



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

APPLICATION FOR CONSENT

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

APPLICANT'S GUIDE

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Telephone: (613) 446-6022
Fax: (613) 446-1497

GENERAL INFORMATION

1. Pre-consultation discussions with the City of Clarence-Rockland, concerned ministries and agencies are recommended before submitting a complete application. The ministries with the largest review functions are the Ministry of Natural Resources and the Ministry of the Environment and Energy.
2. Where development is proposed in areas where water or septic services are to be provided through private on-site services, it is strongly recommended that you contact the South Nation Conservation at 38 Victoria Street, Finch, ON, K0C 1K0, 613-984-2948 or toll free at 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.**
3. **The original application** is to be completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland and must be signed by both the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:

- i) Fees for the amount indicated on the attached Schedule “B”.

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

- i) A Cover Letter or Planning Rationale describing the application and outlining reasons for its support and justification;
 - ii) A sketch (*See Item 9 of the application form*);
 - iii) 2 copies of any additional supporting information (*see Item 10 of the application form*);
 - iv) A copy of the Deed of Land;
 - v) A signed letter of Undertaking for a possible OMB appeal.
4. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
 5. Once the application has been deemed complete, the Infrastructure & Planning Department will seek comments and recommendations from all relevant municipal departments and external agencies. The Infrastructure & Planning Department will ultimately bring forward a report with a recommendation to the Committee of Adjustment.
 6. The Letter of Undertaking is required and binds the Owner to paying the municipality’s cost if the municipality ends-up representing an applicant’s interest at any Ontario Municipal Board Hearing associated with the submitted application.
 7. The Committee of Adjustment’s decision will apply to the severed and retained parcels. **The Plan of Survey must accurately reflect the application as approved by the Committee of Adjustment otherwise the City of Clarence-Rockland will not authorize the stamping of the Deed of Land.**
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1.0 Owner/applicant and application information

- 1.1 Name of owner/applicant. (An authorization is required in Item 12.0, if the application is submitted by a person or persons other than the owner.)

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name of applicant:		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name of Owner's authorized agent (if any):		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name, address and telephone number of all persons having any mortgage charge or encumbrance on the property:

- 1.2 Send correspondence to: Owner Applicant Agent
- 1.3 Which official language would you prefer French English
for any correspondence?
- 1.4 Have you had a pre-consultation meeting with the City's Yes No
Infrastructure & Planning Department?
- If yes, with whom and when? _____

2.0 Type of request

- Creation of a new lot
- Residence surplus to farming operations
- Residential infilling
- Addition to a lot
- Easement/Right-of-way: Purpose: _____
- A charge
- A lease
- A correction of title
- Other: _____

3.0 Location of the subject land

3.1 Provide a description of the entire subject property:

Municipal Address:					
Lot:		Concession:		Reference Plan No.:	
Subdivision Plan No(s).: 50M-			Block/Lot No(s).:		
Area	acres	Depth	metres	Frontage (width)	metres
	hectares		feet		feet

3.2 If this application is for an addition to a lot, please indicate the parcel(s) which will be enlarged:

3.3 Name of person to whom the land is intended to be conveyed or leased:

4.0 Easement

4.1 Unless otherwise noted, list the description and effect of an easement(s) or restrictive covenant(s) governing the subject parcel:

5.0 Description of the subject land

IMPORTANT: There is a maximum of one severed parcel (shown as “A” on the required sketch) and one retained parcel (shown as “B” on the required sketch) per Consent application.

5.1 Parcel dimensions

	Frontage or width (metres)	Depth (metres)	Area (hectares)
Severed parcel (A)			
Retained parcel (B)			
Enlarged parcel (C)			

5.2 Land uses (i.e. residential, agricultural, commercial, etc.)

Severed parcel (A) Existing: _____

Proposed: _____

Retained parcel (B) Existing: _____

Proposed: _____

Enlarged parcel (C) Existing: _____

Proposed: _____

5.3 Existing and proposed buildings or structures (i.e. house, garage, shed, barn, etc.)

Severed parcel (A) Existing: _____
 Proposed: _____

Retained parcel (B) Existing: _____
 Proposed: _____

Enlarged parcel (C) Existing: _____
 Proposed: _____

5.4 Type of access (check appropriate boxes):

	Severed parcel (A)	Retained parcel (B)	Enlarged parcel (C)
County Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5 If access to the subject land is by water only, list the parking and boat docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

5.6 Type of water supply (check appropriate boxes):

	Severed parcel (A)		Retained parcel (B)		Enlarged parcel (C)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Publicly owned / operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If proposed, when will the service be available?	_____					

5.7 Type of sanitary sewage disposal (check appropriate boxes):

	Severed parcel (A)		Retained parcel (B)		Enlarged parcel (C)	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Publicly owned / operated sanitary sewage disposal system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pit privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If proposed, when will the service be available?	_____					

6.0 Official Plan

6.1 What is the current designation of the subject land in the Official Plan of the United Counties of Prescott and Russell?

6.2 What is the current designation of the subject land in the Official Plan of the Urban Area of the City of Clarence-Rockland?

7.0 Related applications

7.1 Past applications

	Yes	No	Unknown
a) Has the subject land ever been, or is it now, the subject of an application for a plan of subdivision or consent under the <i>Planning Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, and if known, provide the relevant application file number and the decision rendered by the approval authority.

