



CORPORATION de la Cité de / of the City of CLARENCE-ROCKLAND

APPLICATION FOR: Validation of Title

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

A pre-consultation meeting with a municipal planner is recommended prior to submitting an application. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, inquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Phone: (613) 446-6022
Fax: (613) 446-1497
www.clarence-rockland.com

<i>For office use only</i>		
Date received:	Date deemed complete:	File number:

GENERAL INFORMATION

1. Pre-consultation with a municipal planner is recommended before submitting an application. You should ensure that your request conforms to the local Official Plan as well as the Official Plan of the United Counties of Prescott and Russell and to the City of Clarence-Rockland Zoning By-law.
2. The application, once processed, may be circulated to officials of the United Counties of Prescott and Russell or other agencies for their comments. In this case, other review fees required from various agencies may have to be disbursed.
3. The original application is to be completed and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland in paper and digital (PDF) format and must be signed by all the applicant(s) and owner(s) of the affected lands. The application must be accompanied by:
 - i) **Fees** for the amount indicated on the attached Schedule B. The fees for the application represent a portion of the anticipated costs for the processing of the application;
 - ii) A **Cover Letter or Planning Rationale** describing the application and outlining reasons for its support and justification;
 - iii) One copy of any additional supporting information (*see Section 10*);
 - iv) A recent copy of the **Deed of Land or Parcel Register** indicating the name of the current property owner as well as a complete legal description of the property;
4. If, in the opinion of the Manager of Development, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the required circulation of the application and any necessary hearing will be delayed until a complete application is submitted.
5. Any condition of approval must be fulfilled before a Certificate of Validation is issued for registration at the Land Registry Office.
6. The decision of the Consent Approval Authority is final.

Section 1 – Contact Information

Registered Owner (name): _____

Contact person (if owner is a corporation): _____

Mailing Address: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

Applicant (name): _____

Mailing Address: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

Agent (name): _____

Mailing Address: _____

Telephone Home: _____ Work: _____ Cell: _____

Email: _____

All persons having a mortgage charge or encumbrance on the property:

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

If more than one, include on a separate page.

Name of the person to whom the land is intended to be conveyed or leased:

Correspondence:

I/we prefer to receive correspondence in: French English

I/we prefer to receive correspondence via: Letter mail Email

Send correspondence to: Owner Applicant Agent

Did you have a pre-consultation meeting with the Development Review Team or with a municipal planner? Development Review Team Planner None

Name of planner: _____ Date: _____

Section 2 – Application Details

What is the purpose of the application?

Empty text box for application details.

Section 3 – Description of the Subject Property

Civic Address: _____
 Lot: _____ Concession: _____ Geographic Township: *Clarence*
 Reference Plan Number: _____ Part(s): _____
 Subdivision Plan Number: _____ Lot/Block: _____
 Roll Number: _____ PIN(s): _____
 Lot area: _____ m² ft² Lot depth: _____ m ft Width/frontage: _____ m ft
 Is the property subject to any easements or restrictive covenants? Yes No
 Instrument Number: _____
 Description/Effect: _____

Section 4 – Description of subject land

Parcel dimensions	Frontage (m)	Depth (m)	Area (m ² or ha)

Existing and proposed land uses, buildings and structures: _____

Section 5 – Type of access

County Road *For water or other access, please describe:*
 Municipal Road
 Private Road
 Right-of-way
 Easement
 Water Access _____
 Other _____

Section 6 – Planning Designation

Land Use
 What is the current land use designation in the:
 - *Official Plan of the United Counties of Prescott and Russell?*
 - *Official Plan of the Urban Area of the City of Clarence-Rockland or Bourget Official Plan?*

What is the zoning category of the subject property?

Environmental Constraints
 Is any portion of the parcel to be severed within a floodplain, within 120 metres of a Provincially Significant Wetland, or within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell? If yes: Please list and describe the natural feature(s):* Yes No

Section 7 – Validation of Title

Date of acquisition of the subject land by the Registered Owner(s):

(a) Name of registered owner(s) immediately prior to the transfer that may have contravened the Planning Act:

(b) Is the owner (s) in (a) above available to sign a consent application?
 Yes *If yes:* An application should be made to the approval authority for a consent rather than a validation.
 No *If no:* Please explain why not:

History of the Subject Property

The following information is required to determine if a possible contravention of the Planning Act has occurred. Please indicate if they are attached with the application.

- | | | |
|---|------------------------------|-----------------------------|
| (a) Most recent abstract(s) of title for parcel to be validated (subject land) and remaining parcel from the deed prior to the possible contravention of the Act. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) Chart showing chain of title. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (c) Copy of registered deeds to indicate the land transf that have occurred from the time the possible contravention took place. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (d) Copies of any outstanding encumbrances (e.g. mortgages). | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (e) Copies of any registered plans or reference plans for subject and abutting lands. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please explain below the events that caused the apparent contravention of the Planning Act:

Section 11 – Owner’s Authorization

To be completed if the owner is not the applicant or has assigned an Agent to help manage the application process.

I (we) _____
Name of Owner(s)

of _____
Village/Town

in the _____
County/Region

do hereby authorize _____
Name of Applicant or Agent

to act as my agent in this Application for Consent.

Signature of Owner

Signature of Owner

Date:

Section 12 - Affidavit

This must be signed in the presence of a Commissioner.

I (we) _____
Name of Owner(s) / Applicant(s)

of _____
Village/Town

in the _____
County/Region

solemnly declare that all the statements contained in this application are true, and I (we) 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 and by virtue of the Canada Evidence Act.

DECLARED before me at _____
Village/Town

in the _____
County/Region

This _____ day of _____, _____
Day Month Year

Signature of Owner

Signature of Owner

Signature of a Commissioner

SCHEDULE A

Applicant's Checklist

Please note that your application may not be deemed complete if any of the following items are not included with the completed application form. The Infrastructure and Planning Department cannot begin processing your application until it has been deemed complete.

- A Cover Letter or Planning Rationale
- A sketch, as described in Section 9
- 3 cheques for the amounts and to the agencies set out in *Schedule B* below
- All supporting documents listed in Section 10
- A recent copy of the Deed of Land or Parcel Register

SCHEDULE B

Validation of Title Application Fees

There are three application fees for a consent application, each to be paid by separate cheque, made out to the following agencies for the amounts specified:

1. City of Clarence-Rockland Application Fee:
\$920.00
2. South Nation Conservation Application Fee:
\$480.00
3. United Counties of Prescott and Russell
\$420.00

Please note that additional fees may be required to be paid following the conditional approval of the application in order to clear the conditions applied.