



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

## APPLICATION FOR: CONSENT

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.

Please refer to *A Guide to Consents* for more information regarding application requirements, fees, and the review process. A pre-consultation meeting with a municipal planner is required 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, enquiries 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](http://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 required before submitting an application. Additional consultations with various provincial ministries may be recommended. You should familiarize yourself with the Provincial Policy Statement, the applicable Official Plans and the City of Clarence-Rockland Zoning By-law.
2. Where development is proposed in areas where water or septic services are to be provided through private on-site services, it is strongly recommended that you contact South Nation Conservation at 38 Victoria Street, Finch, ON, K0C 1K0, [www.nation.on.ca](http://www.nation.on.ca), at 613-984-2948 or toll free at 1-877-984-2948, prior to submitting your application in order to ensure that your proposal is consistent with provincial standards respecting water supply and septic system installation. These standards may affect the size and configuration of the proposed severed and retained lots.
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;
  - i) A **Cover Letter or Planning Rationale** describing the application and outlining reasons for its support and justification;
  - ii) A **sketch** indicating the proposed dimensions of the lots as well as the location of any buildings or structures, well and septic system (*see Section 9*);
  - 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. For more information regarding the review process and the timeline for approval once a complete application has been submitted, please refer to the City's process guide (*A Guide to Consents*).

**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 Type**

What is the purpose of the application for consent?

- Creation of a new lot
- Addition to a lot
- A charge
- A correction of title
- Residence surplus to a farming operation
- Easement/Right-of-way
- A lease
- Other (please describe below)

Details:

**Section 3 – Description of the Subject Property**

*Please include all applicable information. This section covers the entire 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: \_\_\_\_\_ m<sup>2</sup> ft<sup>2</sup> Lot depth: \_\_\_\_\_ m ft Width/frontage: \_\_\_\_\_ m ft

*If this application is for an addition to a lot, please indicate the parcel which will be enlarged:*

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

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Geographic Township: *Clarence*

Reference Plan Number: \_\_\_\_\_ Part(s): \_\_\_\_\_

Subdivision Plan Number: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

Roll Number: \_\_\_\_\_ PIN(s): \_\_\_\_\_

Name of owner: \_\_\_\_\_

Is the property subject to any easements or restrictive covenants?  Yes  No

Instrument Number: \_\_\_\_\_

Description/Effect: \_\_\_\_\_

**Section 4 – Description of severance requested**

**Parcel dimensions**

	Frontage (m)	Depth (m)	Area (m <sup>2</sup> or ha)
Severed parcel (A)			
Retained parcel (B)			
Enlarged parcel (C)			

*\* Please note, there is a maximum of one severed parcel (A) and one retained parcel (B) per consent application. Please use metric units only.*

**Existing and proposed land uses, buildings and structures**

	Existing	Proposed
<i>Severed parcel (A)</i> Land Use:		
Buildings:		
<i>Retained parcel (B)</i> Land Use:		
Buildings:		
<i>Enlarged parcel (C)</i> Land Use:		
Buildings:		
<i>Adjacent land uses:</i> North:		
South:		
East:		
West:		

**Section 5 – Access and Services**

**Type of access**

	Severed Parcel (A)		Retained Parcel (B)		Enlarged Parcel (C)	
	Existing	/ Proposed	Existing	/ Proposed	Existing	/ Proposed
County Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For water or other access, please describe:*

*Is there an existing entrance or culvert on the property? If yes, how many and on which road?*

**Type of water supply**

	Severed Parcel (A)		Retained Parcel (B)		Enlarged Parcel (C)	
	Existing	/ Proposed	Existing	/ Proposed	Existing	/ Proposed
Municipal water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private individual well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For other water source, please describe:*

**Type of sanitary sewage disposal**

	Severed Parcel (A)		Retained Parcel (B)		Enlarged Parcel (C)	
	Existing	/ Proposed	Existing	/ Proposed	Existing	/ Proposed
Municipal sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private individual septic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private communal septic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pit privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*For other sanitary sewage disposal, please describe:*

**Type of stormwater management**

	Severed Parcel (A)		Retained Parcel (B)		Enlarged Parcel (C)	
	Existing	/ Proposed	Existing	/ Proposed	Existing	/ Proposed
Municipal storm sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadside ditch or swale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Date of installation for proposed services:*

