

BACKGROUND INFORMATION

This process pertains to an application for Consent pursuant to *Section 53 of the Planning Act*. Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED** including the required formal consultation request form, survey plan or sketch map and the processing fees of:

Pre-consultation fee: \$400.00

Consent application fee: \$1,800.00 (minus \$400.00 pre-consultation fee when paid)

Additional Application(s) on the same lot: \$500.00 (each)

Consent Certificate fee: \$500.00

PLEASE NOTE

- The application must be completed in metric units.
- The Municipality may require a survey be completed by an Ontario Land Surveyor and be submitted prior to hearing the application.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by the Committee of Adjustment prior to a decision being issued.
- Any external consultants' or agency costs that the Municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conservation Authority review fees.

THE MUNICIPALITY IS NOT RESPONSIBLE FOR ANY THIRD PARTY CHARGES RELATED TO THIS APPLICATION

SUBMISSION REQUIREMENTS

An applicant must have **COMPLETED** a pre-consultation **PRIOR** to submitting an application.

Submit (1) digital copy **OR** (1) hard copy of the completed application form, the required formal consultation request form, supporting documents as determined in the pre-consultation meeting, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department
52 Frank Street
Strathroy ON, N7G 2R4
Tel: (519) 245-1105
Fax: (519) 245-6353
Email: planning@strathroy-caradoc.ca

CONSENT APPLICATION PROCESS

- STEP 1** Schedule a required pre-consultation discussion(s) with the Planner. The pre-consultation discussion(s) will review the purpose of the application, identify application requirements, and review the application material for completeness. More than 1 pre-consultation meeting may be required.
- STEP 2** Submit a complete application, any required documents, and the applicable fees to the Municipality. The application is to be signed and commissioned either at the municipal office with a commissioner of oaths, a notary public, lawyer or paralegal.
- STEP 3** Submission of a complete application 'starts the clock' on the application. A notice of complete application is issued.
- STEP 4** A Notice of a Public Meeting is posted on the subject lands and circulated to the applicants, landowners within 60 metres, and any relevant agencies at least 14 days before the meeting.
- STEP 5** Staff collect public comments and prepare a planning report that includes a recommendation. If in support, the report will also include the conditions of approval, such as a requirement for a rezoning (please see *Zoning By-law Amendment Process*).
- STEP 6** A decision is made during a Committee of Adjustment hearing where an application will be either approved (with or without conditions), denied, or deferred by the Committee.
- STEP 7** A Notice of Decision is provided to the applicants, agencies, and by request within 15 days of the Hearing.
- STEP 8** The 20-day appeal period begins on the date of the Notice of Decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.
- STEP 9** The applicant has two years to fulfill the conditions of approval and submit relevant documentation to the Municipality so that a consent certificate can be issued. The certificate must be registered with the Land Registry Office by a real estate lawyer or clerk within two years of issuance.

NOTE

Where a consent is granted with conditions, all conditions must be fulfilled within TWO YEARS of the date of the Notice of Decision OR the consent is null and void in accordance with the *Planning Act*.

APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant, the Minister or a specified person or public body that has an interest in the matter may within 20 days of the notice of making the decision appeal to the Tribunal against the decision of the committee by filing with the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary-treasurer of the fee charged by the Tribunal as payable on an appeal from a committee of adjustment to the Tribunal.

For more information on your appeal rights, the appeal process, and appeal forms, please visit:
<http://www.olt.gov.on.ca>

MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under *Section 53* of the *Planning Act* and O.Reg. 197/96 for the purpose of processing your planning application.

Pursuant to *Section 1.0.1* of the *Planning Act*, and in accordance with *Section 32 (e)* of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.

For further information, visit our website at www.strathroy-caradoc.ca

Questions pertaining to the application(s) prior to submission, contact:

Eva Baker, Development Services Coordinator

Email: ebaker@strathroy-caradoc.ca
Tel: (519) 245-1105 ext. 234

Erin Besch, Planner

Email: ebesch@middlesex.ca
Tel: (519) 434-7321 ext. 2352





FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Planner:	

Consent Application PURSUANT TO SECTION 53 OF THE PLANNING ACT

Date of Application:	
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1. Applicant information	
1a. Registered owner(s) of the subject land	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
1b. Agent (authorized by the owner to file the application) (if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:

2. Description of the subject land			
Geographic Township:		Concession(s):	
Street Address:		Lot(s):	
Registered Plan:		Part(s):	
Reference Plan:		Municipal Roll Number:	

3a. Type of proposed transaction:					
<input type="checkbox"/>	Creation of new lot	<input type="checkbox"/>	Easement	<input type="checkbox"/>	Correction of title
<input type="checkbox"/>	Lot addition	<input type="checkbox"/>	Charge	<input type="checkbox"/>	Lease

3b. Please indicate the purpose of proposed transaction:

4. If known, please provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

5. Current Official Plan land use designation:

5a. Explain how the application conforms with the Official Plan:

6. Current Zoning:

7. Are there any easements or restrictive covenants affecting the subject land? YES* NO

*If yes, please provide a description of each easement or covenant and its effect:

8. Dimensions of subject land as a whole (in metric units)

Frontage:		Depth:		Area:	
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9a. Dimensions of the lot to be severed (in metric units)

