



**COUNTY OF LANARK LAND DIVISION**  
 99 Christie Lake Road  
 Perth, ON K7H 3C6  
 Tel: 1-613-267-4200 Ext. 1520  
 Fax: 1-613-267-2964

## APPLICATION FOR CONSENT

**NOTE: All questions on this application must be answered or the application will be deemed incomplete and returned.**

<p><b>TO BE COMPLETED BY LOCAL MUNICIPALITY</b></p> <p>The applicant has undertaken a <b>Preliminary Severance Review</b>.</p> <p>Date: _____</p> <p>_____  <i>Signature of Municipal Official</i></p>	<p style="text-align: center;">(Office Use Only)</p> <p style="text-align: center;"><b>FILE NO. B</b></p> <p style="text-align: center;">Please use this file number for all communications.</p> <hr/> <p><b>Date Received:</b></p> <p><b>Date Returned:</b></p> <p><b>Date Resubmitted:</b></p> <p><b>Date Deemed Complete:</b></p>
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**TO BE COMPLETED BY LOCAL MUNICIPALITY** - The Municipal Consultation Review has determined that the following studies and/or reports will be required and **must** be completed and attached to the application:

Environmental Impact Study (EIS): Wintering Area (Deer Yard) \_\_\_ Organic Soils \_\_\_ Fish Habitat \_\_\_ Aggregate Resource \_\_\_  
 Significant Wetlands \_\_\_ Significant Woodlands \_\_\_ Significant Valleylands \_\_\_ Endangered Species \_\_\_ Wildlife Habitat \_\_\_  
 ANSI \_\_\_ Tree Preservation Plan \_\_\_ Noise & Vibration \_\_\_ Other \_\_\_\_\_

Other Reports: Water Supply \_\_\_ Water Quality Impact \_\_\_ Water Quality \_\_\_ Stormwater Management \_\_\_ Archaeological \_\_\_  
 Servicing \_\_\_ Traffic Study \_\_\_ Other \_\_\_\_\_

**COUNTY PUBLIC WORKS DEPARTMENT (to be completed where lands abut a County Road)**

The application has an approved entrance location permit for:  the severed lands  the retained lands.  
 The location permit letter provided by the County Public Works Department must be attached to this application.

**1. APPLICATION INFORMATION**

Name of Applicant	Name of Owner (as shown on Deed)
Telephone Numbers Home _____ Work _____ Fax _____ Cell _____ E-mail _____ Address _____ _____ Postal Code _____ Do you wish to receive all communications? <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone Numbers Home _____ Work _____ Fax _____ Cell _____ E-mail _____ Address _____ _____ Postal Code _____ Do you wish to receive all communications? <input type="checkbox"/> Yes <input type="checkbox"/> No

**2. AUTHORIZED AGENT / SOLICITOR'S INFORMATION**

Name of the person who is to be contacted about the application, if different than owner. This may be a person or firm acting on behalf of the owner – An owner's authorization is required. (complete Section 12 of this application if the applicant is not the owner)

Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (B) \_\_\_\_\_ Fax or E-mail: \_\_\_\_\_

Do you wish to receive all communications?  Yes  No

**3. LOCATION OF THE PROPERTY (Complete ALL applicable lines)**

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

Geographic Township: \_\_\_\_\_

Registered Town Plan: \_\_\_\_\_

Lot(s) / Block(s): \_\_\_\_\_

Survey Plan: \_\_\_\_\_

Part Number(s): \_\_\_\_\_

Assessment Roll #: **09** \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_

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

Concession Number: \_\_\_\_\_

Name of Street/Road: \_\_\_\_\_

Civic Address Number: \_\_\_\_\_

Are there any right-of-way easements or restrictive covenants affecting the severed or retained land?

Yes  No

If **YES**, include location on sketch or copy of covenant.

