

## APPLICATION CHECKLIST

### SUPPORTING MATERIAL TO BE SUBMITTED WITH THE APPLICATION

In order for your application to be considered complete, the following must be included as part of this application (**all figures must be provided in bold numerals, black ink, and metric units**). An incomplete or improperly prepared application may not be accepted and could result in processing delays.

*Please Note: All applications are to be submitted via Portal, through the County's website. Portal, along with further instructions can be found at the following link: <https://portal.haldimandcounty.on.ca/cityviewportal>*

1. Supporting Sketch: a sketch (on plain 8.5 x 11 inch paper, no graph paper) drawn to scale showing the following must be included (A sample sketch is included for your convenience):

<input type="checkbox"/>	Boundaries and dimensions of the subject land including the part that is to be severed and the part that is to be retained.
<input type="checkbox"/>	Location, size, height and type of all existing and proposed buildings or structures on severed or retained lands, including the distance of the buildings or structures from front yard lot line, rear yard lot line and side yard lot lines.
<input type="checkbox"/>	Boundaries and dimensions of the land owned by the owner, including the subject land and adjacent land.
<input type="checkbox"/>	The distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge.
<input type="checkbox"/>	The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
<input type="checkbox"/>	The approximate location of all natural and artificial features on the subject land and adjacent lands, including railways, roads, watercourses, drainage ditches, irrigation ponds, river or stream banks, wetlands, wooded areas, buildings.
<input type="checkbox"/>	The current use(s) of the adjacent lands.
<input type="checkbox"/>	The location, width and name of any road within or abutting the subject land. Indicate whether the road is an unopened road allowance, a public travelled road, a private road or a right-of-way.
<input type="checkbox"/>	If access to the subject land is by water only, the location of the parking and docking facilities to be used.
<input type="checkbox"/>	The location and nature of any restrictive covenant or easement affecting the subject land.
<input type="checkbox"/>	If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name and instrument number exactly as now registered.
<input type="checkbox"/>	The location, size and distance to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the lot to be created and/or retained.



2. Form 1, if applicable.
3. Form 2, if applicable.
4. Form 3, if applicable.
5. Public Consultation Strategy – Standard Form or Complex Information/Commitment Form
6. Application fee (see Schedule of Fees below).
7. Conservation Authority fee, if applicable (Information available from staff. Conservation Authority fee schedules are also available at these websites: Niagara Peninsula Conservation Authority: [www.conservation-niagara.on.ca](http://www.conservation-niagara.on.ca); Grand River Conservation Authority: [www.grandriver.ca](http://www.grandriver.ca); and Long Point Region Conservation Authority: [www.lprca.on.ca](http://www.lprca.on.ca)).

**Note:** In case other documentation/supporting material become necessary, you will be asked to submit that prior to processing of your application.

### **NOTIFICATION SIGN REQUIREMENTS**

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

- 1. Post sign as soon as you receive it.**
- 2. Post one sign per frontage in a visible location on the subject property.**
- 3. Ensure one sign is posted at the front of the property at least three feet above ground level.**
- 4. Notify the Secretary-Treasurer when the sign is in place in order to avoid processing delays.**
- 5. If the sign is not posted in accordance with the above, the Committee of Adjustment may choose to defer their decision.**
- 6. Maintain the sign until notice of decision is received and thereafter removed.**

For the purposes of this application, the Owner/Applicant/Agent grants permission to the relevant County staff to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.



**SCHEDULE OF FEES**

**Notes:**

1. Please make cheques for application fee payable to Haldimand County.
2. A separate cheque payable to the relevant Conservation Authority is also required for applications that fall within that Conservation Authority’s watershed.
3. Fees are subject to change.
4. Additional fees may be applicable, please contact Planning Staff for further information.