Frontage:		Depth:		Area:	
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9b. Dimensions of the lot to be retained (in metric units)				
Frontage:		Depth:		Area:
9c. Describe all existing uses on the subject land:				
9d. Describe all proposed uses on the subject land:				
9e. Describe all proposed buildings or structure on the subject land:				
9f. Access to subject land (please provide information for only those that apply to this property)				
Provincial Highway:		County Road:		
Municipal Road:		Other Public Road:		
Right of Way:		Water:		
9g. Water Supply: How is water to be supplied?				
<input type="checkbox"/>	Publicly owned and operated piped water system	<input type="checkbox"/>	Lake or other water body	
<input type="checkbox"/>	Privately owned well or communal well	<input type="checkbox"/>	Other (please specify):	
9h. Sewage Disposal: How is sewage to be disposed of?				
<input type="checkbox"/>	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	Privy	
<input type="checkbox"/>	Privately owned individual or communal septic system	<input type="checkbox"/>	Other (please specify):	

10. Please indicate how the application is consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at <https://www.ontario.ca/page/provincial-policy-statement-2020>):

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11. If the purpose of the application is to create a new lot to dispose of a surplus farm dwelling as a result of farm consolidation, please complete the following:

a. Are you aware of the restriction through zoning that would apply to the balance of the farm to prohibit any new residential use?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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b. Indicate the year in which the subject lands were acquired by the owner:	
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c. Address of the "home farm":	
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d. Number of farms owned and operated by the owner(s) and approximate total acreage:	
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e. Year of dwelling construction:	
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f. Describe the condition of dwelling and its suitability for human occupancy:

g. Describe the condition and proposed use of any outbuildings:

12. Please indicate whether any land has been severed from the parcel originally acquired by the owner of the subject land:	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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*If yes provide the following:	
Date of Transfer:	
Name of Transferee:	
Uses of the severed Land:	

13. Are the lands the subject of:							
An application for an amendment to the Official Plan under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for an amendment to the Zoning By-law under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
A Minister's zoning order under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for Consent under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				
An application for Minor Variance under the <i>Planning Act</i>?				<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.		Status:				

14. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the requirement information.	
<input type="checkbox"/>	The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
<input type="checkbox"/>	The approximate distance between the subject land and the nearest municipal lot line or landmark such as a bridge or railway crossing.
<input type="checkbox"/>	The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
<input type="checkbox"/>	The location of all land previously severed from the parcel originally acquired by the current owner of the subject land (if applicable).
<input type="checkbox"/>	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 (for example: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, well and septic system).
<input type="checkbox"/>	The existing uses on the adjacent land (for example: residential, agricultural and commercial uses).
<input type="checkbox"/>	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, private road or a right-of-way.
<input type="checkbox"/>	The location and nature of any easement affecting the subject land.

STATUTORY DECLARATION

I, _____ of the _____
(Name) (Name of City, Town, Township, Municipality, etc.)

in the _____
(Name of County, Region or District)

SOLEMNLY DECLARE THAT

The information provided in this application is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the _____ in the _____

On this _____ day of _____ 20 _____

A Commissioner of Oaths

Applicant or Authorized Agent*

PROCEDURAL REQUIREMENTS FOR THE POSTING OF NOTICE SIGNS FOR PLANNING APPLICATIONS

LEGISLATIVE REQUIREMENTS

Provincial regulations established under the *Planning Act* set out how an approval authority is to notify the public of a planning application e.g. a severance, rezoning, subdivision or minor variance. The Municipality of Strathroy-Caradoc, these regulations are generally satisfied through direct mailing to surrounding property owners and the posting of a sign on the subject property.

RESPONSIBILITIES OF THE APPLICANT/AGENT

The required notice signs will be prepared by municipal staff and made available at the Strathroy-Caradoc municipal office. Once the public meeting date(s) has/have been set for the application(s) and signs prepared, the applicant/agent will be contacted by municipal staff. The applicant will also be informed of the date by which the sign(s) must be erected in order to comply with the Planning Act regulations.

It will then be the responsibility of the applicant to:

1. Obtain and erect the required sign(s) by the date and in the manner prescribed.
2. Ensure that all signs are properly maintained from the prescribed date until the day after the last public meeting date indicated on the sign.
3. Remove the sign(s) and return them to the Planning Department within 1 week of the meeting date.

If the sign(s) is/are not posted as set out in the regulations, any decision made by Committee or Council on this application could be declared null and void should it be challenged because of lack of proper notice.

Should it be determined that the sign(s) was/were not posted properly, the Committee or Council will defer the application and additional fees will be required to cover the costs of issuing an additional notice for any new hearing/meeting date(s).

LOCATION OF SIGNS

The notice sign(s) shall be placed in accordance with the following:

1. A minimum of one sign shall be placed on each property which is the subject of the application.
2. A minimum of one sign shall be located at or near the centre of each property line with frontage on a public road, or where the main driveway meets each public road.
3. Each sign shall be placed parallel to the public road upon which it fronts.
4. Each sign shall be clearly visible and legible from the travelled portion of the public road upon which it fronts.
5. Where posting on the property is impractical, the sign(s) shall be placed at a nearby location approved by the Municipality.

Please contact the Building and Planning Department if you have any questions or need additional or replacement signs.

I, the undersigned do hereby agree to my responsibilities as outlined in this document.

Signature of Applicant/Agent	Date

***If applicable, please complete the attached authorization for an agent to act on behalf of the owner of the subject land.**

Permission to Enter

The undersigned, being the registered owner(s) of the subject land, herby authorize the Members of the Municipality of Strathroy-Caradoc Committee of Adjustment and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Consent.

Signature of owner or person having authority to bind the owner	Date

MUNICIPAL COSTS

Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering/ planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.

I, _____, (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.

Signature	Date

AGENT AUTHORIZATION

I, _____, being the owner of the property described in

 (Name)

Section 1 of this application for Consent, hereby authorize

 (Agent)

to act as my agent in matters related to this application for Consent.

Dated this _____ day of _____ 20____

 Owner