**Section 6 – Related Applications**

**Past Applications**  
 Has the subject land been the subject of an application for a plan of subdivision or a consent under the Planning Act?  Yes  No  Unknown  
 If yes: File Number: \_\_\_\_\_ Status: \_\_\_\_\_ Year: \_\_\_\_\_

Has any land been severed from the parcel originally acquired by the current owner of the subject property?  Yes  No  
 If yes: Date of transfer: \_\_\_\_\_ Name of transferee: \_\_\_\_\_ Land use: \_\_\_\_\_

Have any new lots been created from the original lot as it existed on June 22, 1999?  
 Yes  No If yes, how many? \_\_\_\_\_

**Concurrent Applications**  
 Is the owner, applicant, or agent applying for additional consents on this or any other property simultaneously with this application?  Yes  No  
 Is this application for consent related directly to an Official Plan or Zoning By-law Amendment or a Minor Variance application currently under review by an approval authority?  Yes  No  
 If yes: File Number: \_\_\_\_\_ Status: \_\_\_\_\_

Is this a resubmission of a lapsed application?  Yes  No  
 If yes: File Number of previous application: \_\_\_\_\_

**Section 7 – 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 there a Provincially significant wetland located on the parcel to be retained or severed?  Yes  No  
 Is any portion of the parcel to be retained or severed within a floodplain?  Yes  No  
 Is any portion of the parcel to be severed within 120 metres of a designated natural heritage feature as identified in the *Official Plan of the United Counties of Prescott and Russell?*  Yes  No  
 If yes: Please list and describe the natural feature(s): \_\_\_\_\_

**Section 8 – Additional Information**

**Application Details**

Is the proposed consent consistent with the Provincial Policy Statement, 2014 and with all applicable Official Plans?  Yes  No

Does the proposal for the subject lands conform to the existing zoning?  Yes  No

*If not:* Has an application been made to amend the zoning by-law?  Yes  No  
*If yes:* File Number:

Has an application been made for a minor variance?  Yes  No  
*If yes:* File Number:

Will the retained or severed parcel be used for non-residential development (for example, industrial or commercial uses) that will generate more than 4,500 litres of sewage waste per day?  Yes  No

**History of the Subject Property**

Has there ever been an industrial use on the site?  Yes  No  
*If yes:* Nature/type of industrial use:

Has there ever been a commercial use on the site?  Yes  No  
*If yes:* Nature/type of commercial use:

Has there ever been petroleum or other fuel storage on the site, or has the site been used for a gas station at any time?  Yes  No  
*If yes:* Use and type of fuel:

Is there any reason to believe that the site may have been contaminated by former use(s) on the site or adjacent site(s)?  Yes  No

**Neighbouring Land Uses**

Is there an agricultural operation (including an abattoir, livestock or stockyard) within 500 metres of the subject parcel?  Yes  No

Is there a building used to house livestock located within 500 metres of the subject parcel?  Yes  No  
*If yes:* Type of livestock:  
 Number of animals:

Is there a landfill site within 500 metres of the subject parcel?  Yes  No  
*If yes:* Is the landfill operational?  Yes  No  
*If no:* Date of closure:

Is there a sewage treatment plant or waste stabilization plant within 500 metres?  Yes  No

**Sources of Information**

What did you do and/or what information did you use to answer all of the questions in Sections 6, 7, and 8?

Consultation with:  Municipality  Previous Owner  Registry Office  Other or Neighbours

*Please explain:*

**Section 9 - Sketch**

A complete application form must be accompanied by a sketch identifying the following items:

1. The boundaries and dimensions of the subject property, including: the parcel to be severed (A), the parcel to be retained (B), and the parcel to be enlarged, if applicable (C).
2. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
3. The approximate distance between the subject land and the nearest municipal lot line or landmark such as a bridge or railway crossing.
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, driveways, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic systems) that are located on the subject land and on land that is adjacent to it, and are relevant to 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 is 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.

**Section 10 - List of attached documents**

Please list the titles of any supporting documents (*e.g. Environmental Impact Study, Hydrogeological Report, Traffic Study, Stormwater Management Report, etc.*):



**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****Consent 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:
  - \$1,298.00 – Creation of a new lot
  - \$920.00 – Addition to a lot, correction of title, residence surplus to a farming operation, easement or right-of-way, charge or lease, etc.
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.*