



Application for Consent

Office Use Only

Date Received:

File Number:

Checklist for submitting an Application for Consent (under Section 53 of the Planning Act, R.S.O. 1990)

Have you completed a pre-consultation review with the Township of Brock Development Services Department? If yes, please list the date of the meeting and the municipal contact:

Have you completed all questions in the application form?

Have you completed and attached the Site Screening Questionnaire?

Is Minimum Distance Separation (MDS) applicable to the subject lands?

Has the Declaration page been signed by the applicant and commissioned by a Commissioner of Oaths? If not, please contact Development Services staff.

If you are acting as Authorized Agent, have you enclosed a signed Authorization from Owner?

Have you included the required draft 40R-Plan? See instructions on page 2.

Have you included all the required application and agency fees? If you are unsure as to the fees payable, please contact Brock Township Development Services staff. **Note: Fees are non-refundable. Complete applications must include all fees.**

Have you included a digital (email or USB) copy of the fully completed and signed Application form and required materials?

Have you attached all applicable supporting documents (reports/studies)?

Please note: Incomplete applications will not be accepted and will be returned to the Applicant/Agent.



Application for Consent

Instructions to applicant, please read carefully before completing the application.

A. A separate application with applicable fees must be submitted for each consent transaction.

To make an application, complete and sign the application form together with all supporting documents, a draft 40R-Plan depicting the severed and retained lands (together with detailed sketch where required) and applicable fees. The draft 40R-Plan shall be sized 11" x 17" or larger.

Note to applicant: All questions in the application form must be completed in full otherwise the application will be deemed incomplete and returned to you.

B. **The following application fees apply at submission:**

- Township of Brock - \$1,500 for each application submitted in cash or cheque made payable to the Township of Brock;
- Durham Region Planning Review - \$500 for each application submitted, certified funds, unless drawn on a solicitor's cheque;
- Other agency fees - prior to submitting your application you must contact other agencies to confirm fees applicable to your consent application:
 - Durham Region Health Department if involves private sanitary servicing
 - Lake Simcoe Region Conservation Authority if within LSRCA's regulated area
 - Kawartha Region Conservation Authority if within KRCA's regulated area

The following fees may also apply after submission, if applicable:

- \$350.00 certified funds, unless drawn on a solicitor's cheque for tabling the application to another meeting or recirculation of the application, if applicable.

C. The undersigned hereby applies to the Committee of Adjustment for the Corporation of the Township of Brock under the Planning Act, R.S.O. 1990, as amended, for consent to the transaction as described, and to the extent set forth in this application.

D. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public upon request.

E. The complete application package and fee must be submitted to the Township of Brock:

Township of Brock Committee of Adjustment
1 Cameron Street East, P.O. Box 10
Cannington, Ontario L0E 1E0
planning@brock.ca

1. Applicant Information

An owner of land or the owner's agent, duly authorized in writing, may apply for consent.

Owner #1:

Owner #2:

Name:

Address:

City/Postal Code:

Phone:

Email:

Authorized Agent:

Primary Contact(s):

Name:

Address:

City/Postal Code:

Phone:

Email:

2. Type of Transaction: Indicate transaction for which consent application is being made.

Conveyance - Please select only **one (1)** of the following:

a) Creation of new lot

Are you requesting a Certificate Stamp for both the severed and retained lands? Yes No

b) Lot Line Adjustment/Addition to Existing Lot

(indicate direction to which the severed parcel will be added):

North

South

East

West

Note: For Lot Line Adjustments only, please also complete the section below:

Name, address, and phone number of person(s) to whom the land is intended to be transferred.

Name:

Mailing Address:

Phone:

Assessment Roll Number of adjacent property: 1839-_____ (15 digits total)

Other transaction type (please select if applicable):

- c) Easement/Right-of-Way (Identify the benefitting lands - North/East/South/West)
- d) Lease
- e) Correction of Title
- f) Mortgage or Charge
- g) Partial Discharge of Mortgage
- h) Other (e.g. Validation of Title, Approval for Power of Sale/Foreclosure of Mortgage)

3. Property Information of subject lands:

Legal Description including Lot & Concession _____

List part numbers on draft or registered 40R-Plan _____

Do the parts of the severance application form the entirety of the lot/parcel? Yes No

Municipal address, if available _____

Assessment Roll Number: 1839-_____ (15 digits total)

If known, provide the names and addresses of the holder(s) of any mortgages, charges or other encumbrances in respect of the subject land: _____

4. Existing easements/rights-of-way or restrictive covenants:

- Yes No

If Yes, please describe each easement or covenant and its effect:

5. Dimensions of Lands in Metric Units (must match dimensions noted on draft 40-R Plan)

	Severed Lands – Part No. __:	Retained Lands - Part No. __:
Lot Area (m ²)		
Lot Frontage (m)		
Lot Depth (m)		

6. Land Use and Structures

	Severed Lands	Retained Lands
Existing Land Use		
Proposed Land Use		

List the number and type of existing and proposed buildings and structures on the lands

	Severed Lands	Retained Lands
Existing Structures		
Proposed Structures		

7. Agricultural Information – Minimum Distance Separation (MDS)

Is there a livestock barn or manure storage facility located within 750 metres of the Severed Land?

Yes No

If Yes, please complete the attached MDS Data Sheet.