**4. TYPE AND PURPOSE OF PROPOSED TRANSACTION**

**Transfer:**  Creation of a New Lot  Addition to a Lot (moving / adjusting lot line)

**Other:**  Right-of-Way  Easement  Correction of Title  Charge  Lease

**Other Purpose** (please specify): \_\_\_\_\_

Name(s) of person(s), to which land or interest in land is to be transferred, leased or charged – this section must be completed for Addition to a Lot, R-O-W, Easement or Other:

**FULL NAME or NAME(S):** \_\_\_\_\_

If a lot addition, R-O-W or Easement, identify the lands to which the severed lands will be added.

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

Geographic Township: \_\_\_\_\_

Registered Plan: \_\_\_\_\_

Lot(s) / Block(s): \_\_\_\_\_

Survey Plan: \_\_\_\_\_

Part Number(s): \_\_\_\_\_

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

Concession Number: \_\_\_\_\_

Name of Street/Road: \_\_\_\_\_

Civic Address Number: \_\_\_\_\_

Assessment Roll #: **09** \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_ - \_ \_

5. **DESCRIPTION OF SUBJECT LAND** (all measurements to be provided in **METRIC ONLY** and must be shown on sketch)

<p><b>DESCRIPTION OF LAND INTENDED TO BE SEVERED:</b></p> <p>Road Frontage: _____</p> <p>Water Frontage: _____</p> <p>Depth: _____</p> <p>Area: _____</p> <p>Existing Use(s): _____</p> <p>Proposed Use(s): _____</p> <p>Describe Existing Building(s) or Structure(s) : _____</p> <p>Describe Proposed Building(s) or Structure(s): _____</p>	<p><b>DESCRIPTION OF LAND INTENDED TO BE RETAINED:</b></p> <p>Road Frontage: _____</p> <p>Water Frontage: _____</p> <p>Depth: _____</p> <p>Area: _____</p> <p>Existing use(s): _____</p> <p>Proposed Use(s): _____</p> <p>Describe Existing Building(s) or Structure(s) : _____</p> <p>Describe Proposed Building(s) or Structure(s): _____</p>
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Description of Subject Land - additional information	
LANDS TO BE SEVERED	LANDS TO BE RETAINED
<p>a) <b>Type of access</b> (check appropriate space)</p> <p><b>Civic Address if available</b> _____</p> <p>(road name(s) <b>must</b> be included on sketch)</p> <p><input type="checkbox"/> Provincial highway</p> <p><input type="checkbox"/> County road – <u>entrance inquiry</u> must be approved</p> <p><input type="checkbox"/> Municipal road, maintained all year</p> <p><input type="checkbox"/> Municipal road, seasonally maintained</p> <p><input type="checkbox"/> Other public road</p> <p><input type="checkbox"/> Registered right-of-way</p> <p><input type="checkbox"/> Private road, unregistered</p> <p><input type="checkbox"/> Water access</p>	<p>a) <b>Type of access</b> (check appropriate space)</p> <p><b>Civic Address if available</b> _____</p> <p>(road name(s) <b>must</b> be included on sketch)</p> <p><input type="checkbox"/> Provincial highway</p> <p><input type="checkbox"/> County road – <u>entrance inquiry</u> must be approved</p> <p><input type="checkbox"/> Municipal road, maintained all year</p> <p><input type="checkbox"/> Municipal road, seasonally maintained</p> <p><input type="checkbox"/> Other public road</p> <p><input type="checkbox"/> Registered right-of-way</p> <p><input type="checkbox"/> Private road, unregistered</p> <p><input type="checkbox"/> Water access</p>
<p>b) <b>Type of water supply</b> (check appropriate space)</p> <p>Existing _____ Proposed _____</p> <p><input type="checkbox"/> Publicly owned/operated piped water system</p> <p><input type="checkbox"/> Privately owned/operated individual well</p> <p><input type="checkbox"/> Privately owned/operated communal well</p> <p><input type="checkbox"/> Lake or other water body</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p>b) <b>Type of water supply</b> (check appropriate space)</p> <p>Existing _____ Proposed _____</p> <p><input type="checkbox"/> Publicly owned/operated piped water system</p> <p><input type="checkbox"/> Privately owned/operated individual well</p> <p><input type="checkbox"/> Privately owned/operated communal well</p> <p><input type="checkbox"/> Lake or other water body</p> <p><input type="checkbox"/> Other (please specify) _____</p>

