



The Corporation of the Township of Bonfield

APPLICATION FOR CONSENT INFORMATION SHEET

PLEASE READ CAREFULLY PRIOR TO COMPLETING & SUBMITTING AN APPLICATION

THE BASIC CRITERIA: Official plans are land use planning documents adopted by Municipal Councils and approved by the Province. They reflect provincial and local planning issues and among other things, establish policies for lot creation. The Planning Act requires that any proposed severance must conform to the requirements of the Official Plan and shall be consistent with the Provincial Policy Statement. In the Township of Bonfield, lands are subject to the Township's Official Plan.

All lands are also subject to local Zoning By-Laws which set out specific requirements for new development (e.g. minimum lot size, frontage, setbacks, etc.) All proposed lots must conform to the relevant Zoning By-Law, or the By-Law amended to bring the lands into conformity. The Township's Planning and Development staff can assist you in determining the rules and specific lot size requirements which are applicable to your property. Information regarding the Official Plan can also be obtained from Planning and Development staff as well as the Township's website.

To apply for a severance, the attached application form must be completed in full and returned to the staff at the Township of Bonfield's Municipal office.

CHECKLIST FOR A "COMPLETE APPLICATION"

- Pre-Consult Meeting with the Planning & Development Department of the Township of Bonfield (please contact the department to arrange for a meeting)
- Application form, with original signatures, Commissioned/declared, and all sections completed
- Other/concurrent applications
- Any required technical or justification study, 1 hard copy
- Application Fee(s) payable to the Township of Bonfield
- Other information identified at the pre-consultation meeting
- Subject property marked using wooden stakes with bright paint
- A Sketch including all the required information as set out on page 8 of the Consent Application

PLEASE NOTE: Until the Township of Bonfield has received all the required information and materials requested herein, the application will be deemed incomplete and returned to the applicant.

WHAT HAPPENS ONCE A COMPLETE APPLICATION IS RECEIVED?

- Planning & Development staff process application & provide notice to persons & agencies prescribed by *Planning Act* regulations at least 14 days prior to the hearing of an application; Staff reports are prepared, agency & other public comments are gathered prior to hearing.
- Planning Advisory Committee hearing- proposal & all reports reviewed by Committee. The function of the Committee is to review the submitted reports and then make recommendation to Council based on this information, as well as information provided by the applicant & any neighbours who may wish to be heard.
- Committee recommendations go to the following Council meeting for Council, as the approval authority, to make a decision; 20 day appeal period; If approval was given & not appealed, applicant has two years to meet conditions.
- Applicant has survey plan prepared by an Ontario Land Surveyor, if applicable & meets all other conditions which are listed on the Notice of Decision.
- Applicant requests their Solicitor to prepare Transfer/Deed for the severed lot &/or right-of-way/easement; The Solicitor forwards the draft Transfer/Deed to Planning and Development for review; The Solicitor registers the Deed in the Registry Office to complete your severance.

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
APPLICATION FOR CONSENT**



File No.: _____

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 197/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan/sketch, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all the required information may prevent or delay the consideration of the Application. **Please Print, Complete and (X) Appropriate Boxes.**

Section 1:
Registered Owner(s)
Name(s):
Street Address:
City & Province:
Postal Code:
Phone:
E-mail:
Applicant(s) (complete if the Applicant is not the owner)
Name(s):
Street Address:
City & Province:
Postal Code:
Phone:
E-mail:
Agent Authorized by the Owner to file the Application (if applicable)
Name:
Street Address:
City & Province:
Postal Code:
Phone:
E-mail:
Which of the above is the Primary Contact: Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent <input type="checkbox"/>
Section 2:
PURPOSE OF THIS APPLICATION
Transfers:
Creation of of New Lot <input type="checkbox"/> Lot Addition <input type="checkbox"/> Easement/Right of Way <input type="checkbox"/>
Other:
A Correction of Title <input type="checkbox"/> Charge <input type="checkbox"/> Lease <input type="checkbox"/>

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Person(s), if known, to whom land or interest in land is to be transferred:

If a lot addition, identify the land to which the lot addition will be added:

Number of new lots to be created:

Certificate of Consent: Will you be requesting a certificate of consent for both retained and severed parcels?

No Yes if 'Yes', you must provide a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the *Planning Act*.

**Section 3:
SUBJECT LAND**

Municipal Address:

Roll No.

Legal Description:

LOT: _____ PLAN: _____ PARCEL: _____

PART(S): _____

Current Zoning:

Current Official Plan Designation:

Proposed zoning and/or official plan designation change?

No Yes if 'Yes', please provide details and complete the applicable application:

Are there any easements or restrictive covenants affecting the subject land?
No Yes if 'Yes', please list the description of each easement or covenant and it's effect: _____

Have the subject lands ever been or is now, part of an application for:

Official Plan Amendment: No Yes if 'Yes', File No. _____

Zoning Amendment: No Yes if 'Yes', File No. _____

Plan of Subdivision: No Yes if 'Yes', File No. _____

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Consent: No Yes if 'Yes', File No. _____

Minor Variance: No Yes if 'Yes', File No. _____

Nearby Uses and Features

Are any of the following uses or features on the subject land?