	Yes	No	Unknown
b) Has any land been severed from the parcel originally acquired by the owner of the subject land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

7.2 Concurrent applications

	Yes	No
a) Is the owner, applicant or agent applying for additional consents on this holding or any other holdings simultaneously with this application?	<input type="checkbox"/>	<input type="checkbox"/>

b) Is this consent related directly to an Official Plan or Zoning By-law Amendment or a Minor Variance application currently under review by an approval authority? If yes, indicate the relevant file number(s), if known, and the status of the application(s).

	Yes	No
7.3 Is this a resubmission of a lapsed application?	<input type="checkbox"/>	<input type="checkbox"/>

	Identical	Changed
If yes, is it:	<input type="checkbox"/>	<input type="checkbox"/>

Provide the previous file number: _____

8.0 Additional Information

Answer to the following questions will facilitate the review of this application.

8.1	What is the zoning category of the subject property? _____	Yes	No
8.2	Does the proposal for the subject lands conform to the existing zoning? If no, has an application been made to amend the by-law? If yes, what is the file number? _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.3	Has an application been made for a minor variance? If yes, what is the file number? _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.4	Will the retained or severed parcel be used for non-residential development (for example industrial or commercial uses) that will generate more than 4,500 litres of sewage waste per day?	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Will the retained or severed parcel be used for residential development which will generate more than 4,500 litres of sewage waste per day?	<input type="checkbox"/>	<input type="checkbox"/>
8.6	Is there an agricultural operation (including an abattoir, livestock or stockyard) within 500 metres of the subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>
8.7	Is there a building used to house livestock located within 500 metres of the subject parcel? If yes, what type of livestock and how many animals can the building accommodate? _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.8	Is there a landfill site within 500 metres of the subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>
8.9	Is this landfill operational?	<input type="checkbox"/>	<input type="checkbox"/>
8.10	Is there a sewage treatment plant or waste stabilization plant within 500 metres? If yes, specify type: _____	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8.11	Is there a Provincially significant wetland (e.g. swamp, bog) located on the parcel to be retained or to be severed?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No	
8.12	Is any portion of the parcel to be severed or retained located within a flood plain?	<input type="checkbox"/>	<input type="checkbox"/>	
8.13	Is there a provincial park or are there crown lands within 500 metres of the subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	
8.14	Is there an industrial use within 500 metres of the subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	
8.15	Is there an active principal or secondary mainline railway within 500 metres of the subject parcel?	<input type="checkbox"/>	<input type="checkbox"/>	
8.16	Has there been an industrial use on the site?	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes, what was the nature and type of the industrial use?			
8.17	Has there been a commercial use on the site?	<input type="checkbox"/>	<input type="checkbox"/>	
	If yes, what was the nature and type of the commercial use?			
8.18	Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping)?	<input type="checkbox"/>	<input type="checkbox"/>	
		Yes	No	Unknown
8.19	Has there been petroleum or other fuel storage on the site, or has the site been used for a gas station at any time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, specify the use and type of fuel:			
8.20	Is there any reason to believe that the site may have been contaminated by former use(s) on the site or adjacent site(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.21	What did you do and/or what information did you use to answer all the questions in Item 8 (e.g. consultation with municipality, previous owners, Registry Office, etc.)?			

9.0 Required sketch

Each copy of the application must be accompanied by a sketch identifying the following items (*see attached example*):

- 9.1 The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- 9.2 The boundaries and dimensions of the subject land; the parcel to be severed (**A**), the parcel to be retained (**B**) and the parcel to be enlarged (**C**) (if applicable).
- 9.3 The distance between the subject land and the nearest municipal lot line or landmark such as a bridge, a railway crossing, etc.
- 9.4 The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- 9.5 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, such as buildings, railways, roads, hydro lines, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- 9.6 The existing uses on adjacent land, such as residential, agricultural and commercial uses, etc.
- 9.7 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.
- 9.8 If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- 9.9 The location and nature of any easement affecting the subject land.

10.0 Other supporting information

- 10.1 Please list the titles of any supporting documents: (*e.g. Environmental Impact Assessment Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report, etc.*).

11.0 Affidavit: *(This must be signed in the presence of a Commissioner)*

I (we) _____ of
Applicant(s)

_____ in the
village / town

_____ solemnly
County / Region

declare that all the statements contained in this application are true, 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 and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the _____
village / town

of _____
County / Region

this _____ day of _____ 20 _____

Signature of Applicant

Signature of Applicant

Signature of a Commissioner

SCHEDULE A – APPLICANT’S CHECKLIST

Applicant’s Checklist:

Have you remembered to attach:	Yes
<ul style="list-style-type: none"> ▪ The original completed application form accompanied by a cover letter or a planning rationale and a sketch as listed as Item 9 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland and by cheque payable to the United Counties of Prescott and Russell and South Nation Conservation 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ 2 copies of the supporting documentation described in the application form, if applicable 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ A signed letter of Undertaking for a possible OMB appeal 	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Copy of the Deed of Land 	<input type="checkbox"/>

SCHEDULE B

1. LAND SEVERANCE OR CONSENT

City of Clarence-Rockland:
 \$1,200.00 - New Lot
 \$850.00 - Lot enlargement / Lot Surplus

\$440.00 – South Nation Conservation

\$350.00 – United Counties of Prescott and Russell

SCHEDULE D

SKETCH EXAMPLE

