

# County of Peterborough Land Division

470 Water Street, Peterborough, Ontario K9H 3M3  
email: AHamilton@ptbocounty.ca  
T-705-743-3718 or 800-710-9586, Ext. 2406 Fax: 705-876-1730



## Application for Consent

**Note to Applicant: All questions must be answered or application may be returned.**  
**Application Fee: \$1150.00 must accompany fully completed application and 6 copies.**

**It is strongly advised the applicant complete a Preliminary Severance Review with the County of Peterborough Planning Department. Have you done so:**

Y/N \_\_\_\_\_ Date: \_\_\_\_\_

**If yes, were there any Studies required? Y/N \_\_\_\_\_**  
(i.e. Traffic Study, Archaeological Study and Environmental Impact Analysis (EIA).

**Have you attached 4 copies of each to this application?**  
Y/N \_\_\_\_\_

Office Use:

File No. **B-**

Date Received:

### 1. Owner Information

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

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

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

Do you wish to receive all communications?  Yes  No

### 2. Authorized Agent/Solicitor Information

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

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

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

Do you wish to receive all communications?  Yes  No

### 3. Property Description

Ward: \_\_\_\_\_ Township: \_\_\_\_\_ Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Municipal (911) Address: \_\_\_\_\_ Tax Roll #: \_\_\_\_\_

Registered Plan #: \_\_\_\_\_ Block/Lot: \_\_\_\_\_

### 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

### 5. Transferee

If known, the name of the person(s), to whom land or interest in land is intended to be transferred, charged or leased: \_\_\_\_\_ relationship to owner: \_\_\_\_\_

Address: \_\_\_\_\_

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

**6. Description of Severed Lot (provide both metric & imperial measurements and include all dimensions on sketch)**

Frontage (metres): \_\_\_\_\_ Depth (metres): \_\_\_\_\_ Area (m<sup>2</sup> or hectares): \_\_\_\_\_  
 Frontage (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_ Area (ft<sup>2</sup> or acres): \_\_\_\_\_

**Existing Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_ **Proposed Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_

Name Existing Buildings & Structures, including well & septic  
(and show on sketch with setbacks ) \_\_\_\_\_

Name Proposed Buildings & Structures, including well & septic  
(and show on sketch with setbacks ) \_\_\_\_\_

**Type of Access:**

- Municipal maintained road                       County Road                       Provincial Highway  
 Seasonally maintained municipal road                       Private road or rightof-way                       Water                       Other \_\_\_\_\_

**Water Supply:**

- Publicly owned/operated piped water system  
 Privately owned/operated individual well  
 Privately owned/operated communal well  
 Lake or other water body  
 Other \_\_\_\_\_

**Sewage Disposal: (if existing, show on sketch)**

- Publicly owned/operated sanitary sewage system  
 Privately owned/operated individual septic tank  
 Privately owned/operated communal septic tank  
 Privy  
 Other \_\_\_\_\_

If a septic system exists on the severed parcel, when was it installed and inspected? \_\_\_\_\_

How far is it located from the lot line(s) & well? \_\_\_\_ (ft. or meters)

Have you shown the well & septic locations and setbacks on the sketch? \_\_\_\_\_

**If the severed lot is an "Addition" or "Lot Line Adjustment", please provide the following information. If not, please skip this section and move onto Section 8:**

**7. Description of Lot Being Added To (provide both metric & imperial measurements and include all dimensions on sketch)**

Frontage (metres): \_\_\_\_\_ Depth (metres): \_\_\_\_\_ Area (m<sup>2</sup> or hectares): \_\_\_\_\_  
 Frontage (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_ Area (ft<sup>2</sup> or acres): \_\_\_\_\_

**Existing Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_ **Proposed Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_

Name Existing Buildings & Structures, including wells & septic  
(and show on sketch with setbacks ) \_\_\_\_\_

Name Proposed Buildings & Structures, including wells & septic  
(and show on sketch with setbacks ) \_\_\_\_\_

**Official Plan Designation:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Type of Access:**

- Municipal maintained road                       County Road                       Provincial Highway  
 Seasonally maintained municipal road                       Private road or rightof-way                       Water                       Other \_\_\_\_\_

**Roll # of Lot Being Added to:** \_\_\_\_\_

**8. Description of Retained Lot** (provide both metric & imperial measurements and include all dimensions on sketch)

Frontage (metres): \_\_\_\_\_ Depth (metres): \_\_\_\_\_ Area (m<sup>2</sup> or hectares): \_\_\_\_\_  
 Frontage (feet): \_\_\_\_\_ Depth (feet): \_\_\_\_\_ Area (ft<sup>2</sup> or acres): \_\_\_\_\_

**Existing Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_ **Proposed Use:** (i.e. residential, commercial, recreational) \_\_\_\_\_