<p>c) <b>Type of sewage disposal</b> (check appropriate space)</p> <p>Existing _____ Proposed _____</p> <p><input type="checkbox"/> Publicly owned/operated sanitary sewage system</p> <p><input type="checkbox"/> Privately owned/operated individual septic tank</p> <p><input type="checkbox"/> Privately owned/operated communal septic system</p> <p><input type="checkbox"/> Privy</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p>c) <b>Type of sewage disposal</b> (check appropriate space)</p> <p>Existing _____ Proposed _____</p> <p><input type="checkbox"/> Publicly owned/operated sanitary sewage system</p> <p><input type="checkbox"/> Privately owned/operated individual septic tank</p> <p><input type="checkbox"/> Privately owned/operated communal septic system</p> <p><input type="checkbox"/> Privy</p> <p><input type="checkbox"/> Other (please specify) _____</p>
<p>d) <b>Other services</b> (check if available)</p> <p><input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> School busing</p> <p><input type="checkbox"/> Garbage collection</p>	<p>d) <b>Other services</b> (check if available)</p> <p><input type="checkbox"/> Electricity</p> <p><input type="checkbox"/> Telephone</p> <p><input type="checkbox"/> School busing</p> <p><input type="checkbox"/> Garbage collection</p>
<p><b>e) Access information</b></p> <p>If access to the subject land is not by a public road, you MUST include proof of your right of access. (Include deed).</p> <p>Will a road extension be required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the road maintained seasonally or all year? <input type="checkbox"/> Seasonally <input type="checkbox"/> Year-round.</p> <p>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.</p> <p>_____</p>	

**6. LOCAL PLANNING DOCUMENTS (this information is available through the Preliminary Severance Review and/or the local municipality).**

<p>a) What is the current Township / Town <b>Official Plan</b> designation on this property? _____</p>
<p>b) Are the lands subject to a proposed Official Plan Amendment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes, specify the file number and status of application.</p>
<p>c) What is the current <b>Zoning Designation / Development Permit Designation</b> on this property, as found in the Township / Town <b>Zoning By-law or Development Permit By-law</b>?</p> <p>_____</p>
<p>d) Are the lands subject of an application for a zoning by-law amendment, development permit, Minister's zoning order amendment, minor variance, consent or approval of a plan of subdivision?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If Yes, specify the file number, type and status of application.</p>

e) Are there any species or habitat designated in the *Endangered Species Act 2007* known to inhabit the lands?  
For information contact the Ministry of Natural Resources for mapping.  Yes  No

f) Source Water Protection:  
Is any portion of the lot to be severed or retained located within a designated “Intake Protection Zone” of a Municipal Water supply?  Yes  No  
Is any portion of the lot to be severed or retained located within a designated “Wellhead Protection Zone” of a Municipal Water supply?  Yes  No

g) Is there any agricultural building located within 500 metres of the subject property which currently houses, or is capable of housing, livestock?  Yes  No

**If yes, you MUST complete an “MDS Data Sheet” for each barn.** (attach Data sheet to application)  
**Also, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.**

## 7. HISTORY OF THE SUBJECT LAND

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  Yes  No  Unknown

If yes provide the application file number and the decision made on the application, the dates of transfers, the names of the transferees and the land use.

\_\_\_\_\_

If unknown, consult with the local municipality or Land Division Committee Secretary.

## 8. LAND USE - You MUST answer YES or NO to the following:

USE OR FEATURE	Yes	No
Is there a landfill site (waste site) within 500 metres of severed or retained land?		
Is there a sewage treatment plant or waste stabilization plant within 500 metres of the severed or retained land?		
Is there a provincially significant wetland (Class 1, 2 or 3 wetland) on the severed or retained lands or within 120 metres?		
Is any portion of the land to be severed or retained located within a Flood Plain?		
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?		
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an industrial or commercial use located within 500 metres of the severed or retained land? (If yes, specify the use)		
Is there an active railway line within 500 metres of the severed or retained land?		
Is there a municipal or federal airport within 500 metres of the severed or retained land?		
Is there any utility corridor(s) (i.e. high voltage power lines, pipe lines or communication lines) located on the severed or retained lands or within 500 metres of the severed or retained land?		

