

IMPORTANT INFORMATION

Please be advised that the Committee of Adjustment Members have stressed emphatically that drawings are not to be accepted unless they include the information required under Section 51(17) of the Ontario *Planning Act* and outlined in the application.

In addition to the submission of a surveyor's sketch please submit a copy with a key map, surrounding land uses, accurate locations of buildings, locations of septic systems and wells on abutting properties, natural features, the driveway in question, etc.

Applications may be subject to additional fees should the subject lands be regulated by a conservation authority.

Please fill out and sign the attached form entitled "Applicant Questions", which is required prior to putting an application on the agenda.

Should you require further information, please do not hesitate to contact me.

Danielle Barranger
Planning Services Assistant and Secretary-Treasurer to the Committee of Adjustment
905-778-2055, ext. 1400
dbarranger@townofbwg.com

APPLICANT QUESTIONS

Please be advised that the following information is required prior to placing an application on a Committee of Adjustment Agenda.

1. Have you discussed your application with the Office of Community Planning?
 YES NO

2. Are you confident that the required information in your application and on your drawing is complete and correct?
 YES NO

3. Have you reviewed the Town and County Official Plan Policies?
 YES NO

4. Have you reviewed the Provincial Policy Statement and/or other relevant Provincial Policies as they affect the application?
 YES NO

5. Have you ascertained from the Office of Community Planning that your application complies with the Zoning By-law with respect to lot frontage, lot depth, lot area, setbacks and use?
 YES NO

Applicant/Agent Name
(Please Print)

Signature

CONSENT APPLICATION CHECKLIST

Please ensure that the following information has been completed.

1. The General Information has been reviewed by the owner/agent/solicitor.
2. The proposal must be discussed with the Office of Community Planning with respect to compliance with the Official Plan and Zoning By-law prior to submitting an application for Consent. Including mandatory Pre-Consultation Meeting with Office of Community Planning.
3. All questions on the application must be fully completed or marked “not applicable”. The affidavit must be signed by all registered owners or a duly authorized agent. **Note:** If a corporation is the owner, please use the corporation’s seal or write “I have authority to bind the Corporation”. The affidavit must be properly sworn. The information on the application must be legible, neat, and all dimensions shall be in metric.
4. The authorization form has been signed and dated by the owner, appointing an agent (if applicable) to act on behalf of the owner.
5. The drawing shall be to scale, legible, and contain all pertinent information in accordance with the application. Please refer to the sample drawing. All dimensions must be in metric.
6. With reference to the drawing, the distance of all buildings and structures, etc., from the proposed boundaries of the lots must be clearly dimensioned.
7. The parcel to be conveyed or otherwise dealt with by the Committee has been outlined in red and marked “SEVERED LAND” on each copy of the drawing. The retained land has been outlined in green and marked ‘RETAINED LAND”. Enclose one (1) copy of the drawing (no larger than 11 x 17 inches) and in digital form via email or USB key. If you have a survey, please provide a copy.
8. Any building(s) & structure(s), etc. that are to be demolished have been marked on the drawing.
9. The application fee in the amount of **\$2,575.00** payable to the Town of Bradford West Gwillimbury is enclosed.
10. A yellow notice sign will be provided by the Municipality and must be erected on the lot line abutting the road. All signs must be erected 14 days prior to the public meeting. The owner/applicant/agent will provide photographic evidence to the Community Planning Department that the signs have been erected. The signs are to be removed after the 20 day appeal period.

11. The location of the **proposed** entrance and driveway must be clearly marked on the subject lands.
12. **NOTE:** A covering letter outlining what sections of the applicable Official Plan policies you are applying under must be provided with the application. Please ask the Secretary-Treasurer or the Community Planning Department for a copy of the Consent Policies of the Official Plan. If you have other information you wish to provide, which is not on the application, please outline in the covering letter.

It is the responsibility of the applicant/owner/agent to request copies of reports received from the circulation.

APPLICATION FOR CONSENT

Completeness of the Application:

This information is prescribed in the Schedule to Ontario Regulation 197/96 made under Section 53 of the *Planning Act*. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Town will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out the other information that will assist the Committee of Adjustment and others in their planning evaluation of the consent application. To ensure the most efficient and complete review, this information should be submitted at the time of the application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused or deferred.

NOTE TO APPLICANTS: This application is to be used for the Town of Bradford West Gwillimbury Consent granting Authority. In this form the term “subject” land means the land to be severed and the land to be retained.

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.

