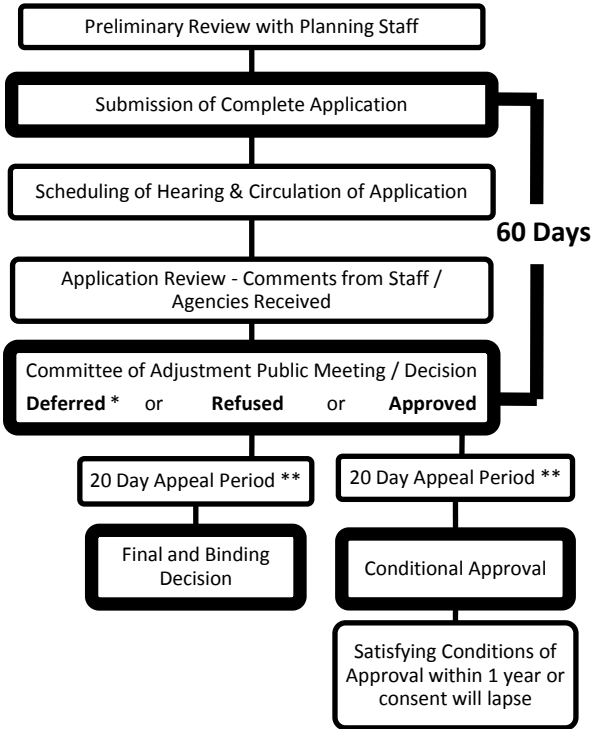


## CONSENT PROCESS



\* Can only be appealed if no decision after 90 days

\*\* Decision can be appealed to the Ontario Municipal Board (OMB)

*This flowchart focuses on the basic process. Some steps are not shown.*



### Planning and Development Division

**Caledonia Satellite Office**  
 282 Argyle Street South  
 Caledonia, Ontario  
 N3W 1K7  
 (905) 318 5932

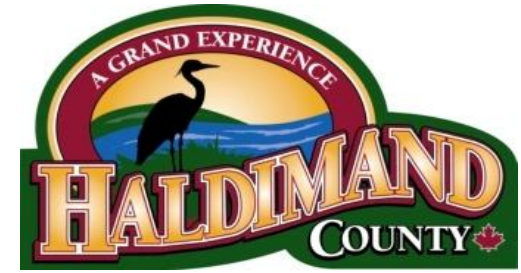
**Hagersville Satellite Office**  
 1 Main Street South  
 Hagersville, Ontario  
 N0A 1H0  
 (905) 318 5932

**Dunnville Satellite Office**  
 111 Broad Street East  
 Dunnville, Ontario  
 N1A 2X5  
 (905) 318 5932

**Planner to contact:**

Office:

Phone Number:



## CONSENT (LAND SEVERANCE) GUIDE



**Planning and Development Division**

[www.haldimandcounty.on.ca](http://www.haldimandcounty.on.ca)

[planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca)

*This brochure is intended to provide preliminary information only*

April 2013

## WHAT IS CONSENT (LAND SEVERANCE)?

A consent is the authorized separation of a piece of land to form a new lot or a new parcel of land. This is also commonly known as land severance. In addition to the division of land; rights-of-way, easements, and any change to your existing property boundaries also requires land severance approval.

In considering each application for land severance, the Committee of Adjustment will evaluate the merits of each proposal against criteria such as:

- The intent and purpose of the Official Plan and Zoning By-law are maintained;
- Relevant servicing policies of the Official Plan are maintained;
- Compatibility with adjacent uses of land;
- Adequacy of vehicular access; and
- The need to ensure the protection from potential flooding.

## WHAT IS THE COMMITTEE OF ADJUSTMENT?

The Committee of Adjustment is a Committee, comprised of citizen members, who are appointed by Haldimand County Council, as authorized under Section 44 and 54 of the *Planning Act*, R.S.O., 1990, c.P. 13. The Committee deals with both minor variances and consents (land severances).

The Committee of Adjustment is authorized to grant minor variances from Haldimand County's Zoning By-laws; give consent to sever a parcel of land into more than one lot, or as an addition to abutting properties (boundary adjustment); and permit enlargements, extensions or changes to existing non-conforming uses.

## HOW TO START?

Before you make an application it is recommended that you to consult with the Planning and Development Division staff. Staff will be able to explain the process, outline the submission requirements, and list any other applicable permits and approvals that may be required. Planning Staff are available at each Satellite Office between 8:30 a.m. and 12 p.m. for drop in inquiries. A scheduled appointment is requested for inquiries outside of the morning hours. Please contact Planning Staff at the appropriate geographic office:

- Hagersville Satellite Office – 905 318 5932
- Caledonia Satellite Office – 905 318 5932
- Dunnville Satellite Office – 905 318 5932

## CONSENT APPLICATION REQUIREMENTS

- 1) Completed Application Form\*
- 2) Plans / Drawings (8.5" x 11")
- 3) Application Fees

\*Application forms available at each County Office or online ([www.haldimandcounty.on.ca](http://www.haldimandcounty.on.ca))

## APPLICATION FEES

The application fees are outlined on the application form and are payable at the time an application is submitted. A fee may also be required by the applicable Conservation Authority and may be submitted as part of the Consent application.

## SUBMISSION OF A COMPLETE APPLICATION

The County will consider your application to be 'complete' if it is accompanied by the compulsory information. A complete application will allow a more efficient and comprehensive review of all supporting material by the County.

The submission of an incomplete application may result in delays in the processing of your application. Usually, the County will return your application and request that you submit the outstanding information. Making your submission in person is recommended as this provides an opportunity for immediate confirmation of the completeness of your submission.

## COMMITTEE OF ADJUSTMENT'S DECISION

Any person or public body has the right to appeal the Committee's decision to the Ontario Municipal Board (OMB). The appeal must be filed with the Secretary-Treasurer of the Committee of Adjustment within 20 days of the date the decision is mailed. If an appeal is received, the entire matter is forwarded to the OMB, and the OMB will arrange a new hearing. The decision of the OMB is considered final.

At the end of the 20-day appeal period, if there has been no appeal filed, the decision will become final and a notice to this effect will be issued. The Committee of Adjustment is authorized to impose conditions on the decision. In order for an application to be complete, all conditions imposed by the Committee must be fulfilled to the satisfaction of the specified agency within one year of the date of the decision. If the conditions are not fulfilled within the one year time period, the application is deemed to be refused and the decision will lapse.

Planning and Development Division Service Areas

AREA 1 SERVED BY THE HAGERSVILLE OFFICE  
AREA 2 SERVED BY THE CALEDONIA OFFICE  
AREA 3 SERVED BY THE DUNNVILLE OFFICE