Name Existing Buildings & Structures, including wells & septic (and show on sketch with setbacks) \_\_\_\_\_  
 Name Proposed Buildings & Structures, including wells & septic (and show on sketch with setbacks) \_\_\_\_\_

**Type of Access:**

Municipal maintained road  County Road  Provincial Highway  
 Seasonally maintained municipal road  Private road or right-of-way  Water  Other \_\_\_\_\_

**Water Supply:**  Publicly owned/operated piped water system  
 Privately owned/operated individual well  
 Privately owned/operated communal well  
 Lake or other water body  
 Other \_\_\_\_\_

**Sewage Disposal: (if existing, show on sketch)**  Publicly owned/operated sanitary sewage system  
 Privately owned/operated individual septic tank  
 Privately owned/operated communal septic tank  
 Privy  
 Other \_\_\_\_\_

If a septic system exists on the retained parcel, when was it installed and inspected? \_\_\_\_\_

How far is it located from the lot line(s) & well? \_\_\_\_ (ft. or meters)

Have you shown the well & septic locations and setbacks on the sketch? \_\_\_\_\_

**9. Local Planning Documents**

What is the current Township **Official Plan** designation on this property? \_\_\_\_\_  
 (this information is available from the Preliminary Severance Review and/or from the Township)

What is the current zoning on this property, as found in the Township **Zoning By-Law**? \_\_\_\_\_  
 (this information is available from the Preliminary Severance Review and/or from the Township)

**10. Provincial Policy**

Is the application consistent with the Provincial Policy Statements?  Yes  No  
 (this information is available from the Preliminary Severance Review and/or from the County Planning Dept.)

Is the subject property within an area of land designated under any provincial plan(s)?  Yes  No  
 (Oak Ridges Moraine Conservation Plan applies to portions of Cavan Ward only;  
**Growth Plan applies to the entire County of Peterborough so answer should be yes**)

If yes, does the application conform to or meet the intent of the provincial plan(s)?  Yes  No

**11. Restrictions of Subject Land**

Are there any **easements** or **restrictive covenants** (i.e. hydro, Bell) affecting the subject land?  Yes  No

If yes, describe the easement or covenant and its effect: \_\_\_\_\_

**12. Previous Planning Act Applications**

Is the subject land now, or has it been, the subject of an application for a Plan of Subdivision under Section 51 or a consent under Section 53 of the *Planning Act*?  Yes  No

Has the owner of the subject land severed any land from the original acquired parcel?  Yes  No

If yes, indicate this information on the required sketch and provide the following (if known):  
 File No. B- \_\_\_\_\_, Transferee: \_\_\_\_\_ Date of Transfer: \_\_\_\_\_  
 File No. B- \_\_\_\_\_, Transferee: \_\_\_\_\_ Date of Transfer: \_\_\_\_\_

Is this land currently the subject of any other application under the Planning Act, such as an application for Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Minister's Order, or Power of Sale?  Yes  No

If yes, please provide the following:  
 Type: \_\_\_\_\_ File No. \_\_\_\_\_ Status: \_\_\_\_\_

**13. Minimum Distance Separation (MDS)**

Are there any **barns** within 750-1,500 metres (2,460-4,921 feet) of the subject property which currently house, or are capable of housing, livestock?  Yes  No

Are there any **anaerobic digesters** within 750-1,500 metres (2,460-4,921 feet) of the subject property?  Yes  No

**If yes, please complete an "MDS Data Sheet" for each barn.**

**14. Agricultural Severances** (for lands within the agricultural designation only)

N/A

Is the severance to dispose of a residence surplus to a farming operation (must have 2 houses)?  Yes  No

Is this severance to create a new farm parcel approximately 40 hectares (100 acres) in size?  Yes  No

Is this severance for a commercial or industrial "agriculture-related" use?  Yes  No

**15. Adjacent Lands Surrounding the Landholding**

Please state the names of the owners, the use of the land and buildings existing on the lands surrounding the applicants' entire landholding. **This information should also be on the sketch**, and can be obtained from the Township or Land Division Office. If more room is needed, please add extra Schedule page.

Direction	Name of Owner	Use of Land (i.e. farm, residential etc.)	Buildings (i.e. house, barn etc.)
North			
South			
East			
West			

**16. Driving Directions**

Please describe in detail driving directions to the subject property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures Page

If the applicant is not the owner of the subject land, a **written authorization** of the owner that the applicant is authorized to act as agent and make the application on his/her behalf is required (original please).

If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation and the Corporation's Seal (if any) must be affixed.

