a Zoning By-Law Amendment, any Minor Variance, or approval of a Plan of Subdivision or a Consent?

Yes No

If YES, and if known, specify the appropriate file number and status of the application:

**9. AUTHORIZATION OF OWNER(S) FOR AGENT OR SOLICITOR TO MAKE THIS APPLICATION**

(If applicable)

I / We, \_\_\_\_\_, am/are the registered owner(s) of the land that is the subject of this application for a consent, and I/we hereby authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Date

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

**10. AFFIDAVIT OR SWORN DECLARATION:**

I / WE, \_\_\_\_\_ of the Township of \_\_\_\_\_ in the County \_\_\_\_\_, solemnly declare that the information contained in this application and in the documents that accompany this application are true. 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.

DECLARED before me at the	)	
	)	
Township of _____	)	
	)	
in the County of _____	)	_____
	)	Signature of Registered Owner(s), Solicitor, or
	)	Authorized Agent
this _____ day of _____, _____	)	
	)	
	)	_____
	)	Signature of Registered Owner(s), Solicitor, or
	)	Authorized Agent
_____	)	
A Commissioner, etc.	)	

This information has been collected in accordance with the Planning Act, R.S.O., 1990, Chapter P.13, as amended and will be used for the processing of this consent application.

**11. AGREEMENT OF OWNER/AGENT:**

**a. Additional Fee(s) (if applicable):**

The Owner/Agent hereby agrees that they shall reimburse the Township of Essa on demand for all costs incurred by the Township of Essa in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees, where required or appropriate.

**b. Deeming Inactive:**

The Owner/Agent hereby agrees that the application will be deemed inactive after two (2) years of non-activity on the file, in accordance with By-law 2016-04, as deemed by the Township.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**For further information, please contact:**

**Secretary-Treasurer - Committee of Adjustment**

Township of Essa

5786 County Road 21

Utopia, ON L0M 1T0

Telephone: (705) 424-9770

FAX: (705) 424-2367

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