



Township of Seguin

Application for
CONSENT

IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.

CONSENT APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached, made payable to the Township of Seguin.
 - Consent: Severance \$800.00
 - Consent: Lot Addition \$600.00
 - Consent: Right-of-Way \$600.00
 - Consent: Right-of-Way per multiple (after initial) \$300.00
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
 - North Bay Mattawa Conservation Authority
 - Ministry of Transportation, etc.(See Consent Application - Appendix 1)
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department, if you chose to use this service.
- Copy of your Deed.

❑ **APPLICANTS POSTING INSTRUCTIONS:**

- In order to facilitate consideration of your Application for Consent, we ask that you complete the following upon submission of the application to the Township.
- Post a clearly visible sign approximately 14" x 18" bearing your name, your Application number (provided by the Township Planning Department), lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Township Road (and in the middle of your shoreline frontage, if possible).
- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon.
- It is the responsibility of the Applicant to mark the property which is the subject of this Application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Parkland Dedication Fee is applicable for new lots created. (See Appendix 2)

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin
5 Humphrey Dr., RR#2
Parry Sound, ON, P2A 2W8
Bus: 705-732-4300
Fax: 705-732-6347
Toll Free: 1-877-473-4846**



Township of Seguin
Application for
CONSENT

OFFICE USE ONLY		Date Stamp:
Application No.: B- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

ROLL # 4903-_____ - _____ - _____ - 0000

Did you consult with the Township Planning Department? Yes No
If yes, please submit a copy of your completed "Consultation Form".

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Home Fax: _____

Business Phone: _____ Business Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ **Lot(s)/Block(s):** _____

d) Reference Plan No. : _____ **Part(s):** _____

e) Geographic Township (former municipality) : _____

f) Civic Address: _____

g) Dimensions of the existing subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Official Plan (current designation of subject lands) : _____

i) Zoning (current zoning of subject lands) : _____

3. PROVINCIAL POLICY

- a) Is the proposal consistent with policy statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O. as amended?
- Yes
 - No

If no, please explain:

- b) Is the subject land within an area of land designated under any provincial plan(s)?
- Yes
 - No

If yes, does the application conform (ie: does not conflict) with the applicable provincial plan(s)?

- Yes
- No

4. CONSENT

- a) Purpose of the Consent:

- New Lot(s)
- Lot Addition
- Easement or Right-of-Way
- Title Correction
- Other: _____

- b) Dimensions, uses, and structures of lands to be developed:

Lands	Frontage (m)	Depth (m)	Area (ha)	Existing Use	Proposed Use	Existing Structures	Proposed Structures
RETAINED LOT							
LOT ADDITION							
BENEFITTING LOT							
SEVERED LOT 1							
SEVERED LOT 2							

**Attach an additional sheet if necessary.*

- c) If known, provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

Name(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

- d) Is this a submission of a previous consent application?

Yes

No

If yes, please indicate the file number: _____

5. HISTORY

- a) Date the subject land was acquired by the current owner: _____

- b) When was the present lot created: _____

- c) How was the present lot created:

Consent

Plan of Subdivision

Original Patent

Reference Plan

Other: _____

- d) Are there any easements or right-of-ways affecting the subject lands:

Yes

No

If yes, indicate and describe the purpose of the easement, or right-of-way:

- e) Have any lands been severed from the original parcel acquired by the Owner of the subject land:

Yes

No

If yes, please indicate the following:

Date of transfer: _____

Name of transferee: _____

Land use on severed land: _____

6. EXISTING USES

a) Existing uses of the subject land:

b) Length of time that the existing uses have continued: _____

c) Dimensions of all existing buildings or structures on subject land.

**Attach separate sheet if more than 4 structures exist*

Building	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

d) Location of all buildings and/or structures on the subject land (metric)

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Front yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

e) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

7. ACCESS

a) Access to the subject land is provided by: _____

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

- b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES

- a) Water is provided to the subject land by:
- Private well
 - Privately owned/operated communal well
 - Lake or other water body
 - Other: _____
- b) Sewage disposal is provided to the subject land by:
- Private sewage system
 - Privately owned/operated communal sewage system
 - Privy
 - Other: _____
- c) Storm drainage is provided to the subject land by:
- Ditches
 - Swales
 - Natural
 - Other: _____

9. OTHER APPLICATIONS

Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

10. DIRECTIONS: HOW TO GET THERE

Civic Address: _____

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

11. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric**.
One copy must be submitted on 8.5" x 11" paper.

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth, area) of the subject land, the part(s) that is to be **severed** and the part that is to be **retained**.
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The distance between the subject land and the nearest township lot line or landmark (ie: bridge, or railway crossing, etc.)
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use of the adjacent land. (ie: residential, agricultural, commercial, etc.)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- Label the lots numerically (ie: Lot 1, Lot 2)
- North arrow and scale.

12. AUTHORIZATION BY OWNER

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s) of the subject land, hereby authorize _____
to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner Date

Signature of Owner Date

13. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 53 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning at the Township of Seguin at (705) 732-4300.

Signature of Owner Date

Signature of Owner Date

Signature of Witness Date

14. DECLARATION OF OWNER/AGENT

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the _____

of _____ in the County/District/Regional Municipality of _____

do solemnly declare that all of the 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.

Declared before me at the _____

in the _____ of _____

this _____ day of _____, _____.

Signature of Owner

Signature of Owner

Signature of Agent (if Applicable)

Signature of Commissioner

Commissioners Stamp

15. ADDITIONAL FEES

If Planning, Engineering and/or legal and land appraisal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date

Please submit this application to the Township of Seguin Planning Department at:

**Township of Seguin
5 Humphrey Drive
RR#2 Parry Sound, ON P2A 2W8
Bus: 705-732-4300
Fax: 705-732-6347
Toll Free: 1-877-473-4846**

APPENDIX 1

Agency Contact References

1. Ministry of Transportation

Pre-Consultation Office Contact

Ministry of Transportation

Northern Regional Office
PO Box 3030
447 McKeown Ave
North Bay ON P1B 8L2
Attn: Planning & Design Section
Corridor Control Office
(705) 497-5456
(705) 497-5223

2. North Bay-Mattawa Conservation Authority

Septic System Installation & Approval

Parry Sound:

69A Bowes St
Parry Sound ON
P2A 2L5
(705)-746-7566

North Bay:

701 Oak St.
North Bay ON
P1B 9T1
(705)-474-5420

APPENDIX 2

Parkland Dedication

Planning Act

R.S.O. 1990, CHAPTER P.13

Parkland

51.1 (1) The approval authority may impose as a condition to the approval of a plan of subdivision (or consent) that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or.

Parks

53. (13) If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires the payment of money to the value of the land in lieu of the conveyance, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given. 1994, c. 23, s. 32.

Appraisal Required

Policy at this time is to require the proponent to pay for an appraisal from a professional certified for such purposes by the Appraisal Institute of Canada. The Township reserves the right to retain the Appraiser at the applicant's expense as a condition of approval. The Township also reserves the right to obtain a statement of value at the applicant's expense as a condition of approval.