Signature(S)

Dated at the (City, Township) of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Signature of owner(s) or authorized solicitor/agent

\_\_\_\_\_  
Signature of owner(s) or authorized solicitor/agent

**Declaration**

**This section must be signed before a Commissioner for Taking Affidavits or a designated Official of the Municipality (i.e. Reeve, Clerk, Secretary-Treasurer of the Land Division Committee, lawyer, etc.)**

I/we, \_\_\_\_\_ of the Township, City, etc. of \_\_\_\_\_, in the County/Region/Municipality, etc. of \_\_\_\_\_, solemnly declare that all the statements contained in this application are true, and I make this solemn declaration as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_  
in the \_\_\_\_\_  
of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*City, Township*

*Name of City, etc.*

*County, Region, etc.*

\_\_\_\_\_  
*Owner or authorized Agent*

\_\_\_\_\_  
*Owner or authorized Agent*

\_\_\_\_\_  
*Commissioner, etc. for taking affidavits*

Personal information contained on this form is legally authorized under Sec.53 of the Planning Act and O.Reg.197/96 for the purpose of processing your planning application and will become part of a public record.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec.32(e) of the Municipal Freedom of Information and Protection of Privacy Act the County of Peterborough may make all planning applications and supporting material available to the public in hard copy or electronically. If you have any questions about the collection, use or disclosure of this information by the County of Peterborough, please contact the CAO or Clerk, County of Peterborough, 470 Water Street, Peterborough, Ontario K9H 3M3

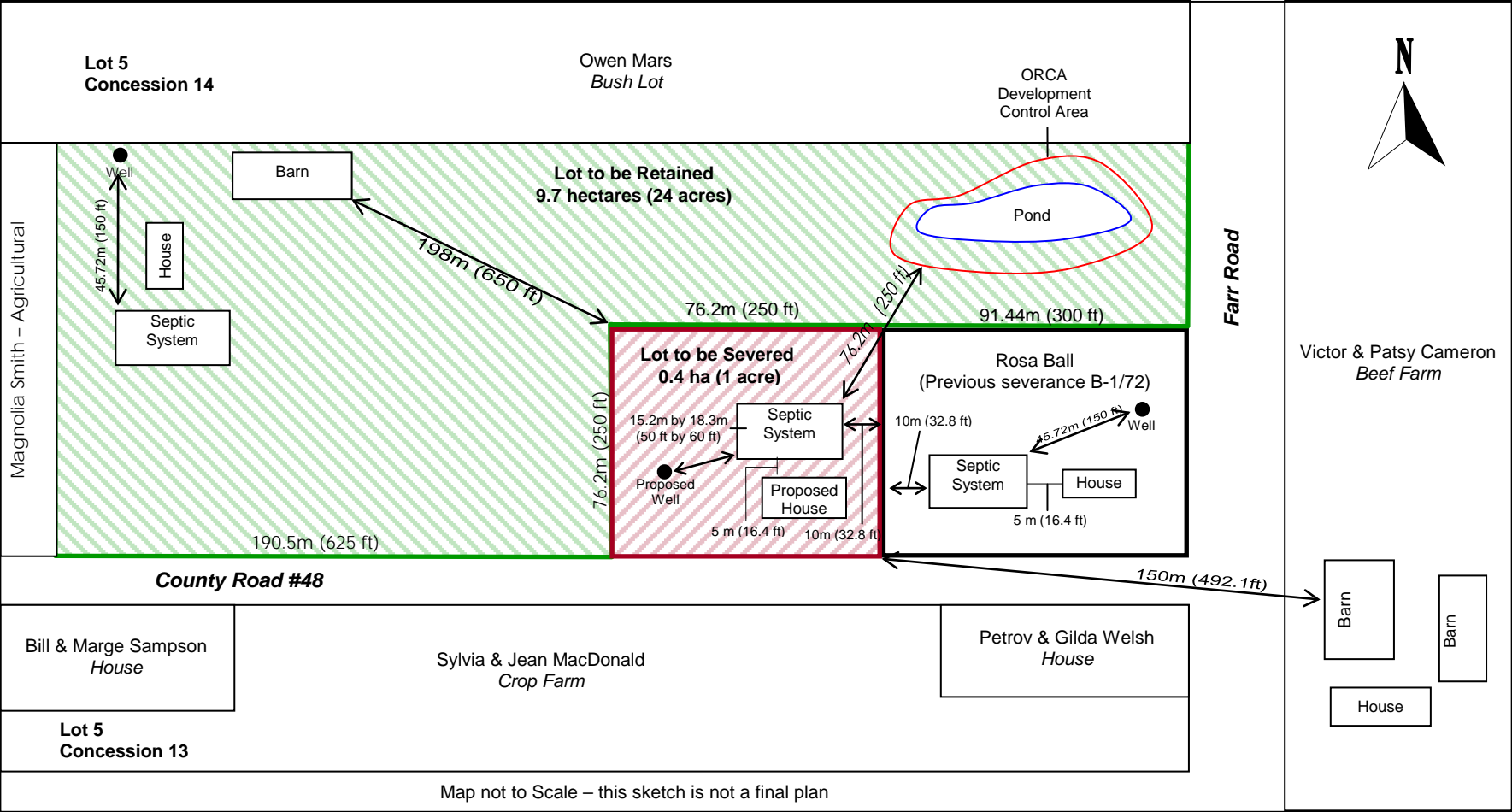
An "original" signed copy of the application and sketch must be submitted, together with 6 copies of both the application and sketch, each copy stapled individually with a sketch. All copies of the sketch or survey must be coloured – red for severed lots, green for retained. Copies may be double-sided. Please submit application with a cheque for \$1150.00 payable to the "County of Peterborough".