Use or Feature	On the subject land	Within 500 meters of subject land, unless otherwise specified (indicate approximate distance)
An agriculture operation including livestock facility or stockyard		
A Landfill		
A Sewage treatment plant or waste stabilisation plant		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site		
TransCanada Pipeline and/or facilities (within 200 meters or 30 meters within a right-of-way) OR (700 meters of compressor station)		
An active railway line, municipal/federal airport, utility corridors, heritage buildings		
Aggregate removal area (Pits and Quarries)		

Natural Heritage Feature or Area	On the Subject Property	Within distance from subject property (indicate approximate distance)
Significant habitat of endangered and threatened species		120 meters
Significant wetlands		120 meters
Significant wildlife habitat		120 meters
Significant areas of natural and scientific interest- earth science		50 meters
Fish habitat		120 meters
Watercourse or body of water		120 meters

Re-submission of an Application

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

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Section 4:

RETAINED & SEVERED LAND(S)

RETAINED

Frontage (meters): _____ Depth (meters): _____

Area (m2 or HA): _____

SEVERED

1. Frontage (meters): _____ Depth (meters): _____

Area (m2 or HA): _____

2. Frontage (meters): _____ Depth (meters): _____

Area (m2 or HA): _____

3. Frontage (meters): _____ Depth (meters): _____

Area (m2 or HA): _____

Existing use or proposed use of the property

RETAINED: _____

Existing use or proposed use of the property

SEVERED: _____

Existing/Proposed buildings/structures (in metric units)

RETAINED:

Type: _____ Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback: _____ Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____

Type: _____ Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback: _____ Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____

Attach additional page if necessary

Existing/Proposed buildings/structures (in metric units)

SEVERED:

Type: _____ Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback: _____ Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____

Type: _____ Front lot line Setback: _____ Rear lot line setback: _____ Height: _____
Interior lot line setback: _____ Exterior lot line setback: _____ Dimensions: _____ Floor Area: _____

Attach additional page if necessary

Access:

RETAINED

- Provincial Highway
- Municipally Maintained Road- Year Round
- Municipally Maintained Road- Seasonal
- Municipal Road- Year Round
- other Public Road (specify): _____
- Right of Way (specify & if applicable, provide legal use): _____

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
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Water Access only

Access:

SEVERED

- Provincial Highway
- Municipally Maintained Road- Year Round
- Municipally Maintained Road- Seasonal
- Municipal Road- Year Round
- other Public Road (specify): _____
- Right of Way (specify & if applicable, provide legal use): _____
- Water Access only

If access to the subject land is by private road, or if “other public road” or “right of way” please indicate who owns the land or road, who is responsible for maintenance and whether it’s maintained seasonally or all year:

If Water Access, please list the parking and docking facilities used or proposed to be used as well as the approximate distance from the subject lands and the nearest public road.

Water Supply:

RETAINED

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): _____

Water Supply:

SEVERED

- Privately-owned and operated individual well
- Privately-owned and operated communal well
- Lake or other body of water
- Public owned and operated piped water system
- Other means (specify): _____

Sewage Disposal:

RETAINED

- Privately owned and operated individual septic
- Privately owned and operated communal septic system
- Public owned and operated sanitary sewage system
- Privy

Sewage Disposal:

SEVERED

- Privately owned and operated individual septic

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DECLARATION OF APPLICANT(S)

Affidavit or Sworn Declaration

I/We _____ of the _____ in the District of _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____ of _____ in the District of _____ this _____ day of _____, 20_____.

Signature of Commissioner of Oaths

Signature of Applicant

Signature of Commissioner of Oaths

Signature of Applicant

AUTHORIZATION

Consent of owner(s) to the use and disclosure of personal information

I/We _____ am/are the owner(s) of the land that is the subject of this consent application for the purposes of the Freedom of Information and Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

TO BE COMPELTED If the applicant(s) is not the owner(s) of the land that is the subject of this application

Authorization of Owner(s) for agent/purchaser to make application and provide personal information

I/We, _____, am/are the owner(s) of the land that is subject of this application and I/we authorize _____ (name of agent/purchaser) to make this application on my/our behalf and for the purposes of the Freedom of Information and Protection of Privacy Act provide any of my 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

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Consent of Owner(s), Permission to Enter

I/We _____ being the owner(s) of the subject land of this application hereby authorize Municipal Staff, Planning Advisory Committee Members and the North Bay Mattawa-Conservation Authority to enter onto the subject property for the sole purpose of gathering necessary information (e.g. site inspection, photos etc.) to evaluate this application.

Date

Signature of Owner

Date

Signature of Owner

Note: Please have the subject property marked using wooden stakes with bright paint in order to assist any staff or Committee Members with site inspections. Failure to properly identify the subject property may result in a deferral of the application.

FOR OFFICE USE ONLY

Date received by Planning & Development Department: _____

Date Complete Application received: _____

REQUIRED SKETCH

This application must be accompanied by a sketch, drawn in metric units, black and white, showing EXISTING and PROPOSED building(s) and structure(s) on the subject property detailing the following information:

1. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
2. The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
3. 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, clearly identified as “retained” and “severed”.
4. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
5. 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, wells and septic tanks) that are located on the subject land and on land that is adjacent to it, and in the applicant’s opinion, may affect the application.
6. The current uses of land that is adjacent to the subject land (for example, residential, agricultural, or commercial).
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.
8. If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
9. The location and nature of any easement affecting the subject land.

Note: Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

Note: Please have the front of the subject property marked using wooden stakes with bright paint in order to assist any Committee Members or Municipal Staff with site visits.