<i>Fee Category</i>	<i>Fee (\$)</i>
A. Base Fee:	
i) Major application*	3,729.00
ii) Minor application**	2,580.00
B. Building Review Fee - Sewage System Assessment <i>(applies only to properties without municipal water/sewer)</i>	354.00
C. Applicant initiated changes to conditions after approval by C of A:	
i) additional engineering review required	163.00
ii) no recirculation required	515.00
iii) recirculation required	543.00
D. Conservation Authority Fee:	For lands located within Conservation Authorities’ (Niagara Peninsula Conservation Authority, Grand River Conservation Authority, or Long Point Region Conservation Authority) watersheds, please contact planning staff, or refer to the Zoning By-law Interactive Map via the County’s website.
E. Deed Stamping	348.00
F. Deferral – Applicant’s request	300.00
G. Application Recirculation to agencies	177.00
H. Validation of Title	1,717.00
I. Additional Fees for legal costs:	
i) OLT Appeal	2,577.00
ii) Preparation of OLT Appeal Record	221.00

\*Major Application: An application relating to circumstances that are complex and require extensive staff review (i.e. lot creation).

\*\*Minor Application: An application relating to circumstances that are simple and require minimal staff review (i.e. Boundary adjustment, easements, certificate of cancellation).



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**For Office Use Only**

File No. **PLB-2023-** \_\_\_\_\_  
Roll No. \_\_\_\_\_  
Date Submitted \_\_\_\_\_  
Date Received \_\_\_\_\_  
Sign Issued \_\_\_\_\_  
Pseudo Roll No. \_\_\_\_\_  
Planner's Initials \_\_\_\_\_

# Application for Consent/Land Severance

**A. APPLICANT INFORMATION**

1. Owner (s) \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail \_\_\_\_\_

2. Agent \_\_\_\_\_ Phone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail \_\_\_\_\_

Please specify to whom all communications should be sent:  Owner  Agent

**B. LOCATION/LEGAL DESCRIPTION OF PROPERTY**

Geographic Township \_\_\_\_\_ Urban Area/Hamlet \_\_\_\_\_

Concession Number \_\_\_\_\_ Lot Number \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) Block(s) \_\_\_\_\_

Reference Plan Number \_\_\_\_\_ Part Numbers \_\_\_\_\_

Property Address \_\_\_\_\_



2. Names and addresses of any mortgagees, holders of charges or other encumbrances:

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3. Are there any easements or restrictive covenants affecting the property?

Yes  No

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

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### **C. PURPOSE OF APPLICATION**

1. Purpose: (Please check the appropriate box)

- |  |  |
|--|--|
| <input type="checkbox"/> Creation of a new lot               | <input type="checkbox"/> A partial discharge of mortgage     |
| <input type="checkbox"/> Surplus farm dwelling (Rural area)  | <input type="checkbox"/> A lease                             |
| <input type="checkbox"/> Farm split (Rural area)             | <input type="checkbox"/> A correction or validation of title |
| <input type="checkbox"/> Boundary adjustment                 | <input type="checkbox"/> An easement or right-of-way         |
| <input type="checkbox"/> Cancellation of consent certificate |  |

2. Please explain the purpose as indicated above in some detail:

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

4. If a boundary adjustment, identify the Assessment Roll No. and property owner of the lands to which the parcel will be added. \_\_\_\_\_

5. If application involves a residential lot in the rural/agricultural area, please complete Form 1, available upon request.



6. If application proposes to divide a farm into two smaller agricultural parcels, please complete Form 2, available upon request.