### Sketch or Survey Instructions and Example

**Details are required under the Planning Act and by the Land Division Committee and its circulating agencies. Failure to complete the sketch with enough information could result in your application being deemed “incomplete” or an amended application and fee.**

- You may use the “sketch” you received with your preliminary review to start.
- Show the boundaries and dimensions of the subject land, i.e. the Severed lot, the Retained lot and the parcel being added to if this is an addition to a lot (i.e. frontage, depth, area).
- Show all lands and features drawn “to scale” - the measurements must be reasonably accurate and proportionally sized in the context of the lot and other features.
- The location & setbacks 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 (existing buildings, proposed building locations, septic areas, wells, railways, roads, existing entrances, watercourses, drainage ditches, river or stream banks, slopes, wetlands and wooded areas.)
- Show a proposed septic area on the undeveloped lot(s) (either severed and/or retained) that is at least 3000 sq. ft. (eg. 50 ft. x 60 ft.) and that complies with all regulatory and zoning setbacks from watercourses, restricted areas, proposed buildings, wells and lot lines. To check these setbacks call the Township, Health Unit and Conservation Authority for appropriate minimum setbacks. – see attached sample**
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land (i.e. frontage, depth, area).
- The distance between the subject land and the nearest township lot line or landmark (bridge or railway crossing, etc.)
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The names of the owners of the adjacent lands and existing uses on the adjacent land, such as residential, recreational, agricultural and commercial uses. Also, show the distance between the severed lot and any barns which as per dimensions outlined in Question 13 of the application (“MDS Data Sheets” are available at the County Office or on the County website – [www.ptbocounty.ca](http://www.ptbocounty.ca))
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.
- The severed lot coloured with red stripes and the retained lot coloured with green stripes on each of the required copies of this sketch. If access to this lot is to be by a deeded right-of-way, colour this in **yellow with red stripes if severing, green if retaining**.
- If the purpose of this application is for an “addition” to an existing lot, draw an arrow, in red, from the severed land to the property to which it is to be added.
- Show the direction “North” on the sketch.

Sample Sketch



Map not to Scale – this sketch is not a final plan

Show Measurements to Septic	Minimum Setbacks
From lot line	3 metres
From house	5 metres
From wells with water tight casings to minimum 6 metres below ground	15 metres
From other wells	30 metres
From surface water	15 metres

To Convert	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares
Square Feet	0.09	Square Metres

Check with township office for minimum setbacks for home and outbuildings.

**Checklist for Submitting Application:**

- Have you completed a (free) Preliminary Severance Review with the County Planning Department? If not, contact Tanjot Bal at 743-0380, Ext. 2405 or Tbal@ptbocounty.ca. You can get a Preliminary Severance Review Form on our website at [www.ptbocounty.on.ca](http://www.ptbocounty.on.ca).
- Have you completed **all** questions on the application form (if the answer is “none”, or “0”, or “n/a”, please indicate that answer to show the question has been considered).
- Incomplete applications and/or sketches (see instructions) will not be accepted and will be returned to the applicant.
- Have you completed the “MDS Data Sheet” for barns (available online or from our Planning Department, as above)?
- If you are acting as an agent for the owner, have you included a separate “authorization” letter (please include original).
- Has the declaration page (page 5) been signed and commissioned?
- We require 1 (one) original and 6 (six) copies of the application and 6 (six) copies of the sketch – coloured sketches attached.
- Have you included a cheque or money order made out to the “County of Peterborough” for \$1150.00?
- Have you included the “original” copy of the application with the signatures and sworn affidavits?
- Have you attached all copies of any reports and/or studies required as per your preliminary review?

**The Consent process is involved and lengthy. Please be patient as it proceeds through the various stages of the prescribed process as per the Planning Act of Ontario. Our goal is to process the application as soon as possible given the various stages it must pass through. Please see the “Land Severance Consent Guide” for an in-depth explanation.**