**9. OTHER INFORMATION**

Is there any other information that you think may be useful to the Land Division Committee or other agencies in reviewing this application? If so, explain below or attach a separate page.

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

**10. APPLICANT'S / OWNER'S AFFIDAVIT OR SWORN DECLARATION**

*(This must be completed in the presence of a Commissioner by the Person Filing the Application)*

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

Declared before me at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
A Commissioner of Oaths

**11. CONSENT OF OWNER.**

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the *Planning Act*, it is the policy of the County Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE \_\_\_\_\_  
the owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent,  
in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, 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 will also be available to the general public.

I/We, hereby authorize access to the lands for the purposes of evaluation of the application, to Lanark County  
staff, Municipal staff and Land Division Committee members.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**12. AUTHORIZATION**

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

**Authorization of Owner for Agent to make the Application and to provide Personal Information**

I/We \_\_\_\_\_ being the registered owner(s) of the lands subject of this application for consent hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_

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

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

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**The Land Division Committee will assign a File Number for complete applications and this MUST be used in all communications.**

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**SUBMIT YOUR APPLICATION TO:**

Mary Kirkham, Secretary-Treasurer  
Lanark County Land Division Committee  
Administration Building  
99 Christie Lake Road  
Perth ON K7H 3C6

Telephone: 1-613-267-4200 (ext. 1520)

### 13. MUNICIPAL / AGENCY REVIEW

Contact your local municipality to determine if they require “Pre-Consultation” or a “Planning Review” prior to submitting an application for Consent to the Lanark County Land Division.

Private On-site Services (sewage inspection) reviews are required on **all applications** including additions to abutting properties and may be required for rights-of-way, unless municipal services are available to the subject land.

One copy of the application together with the required fee will be forwarded by Lanark County Planning Department to the local septic inspection office.

Conservation Authorities provide technical advice to municipal approval authorities regarding planning and development applications under the Ontario *Planning Act*. The Conservation Authorities also regulate, under the *Conservation Authorities Act*, development activities around watercourses and wetlands.

One copy of the application together with the required fee will be forwarded by Lanark County Planning Department to the appropriate Conservation Authority depending on the watershed where the property is located.

The primary function of the County Road system is to permit the safe and efficient movement of through traffic over relatively long distances at reasonable speeds. A secondary function of the County Road system is to provide access to properties at appropriate locations consistent with road safety. To maintain the integrity of the system, entrances to County Roads will be permitted only when access from local municipal roads to the property is not feasible.

**If access to a County Road is required:** Entrance forms are available on the County’s Website ([www.lanarkcounty.ca](http://www.lanarkcounty.ca)) or see Page 2 of the “NOTICE – Procedures for Processing Applications for Consent” for contact information.

### 14. SKETCH CHECKLIST

**Include a clean, legible sketch of the property (review the sample sketch on page 8). If available, include a property survey, however details of buildings, wetlands fence lines must be included on the survey. Use paper no larger than 11” by 17” and no smaller than 8.5” and 11”. Use METRIC measurements.**