7. Is there a time limit on this application?  Yes  No

If yes, please explain: \_\_\_\_\_

8. Are you requesting a certificate for the retained land in this application?  Yes  No

*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.*

**D. PROPERTY DIMENSIONS, USE, ACCESS, SERVICING**

1. Description of land intended to be SEVERED:

i) Dimensions of the subject lands in *metric units*:

<i>Frontage (m.)</i>	<i>Depth (m.)</i>	<i>Width (m.)</i>	<i>Area (ha.)</i>

ii) Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

iii) Number and type of EXISTING buildings and structures:

\_\_\_\_\_

iv) Number and type of PROPOSED buildings and structures:

\_\_\_\_\_

v) Existing or proposed access to the subject land:

<i>Existing/Proposed</i>	<i>Provincial Hwy</i>	<i>Municipal Road</i>	<i>Unopened Road</i>	<i>Other</i>
<i>Existing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Proposed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please specify name of road/street: \_\_\_\_\_

vi) Servicing: Please indicate what services are AVAILABLE and/or PROPOSED:

<i>Water Supply</i>			<i>Sewage Treatment</i>			<i>Storm Drainage</i>		
<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Open Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Individual Wells	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank & Tile Bed	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>			
Unknown	<input type="checkbox"/>	<input type="checkbox"/>						

2. Description of land intended to be RETAINED:

i) Dimensions of the subject lands in *metric units*:

<i>Frontage (m.)</i>	<i>Depth (m.)</i>	<i>Width (m.)</i>	<i>Area (ha.)</i>

ii) Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

iii) Number and type of EXISTING buildings and structures:

\_\_\_\_\_

iv) Number and type of PROPOSED buildings and structures:

\_\_\_\_\_

v) Existing or proposed access to the subject land:





**Haldimand  
County**

<i>Existing/Proposed</i>	<i>Provincial Hwy</i>	<i>Municipal Road</i>	<i>Unopened Road</i>	<i>Other</i>
<i>Existing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Proposed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please specify name of road/street: \_\_\_\_\_

vi) Servicing: Please indicate what services are AVAILABLE and/or PROPOSED:

<i>Water Supply</i>			<i>Sewage Treatment</i>			<i>Storm Drainage</i>		
<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>	<i>Type</i>	<i>Avail.</i>	<i>Prop.</i>
Municipal Water	<input type="checkbox"/>	<input type="checkbox"/>	Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Communal System	<input type="checkbox"/>	<input type="checkbox"/>	Open Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Individual Wells	<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank & Tile Bed	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	<input type="checkbox"/>	Unknown	<input type="checkbox"/>	<input type="checkbox"/>			
Unknown	<input type="checkbox"/>	<input type="checkbox"/>						

3. Have you consulted with Public Works Department concerning storm-water management?

Yes No

4. Does a legal and adequate outlet for storm drainage exist?

Yes No Unknown

5. Has the existing drainage on the subject land been altered?

Yes No Unknown

6. Have you consulted with Hydro One regarding any required setbacks?

Yes No Unknown



**E. LAND USE**

1. What is the existing official plan designation(s) of the subject land? \_\_\_\_\_

2. What is the existing zoning of the subject land? \_\_\_\_\_

(If required, assistance from Planning staff is available to answer questions 1 and 2 above).

**F. PROVINCIAL POLICY**

1. Is the proposal consistent with Provincial Policy Statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O. as amended?

Yes  No

Please explain: \_\_\_\_\_

2. Is the subject land within an area of land designated under any provincial plan(s)?

Yes  No

If yes, does the application conform to the applicable provincial plan(s)?

Yes  No

Please explain: \_\_\_\_\_

3. Are any of the following uses or features located on the subject land or within 500 metres (1,640 feet) of the subject land? Where a greater distance is shown beside a Use or Feature in the following table, please apply the greater distance. Please check the appropriate boxes. (If required, assistance from Planning staff is available to answer these questions)

<i>Use or Feature</i>	<i>On the Subject Land</i>	<i>Within 500 metres (1,640') of subject land</i>  <i>(Indicate distance)</i>
A livestock facility, manure storage, anaerobic digester, stockyard – located within 750 m (approx.. 2,500 ft)		
A municipal landfill		
A sewage treatment or waste stabilization plant		



<i>Use or Feature</i>	<i>On the Subject Land</i>	<i>Within 500 metres (1,640') of subject land</i>  <i>(Indicate distance)</i>
A Provincially significant wetland (Class 1,2 or 3 wetland) or other environmental feature		
Floodplain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre		
An active mine site		
An industrial or commercial use (specify the use)		
An active railway line		
Seasonal wetness of land		
Erosion		
Abandoned gas wells		

**Note: If there are any livestock operations within 500 metres (1,640 feet) of the subject land, please complete Form 3 which is available upon request.**

**G. CURRENT APPLICATION**

1. Has the owner previously severed any land from this land holding or any other land the owner has interest in since August 24, 1978?

