



The Corporation of the
Township of Prince

APPLICATION FOR
CONSENT

COMMITTEE OF ADJUSTMENT

SUBMISSION CHECKLIST

Please retain this page for your information

A complete consent application package requires the submission of:
a completed application form;
the required fee; and
sketch(es) (drawings) of the subject property.

BEFORE YOU SUBMIT:

Pre-consultation with Committee of Adjustment staff is recommended before you submit an application. Pre-consultation can help identify which type of consent is involved, whether or not a related minor variance application is necessary, if there are servicing requirements/limitations or land dedications involved with the proposal, and whether the proposal is beyond the scope of the consent process (for example, a Plan of Subdivision process).

To schedule a pre-consultation meeting, please contact Lorraine Mousseau at 705-779-2992 Ext. 1 or lorraine@twp.prince.on.ca. Failure to consult with staff prior to application submission may result in your application being deferred, possibly denied or deemed incomplete.

FEE: \$375 (cash or cheque payable to the Township of Prince)

APPLICATION:

- One (1) original copy of the completed application form is required.
- The nature and extent of relief applied for (on page 2 of application form) must include the applicable sections of the Township of Prince Zoning By-law. If applicable, please refer to the letter you received from the Building Division regarding the nature of the variance.
- Written authorization by the owner(s) is required if the application is signed by an agent or solicitor on the owner's behalf.
- 2 copies of the sketch are required:
 - 1 full size copy (maximum size of 11 inches x 17 inches) drawn to scale
 - 1 copy reduced to letter size (8.5 inches x 11 inches)The sketch must contain **all** the information noted below

SKETCH:

The Planning Act requires that sketches, drawings, or surveys show the following information. Should deficiencies be found, you may be required to re-apply.

- All measurements must be shown in **metric** (metres) and **drawn to scale**.
- The boundaries and **accurate** dimensions of the proposed severed and retained lands
- The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear, and side lot lines
- The location of any land previously severed from the subject property
- The location, width and name of any roads within or abutting the subject land, indicating whether it is a public travelled road, unopened road allowance, private road, or a right-of-way
- The location and nature of any easement affecting the subject land
- The location of any natural or artificial features on the subject land and on land adjacent to the subject land (examples: trees, roads, watercourses, river or stream banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways)
- The current uses on land that is adjacent to the subject land

Note:

Where possible, application forms should be submitted in person by arranging a time to meet with Committee of Adjustment staff. This will allow the application to be reviewed with staff to identify any possible issues or further information required; therefore avoiding unnecessary delays during processing. Contact information for staff is listed at the bottom of this page.

This is **your** application – please make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are not permitted to complete the form for you.

An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.

Depending on the volume of applications received, submitting an application on or before the application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the last submission day and to confirm a hearing date with the Deputy Clerk.

The Committee of Adjustment application process is a public process. Applications will be circulated to public agencies for comment. Notice of the hearing will be circulated to neighbouring property owners and a sign will be posted on the subject property. All parties are given the opportunity to provide written comment or attend the hearing, either in support or opposition of the application, or to appeal a subsequent decision of the Committee of Adjustment. The comments and opinions submitted on an application, including the name and address on the submission, become part of the public record and may be viewed by the general public.

The owner, applicant, or authorized agent **must** attend the public hearing. It is in the applicant's best interest to ensure they are represented at the hearing. Failure to attend could result in the Committee of Adjustment making a decision in your absence or deferring your application. A deferral fee will apply to deferred applications or applications requiring re-circulation for failure to attend the hearing.

Lorraine Mousseau
Deputy Clerk
Committee of Adjustment
3042 Second Line West
Prince Township, ON P6A 6K4
T 705-779-2992 Ext 1
F 705-779-2725
E lorraine@twp.prince.on.ca

Consultation with Township staff is encouraged prior to submission of this application.	OFFICE USE ONLY Date	
	Received:	Folder #:
	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Application #:

TO BE COMPLETED BY APPLICANT

Was there pre-consultation with Planning Services staff? Yes No

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF PRINCE UNDER SECTION 53 OF THE PLANNING ACT, R.S.O.

1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2015-19

PROPERTY INFORMATION:

Address of Property: _____

Legal description of property (registered plan number and lot number or other legal description):

Are there any easements, rights-of-ways or restrictive covenants affecting the subject land? No Yes
If yes, describe:

Are the lands subject to any mortgages, easements, right-of-ways or other charges: No Yes
If yes, explain:

OWNER(S) INFORMATION:

Name: _____
 Mailing Address: _____
 Municipality: _____ Postal Code: _____
 Home Phone: _____ Cell Phone: _____
 Fax: _____ Email: _____

AGENT INFORMATION (If Any)

Name: _____
 Company: _____
 Mailing Address: _____
 Municipality: _____ Postal Code: _____
 Home Phone: _____ Cell Phone: _____
 Fax: _____ Email: _____

PURPOSE OF APPLICATION (please check appropriate space):