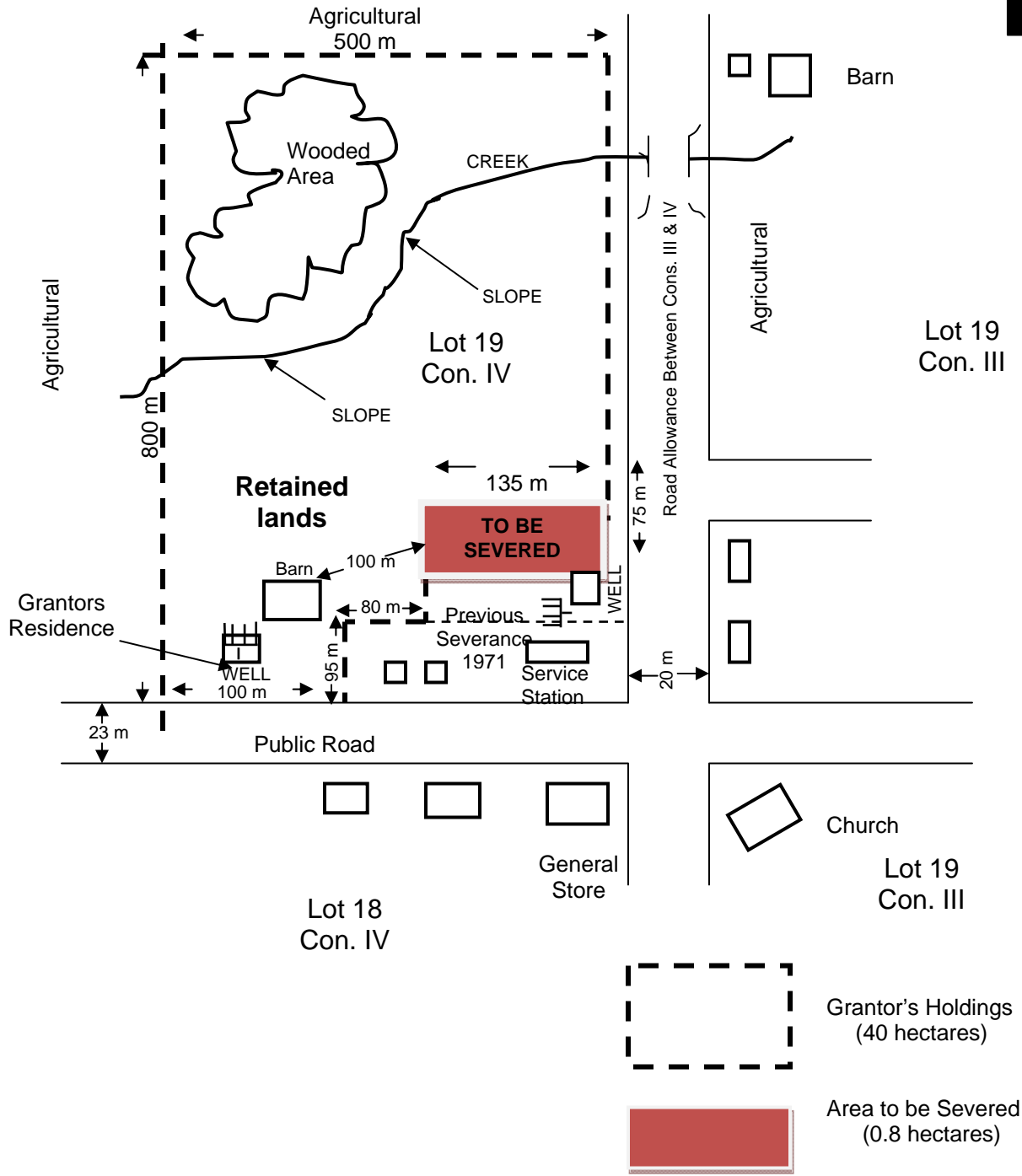
**Check the boxes below to confirm that you have included the required information. Missing information will result in delays.**

- Boundaries and dimensions of the severed and retained parcels of land.
- Boundaries and dimensions of abutting land owned by the same owner.
- Distance from lot boundaries to nearby Township lot lines, railway crossings, bridges or other landmarks.
- Location of land previously severed from the same parcel.
- Approximate location of features that may affect the application: buildings, railway lines, roads, watercourses, drainage ditches, wetlands, wooded areas, well and septic system.
- Existing use(s) on adjacent lands, (Residential, agricultural, commercial, vacant, etc.)
- Location, width and name of any roads abutting the subject land, indicating whether it is an unopened, public, private or right-of-way.
- If access to the land is by water only, the location of the parking or boat docking facilities to be used.
- The location and nature of any easement.

**All measurements on the application and sketch are to be in METRIC. Note that ‘frontage’ refers to road frontage, not water frontage.**



# Sample Sketch



If there are buildings located on the lands, they MUST be shown on the sketch and include the distances from any lot lines.

# Sketch Accompanying Application