Yes  No

If the answer to the above question is yes:

i) How many separate parcels have been created? \_\_\_\_\_

ii) Date(s) these parcels were created: \_\_\_\_\_



iii) Name (s) of the transferee(s) for each parcel: \_\_\_\_\_

iv) What uses were the parcels severed for? \_\_\_\_\_

2. If this application proposes to sever a dwelling made surplus through farm amalgamation (Please also include Form 1):

i) When were the farm properties amalgamated? \_\_\_\_\_

ii) Dates of construction of all dwellings within farm holding: \_\_\_\_\_

\_\_\_\_\_

3. Has this property ever been part of an application for approval of a plan of subdivision or Consent/severance under the *Planning Act*?

Yes  No

If yes, provide the file number and the decision made on the application.

File No.: \_\_\_\_\_ Decision: \_\_\_\_\_

4. Date of purchase of the subject land: \_\_\_\_\_

5. Previous use of property: \_\_\_\_\_

6. How many years has the owner farmed? \_\_\_\_\_

i) Outside this municipality but in Ontario: \_\_\_\_\_ ii) In this municipality: \_\_\_\_\_

iii) Other (please specify): \_\_\_\_\_

**H. STATUS OF OTHER PLANNING APPLICATIONS**

1. Is this property also the subject of an application for an Official Plan Amendment?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_



2. Is this property the subject of an application for a Zoning By-law Amendment, Minister’s Zoning Order Amendment, Minor Variance, or Plan of Subdivision?

Yes  No  Unknown

If yes, indicate the file number and the status of the application.

File No. \_\_\_\_\_ Status \_\_\_\_\_

3. Is there any other application on this property that would affect this application?

Yes  No

If yes, please describe \_\_\_\_\_

**I. OTHER INFORMATION**

1. Is there any other information that you think may be useful in the review of this application? If so,

Please explain below or attach on a separate page:

\_\_\_\_\_



**J. Collection of Personal Information**

Personal Information collected on this form is collected pursuant to the Planning Act and will be used for the purposes of processing this application. Questions about this collection may be directed to Haldimand County's Planning Division at 905-318-5932 ext. 6209 or [planning@haldimandcounty.on.ca](mailto:planning@haldimandcounty.on.ca).

**K. DECLARATION**

Through submission of this application, I/we solemnly declare that I/we have reviewed and completed this application and all of the above statements and the statements contained in all of the exhibits/attachments transmitted herewith are true and correct. I acknowledge that all legislation and requirements governing this type of application shall be complied with whether specified herein or not. 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.



**L. AUTHORIZATION**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner.

**AUTHORIZATION OF OWNER (S)**

I/we \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this zoning application.  
I/we authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