Creation of a New Lot
 Easement
 Right-of-Way
 Charge / Discharge
 Correction of Title
 Lease
 Addition to a Lot (submit deed for the lands to which the parcel will be added)
 Other: Explain

Name of person(s) [purchaser, lessee, mortgagee etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged:

DESCRIPTION OF LAND INTENDED TO BE SEVERED				
Frontage / Width: (m)	Depth (m)	Area: (m ²)	Existing Use:	Proposed Use:
Existing Buildings/Structures:			Proposed Buildings / Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

DESCRIPTION OF LAND INTENDED TO BE RETAINED				
Frontage / Width: (m)	Depth (m)	Area: (m ²)	Existing Use:	Proposed Use:
Existing Buildings/Structures:			Proposed Buildings / Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

TYPE OF ACCESS TO THE RETAINED LANDS		TYPE OF ACCESS TO THE SEVERED LANDS	
Provincial Highway	Municipal Road	Provincial Highway	Municipal Road
Private Road	Right-of-Way	Private Road	Right-of-Way
Other (Specify)		Other (Specify)	

TYPE OF WATER SUPPLY TO THE RETAINED LANDS		TYPE OF WATER SUPPLY TO THE SEVERED LANDS	
Municipally owned and operated	Privately Owned Well	Municipally owned and operated	Privately Owned Well
Other (Specify)		Other (Specify)	

TYPE OF SEWAGE DISPOSAL PROPOSED TO THE RETAINED LANDS		TYPE OF SEWAGE DISPOSAL PROPOSED TO THE SEVERED LANDS	
Municipally owned and operated	Septic Tank	Municipally owned and operated	Septic Tank
Other (Explain)		Other (Explain)	

Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the subject lands? No Yes	Is any portion of the land to be severed or retained located within a floodplain? No Yes
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LAND USE

What is the land use designation of the site in the Official Plan? _____

Does the proposal conform? YES NO

If No, has a separate application for an Official Plan Amendment been made?

Yes No FILE No.: _____ Status: _____

What is the current zoning of the subject lands? _____

Does the proposed plan conform to the existing zoning? YES NO

If No, have you made a concurrent application for Minor Variance?

Yes No FILE No.: _____ Status: _____

HISTORY OF SUBJECT LANDS

Has the subject land ever been the subject of:

a) An application for approval of a Plan of Subdivision under section 51 of the *Planning Act*? YES NO

If yes, provide the following:

FILE No.: _____ Status: _____

b) An application for Consent under section 53 of the *Planning Act*? YES NO

If yes, provide the following:

FILE No.: _____ Status: _____

Please indicate the previous severance(s) and supply the following information for each parcel severed: Transferee's name, date of the transfer and use of the parcel transferred; and attach the information to this application.

If this application is a re-submission of a previous consent application, describe how it has been changed from the original application on a separate page.

IS THE SUBJECT LAND THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT TYPE APPLICATIONS?

	No	Yes	File Number and File Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

MUNICIPAL FREEDOM OF INFORMATION DECLARATION:

In submitting this development application and supporting document, the owner/authorized agent), hereby acknowledge the Township of Prince will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

PERMISSION TO ENTER

The owner or authorized agent hereby authorizes the Committee of Adjustment members and Township of Prince staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you once the application has been processed and hearing time set. You are directed to post the sign in a prominent location that will enable the public to observe the sign. The location of each sign will depend on the lot and location of structures on it; however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign.

For commercial or industrial buildings, it may be appropriate to post the sign on the front wall of the building or at its entrance.

Each sign must be posted a minimum of ten (10) days prior to the scheduled hearing, until the day following the hearing. Please fill in the information below indicating your agreement to post the sign(s) as required. This form must be submitted with the application in order that it may be placed in the file as evidence that you have met with the Planning Act requirements. Failure to post the sign as required may result in a deferral of the application.

I, THE UNDERSIGNED, UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE THE SCHEDULED HEARING OF MY APPLICATION AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Signature of Owner or Authorized Agent

Signature of Owner or Authorized Agent

AFFIDAVIT

I/We, _____, of the _____ of
(township, city)

_____ in District/Regional Municipality of _____, solemnly declare that all of the above statements contained in this application are true and 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 and by virtue of the Canada Evidence Act.

Signature of Applicant or Authorized Agent

Signature of Applicant or Authorized Agent

NOTE: The signature of applicant or authorized agent must be witnessed by a Commissioner. A Commissioner is available when submitting the application to Committee of Adjustment staff.

Declared before me at the

_____ of _____ in the District of Algoma
(city or town)

_____ this _____ day of _____, 20_____.

Commissioner of Oaths

APPOINTMENT AND AUTHORIZATION

I / We, the undersigned,

[Organization name / property owner's name(s)]

being the registered property owner(s) of

(Legal description and/or municipal address)

hereby authorize _____

(Authorized agent's name)

as my/our agent for the purpose of submitting an application(s) to the Committee of Adjustment and acting on my/our behalf in relation to the application.

Dated this _____ day of _____ 20____.

(Signature of the property owner)

(Signature of the property owner)

NOTES:

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent or representative is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.