OWNER/APPLICANT INFORMATION					
Property Owner Information (check one):			<input type="checkbox"/> Person(s)	<input type="checkbox"/> Company	
Registered Land Owner:					
Name:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

AGENT, SOLICITOR OR PLANNING CONSULTANT

Firm:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

Designate to Which all **Correspondence** will be Sent:

Designate to Which all **Invoices** will be Sent:

LOCATION OF THE SUBJECT LAND [ANSWER ALL APPLICABLE]

Local Municipality:		Former Municipality:		
Concession:	Lot Number:	Registered Plan:	Lot or Block:	
Reference Plan No.:	Part No.:	Name of Street:	Street No.:	

Are there easements or any restrictive covenants affecting the subject lands?

Yes No Unknown

If yes, please describe:

Is the property listed of designated? ([See register here](#))

PURPOSE OF THIS APPLICATION

Type and purpose of proposed transaction (check appropriate box):

- | | |
|--|--|
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Creation of a new lot |
| <input type="checkbox"/> Addition to a lot | <input type="checkbox"/> An Easement |
| <input type="checkbox"/> Other Purpose | <input type="checkbox"/> A Charge |
| <input type="checkbox"/> A lease | <input type="checkbox"/> A Correction of Title |
| <input type="checkbox"/> Boundary Adjustment | |

Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

If a lot addition, identify the lands to which the parcel will be added (i.e. address, lot and plan number):

DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION [COMPLETE EACH SUBSECTION]		SEVERED	RETAINED
Description	Frontage (m.)		
	Depth (m.)		
	Area (ha.)		
Use of Property	Existing Use(s)		
	Proposed Use(s)		
Buildings or Structures	Existing		
	Proposed		
Access (Check appropriate space)	Provincial Highway		
	Municipal road, maintained all year		
	Other public road		
	Right of way		
	Water Access (If so, describe below)		
	Describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.		
Water Supply (Check appropriate space)	Publicly owned and operated piped water system		
	Privately owned and operated individual well		
	Privately owned and operated communal well		
	Lake or other water body		
	Other means (specify)		
Sewage Disposal (Check appropriate space)	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic tank		
	Privately owned and operated communal septic system		
If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.			

LAND USE

What is the existing official plan designation(s) of the subject land?

What is the zoning of the subject land?

Are any of the following uses or features on the subject land or within 500 metres of the subject land? Please check the appropriate boxes, if any apply.

USE OR FEATURE	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LAND (indicate approximate distance)
An agricultural operation, including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland (Class 1, 2, or 3 wetland)		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site		
An active mine site		
An industrial or commercial use, and specify the use(s)		
An active railway line		
A municipal or federal airport		

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 and if known, provide the application file number and decision made on the application.

If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No Unknown

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

CURRENT APPLICATIONS

Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment that has been submitted for approval?

Yes No Unknown

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

Is the subject land the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, consent, or approval of a plan of subdivision?

Yes No Unknown

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

OTHER INFORMATION

Is the subject land within an area of land designation under any provincial policy or plan? (For example, Greenbelt Protection Plan, Provincial Policy Statement, etc.).

Yes No Unknown

If yes, does the application conform to/not conflict with the applicable provincial policies or plan?

Is there any other information that may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or provide in covering letter.

CONSERVATION AUTHORITY

Is the subject land regulated by a conservation authority?

Yes No

If so, which one?

Lake Simcoe Region Conservation Authority Nottawasaga Valley Conservation Authority

****Please note that additional fees may apply as determined by the conservation authority.**

DRAWING REQUIREMENTS

The application shall be accompanied by a drawing indicating the following:

- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The approximate distance between the subject land and the nearest lot line or landmark such as a bridge or railway crossing;
- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, well and septic tanks) that,
 - Are located on the subject land and on the land that is adjacent to it, and
 - In the applicant's opinion, may affect the application;
- The current uses of the land that is adjacent to the subject land (for example, residential, agricultural, commercial, industrial or environmental);
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public travelled road, a private road or a right-of-way;
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- The location and nature of any easements affecting the subject land.

****** When required by the Committee, the sketch mentioned in Important Information shall be signed by an Ontario Land Surveyor, but otherwise a hand-drawn drawing to scale will be acceptable.

AFFIDAVIT OR SWORN DECLARATION

Affidavit or Sworn Declaration for the Prescribed and Requested Information

I, _____ of the Town of _____
in the County of _____ make oath and say (or solemnly declare) that all the
information contained in this application is true and that the information contained in the documents
that accompany this application in respect of the above Sections are true.

Declared before me at the _____ of _____)
_____)
in the County/Region _____)
of _____ this _____ day _____)
of _____ 20 _____)

Signature of Owner/Agent

Signature of Commissioner, Notary Public, etc.

AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written
authorization of the owner that the applicant is authorized to make the application and provide
personal information must be included with this form or the authorization set out below must be
completed.

Authorization of Owner for Agent to Make the Application and Provide Information

I/we, _____, am/are the
owner(s) of the land that is the subject of this application for a consent and, I/we authorize
_____ to make this
application on my/our behalf AND as my/our agent for this application, to provide any of my/our
personal information that will be included in this application or collected during the processing of the
application.

Date

Signature of Owner

Date

Signature of Owner

CONSENT OF OWNER

Consent of the Owner to the Use and Disclosure of Personal Information

I/we, _____, am/are the owner(s) of the land that is the subject of this application for a minor variance and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I/we authorize _____, to act as my/our Agent to make application to the Town of Bradford West Gwillimbury Committee of Adjustment to appear on my/our behalf at any hearing(s) of the application, and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

Date

Signature of Owner

Date

Signature of Owner

Consent of the Owner to Permit the Committee of Adjustment to Enter onto the Land

I/we _____, am/are the owner(s) of the land that is subject of this application, and therefore authorize and consent to employees for the Town of Bradford West Gwillimbury and its Members of the Committee of Adjustment to attend and conduct inspections of the lands subject to this application as part of their review and processing of the application.

Date

Signature of Owner

Date

Signature of Owner

IMPORTANT:

Should the Committee of Adjustment find that the application is not complete with respect to any of the above requirements; the application most likely will be deferred at the applicant's expense.

A deferral fee of \$285.00 is required to have the application placed on the next available agenda. The Secretary-Treasurer will review the application and make suggestions as to what he/she feels may require further information of if he/she feels the application is incomplete. Ultimately it is the responsibility of the applicant/agent to ensure that the application and drawing are complete and the notice signs are posted.

INFORMATION AND MATERIAL TO BE INCLUDED IN AN APPLICATION
for Consent under Subsection 53(2) of the *Planning Act*

1. The name, address, telephone number and, if applicable, the e-mail address of the owner of the subject land and of the agent if the applicant is the owner's authorized agent.
2. The date of the application.
3. The type and purpose of the proposed transaction (for example, a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title).
4. If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased.
5. A description of the subject land, including such information as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers, and street names and numbers.
6. Whether there are any easements or restrictive covenants affecting the subject land.
7. If the answer to question 6 is yes, a description of each easement or covenant and its effect.
8. The following information, with respect to the land intended to be severed and the land intended to be retained:
 - The frontage, depth and area in metric units;
 - The existing and proposed uses of the land;
 - The existing and proposed buildings and structures on the land;
 - Whether access to the land will be:
 - By a provincial highway, a municipal road that is maintained all year or seasonally, another public road or a right-of-way, or
 - By water;
 - If access to the land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road;
 - Whether water will be provided by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means; and
 - Whether sewage disposal will be provided by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means.
9. The current designation of the subject land in the applicable Official Plan.

10. If known,
 - Whether the subject land has ever been the subject of an application for approval of a plan of subdivision under section 51 of the *Act* or a consent under section 53 of the *Act*; and
 - If the answer to the above is yes, the file number of the application and status of the application.
11. Whether any land has been severed from the parcel originally acquired by the owner of the subject land.
12. If the answer to question 11 is yes, the date of the transfer, the name of the transferee and the uses of the severed land.
13. If known,
 - whether the subject land is the subject of any other application under the *Act*, such as an application for an amendment to an official plan, a zoning by-law or a Minister's zoning order, an application for a minor variance or an application for an approval of a plan of subdivision or a consent; and
 - if the answer to the above is yes, the file number of application and the status of the application.
14. A drawing showing the following in metric units:
 - The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
 - The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
 - The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - The approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, well and septic tanks*) that,
 - Are located on the subject land and on the land that is adjacent to it, and
 - In the applicant's opinion, may affect the application;
 - The current uses of the land that is adjacent to the subject land (*for example, residential, agricultural, commercial, industrial or environmental*);
 - The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public travelled road, a private road or a right-of-way;
 - If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
 - The location and nature any easements affecting the subject land.
15. Whether the application is consistent with policy statements issued under subsection 3(1) of the *Act*.

16. Whether the subject land is within an area of land designated under any provincial policy or plans.
17. If the answer to question 16 is yes, whether the application conforms to or does not conflict with the applicable provincial policy or plans.
18. If the applicant is not the owner to the subject land, the owner's written authorization to the applicant to make the application.
19. An affidavit or sworn declaration by the applicant that the information required under this schedule and provided by the applicant is accurate.

FOR OFFICE USE ONLY

Date Received: _____

Application No.: _____

Date Deemed Complete: _____