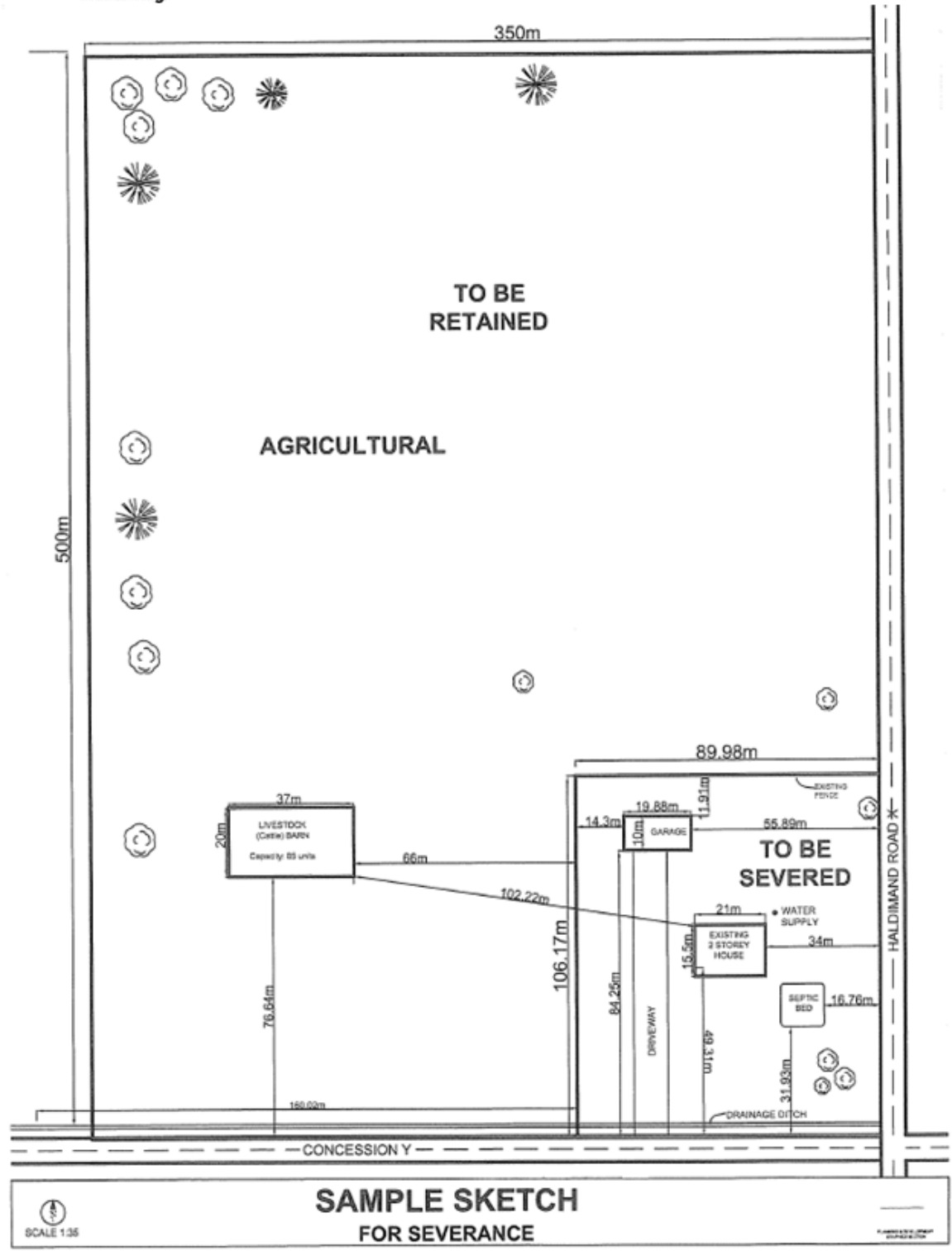
Acknowledgement of Owner(s) Authorization

\_\_\_\_\_

Signature (s)

\_\_\_\_\_

Date







**M. SUBMISSION OF COMPLETE APPLICATION/FOR MORE INFORMATION**

For submitting a complete application, getting additional information or assistance in completing this application, please contact the Committee of Adjustment Secretary-Treasurer at (905) 318-5932 (Ext. 6220) or a Planner at the office below. In case reference to Haldimand County maps is required to complete the application, they are available at the County website: [www.haldimandcounty.on.ca](http://www.haldimandcounty.on.ca) . Complete applications can be submitted at the following offices Monday to Friday between 8:30 am and 4:30 pm:

Haldimand County Planning and  
Development Division  
53 Thorburn Street South  
Cayuga ON N0A 1E0  
Phone: (905)-318-5932