Is the purpose of the severance to dispose of a surplus dwelling? Yes No

Date of purchase of total holdings: _____

Details of farm operation: _____

8. Site Screening Questionnaire

In accordance with the Region of Durham's Council adopted Site Contamination Protocol all Land Division Committee applications must be accompanied by either a completed Site Screening Questionnaire (SSQ), or a Phase One Environmental Site Assessment Report, prepared in accordance with Ontario Regulation 153/04, as amended. For new lots, the SSQ must be signed by a Qualified Person.

9. Has there ever been an application for consent by the current or previous owners on this parcel of land?

Yes No

LD File Number(s): _____ For what use? _____

Date of transfer, name of transferee and land use:

10. Has the parcel to be severed or retained ever been or is it part of an application for a plan of subdivision?

Yes No

If Yes, specify date and File No.: _____

Status of File: _____

11. Has the subject or retained land ever been the subject of a variance, zoning amendment, Minister's zoning order or official plan amendment application?

Yes No

If Yes, specify date and File No.:

Status of File: _____

12. Durham Regional Official Plan Designation (Please contact Development Services staff for this information)

Severed Land: _____

Retained Land: _____

13. Township of Brock Official Plan Designation (Please contact Development Services staff for this information)

Severed Land: _____

Retained Land: _____

14. Is the application consistent with the Provincial Policy Statement?

Yes No

15. Please specify whether the application conforms to or does not conflict with the Greenbelt Plan.

16. Please specify whether the application conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe:

17. Please specify whether the application conforms to or does not conflict with the Lake Simcoe Protection Plan:

18. Zoning (Please contact Development Services staff for this information)

Severed Land: _____

Retained Land: _____

19. Water and Sewage Services				
	Severed Land		Retained Land	
	Existing	Proposed	Existing	Proposed
Water Supply				
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communal Well	<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"/>
Other (explain):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Severed Land		Retained Land	
	Existing	Proposed	Existing	Proposed
Sewage Disposal				
Municipal Sanitary Sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Sewage System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communal Septic System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (explain):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If proposed, specify when above will be available: _____</p> <p>If a private sewage system exists on the proposed severed or retained lands, please provide the following details:</p> <p>Severed lands: Installation date: _____ Health Dept. File Number: _____</p> <p>Retained lands: Installation date: _____ Health Dept. File Number: _____</p> <p>If applicable, please provide a separate site servicing plan with the application.</p>				
20. Property Access:	Severed Land		Retained Land	
Municipal Road – Maintained all year	<input type="checkbox"/>		<input type="checkbox"/>	
Municipal Road - Seasonal	<input type="checkbox"/>		<input type="checkbox"/>	
Regional Road	<input type="checkbox"/>		<input type="checkbox"/>	
Provincial Highway	<input type="checkbox"/>		<input type="checkbox"/>	
Unopened Road Allowance	<input type="checkbox"/>		<input type="checkbox"/>	
Other Road or Right-of-Way	<input type="checkbox"/>		<input type="checkbox"/>	

Other:	<input type="checkbox"/>	<input type="checkbox"/>
Road Name(s)		
Is access by water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what boat docking and parking facilities are available? _____ Distance of docking and parking facilities from nearest public road and from subject property: _____		
21. 40R-Plan Requirements: The applicant shall submit a draft 40R-Plan together with detailed sketch, where required (11" x 17" or larger in size). The draft 40R-Plan and/or sketch, where applicable, must show the following information:		
a)	abutting lands owned by the owner showing the boundaries and dimensions;	
b)	the distance between the owner's land and the nearest township lot line or appropriate landmark (i.e. bridge, railway crossing, etc.);	
c)	the boundaries and dimensions of the severed and the retained parcels and the location of all land previously severed;	
d)	the boundaries and dimensions of easements, rights-of-way, leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land;	
e)	the approximate location of all natural and artificial features on the subject land (i.e. buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, slopes, wetlands, wooded areas, wells and septic tanks) and on adjacent lands which may affect the application;	
f)	the current use of adjacent lands (i.e. residential, agricultural, cottage, commercial, etc.);	
g)	the location, width and names of all road allowances, streets, rights-of-way, highways within or abutting the property, indicating whether they are public travelled roads, private roads or right- of-ways or unopened road allowances;	
h)	the location and nature of any right-of-way or easement affecting the subject land; and	
i)	if access to the subject land is by water only, the location of the parking and boatdocking facilities.	

Finalization Of Consent:

Once all the conditions contained in the Committee's Decision are fully satisfied, the applicant's solicitor must prepare and forward the legal document(s) with the applicable fee to the Development Services Department, to the attention of the Secretary-Treasurer of the Committee of Adjustment.

For most applications (lot line adjustments and/or new lots) the legal documents, as prepared by a Solicitor, shall include the following in triplicate:

1. Draft of the complete Transfer/Deed of Land (including the Land Transfer Tax Affidavit);
2. Acknowledgement and Direction document signed by all owners; and
3. Schedule "A" Certificate for stamping (the full legal description of the "severed" lands).

The legal document(s) is/are to contain a registrable description satisfactory to the Registrar in keeping with the current requirements of the Registry Act. A minimum of 5 working days are required for the review and stamping of the legal document(s) indicating the Committee's consent.

The document(s) will be returned to the solicitor for registration purposes.

**Township of Brock
Declaration**

**This declaration must be completed by the Applicant and signed in the presence of a
Commissioner for Taking Affidavits**

I/We _____ of _____
(name of applicant) (name of City, Town, Township, etc.)

solemnly declare that all the statements contained in the application for consent and all supporting documents are true and complete, and I 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:

(location)

on _____
(date)

Signature of Owner/Agent

Commissioner of Oaths