



Instructions for Consent (Severance) Application

PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE

BACKGROUND INFORMATION

This information pertains to: **CONSENT** applications pursuant to Section 53 of the *Planning Act*.

Prior to the Township processing this application, a completed copy of the attached application form, the required drawings, information, and processing fee(s) must be received.

Acceptance of the application by the Township does not relieve the applicant from the obligation to obtain any license, permit, authority, or other approval required by the Township, the Conservation Authority having jurisdiction, or any other public authority or body.

Depending on the location of the subject lands, the Township collects planning application review fees on behalf of the St. Clair Region Conservation Authority and/or the Ausable Bayfield Conservation Authority. The Township also collects fees for Septic Review on behalf of the County of Lambton. All fees are payable at the time of application filing.

NOTE:

It is the responsibility of the Applicant to ensure the Application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs. Please ensure all information requested is included prior to submitting this application.

Additional information, studies and/or reports may be required by the Township of Warwick prior to approval being granted. Warwick Township reserves the right to determine which information is necessary in order to properly process an application.

Applicants are encouraged to discuss the requirements of any application with the Warwick Planning Team. Please contact the township office at 226-848-3926 or planning@warwicktownship.ca

REQUIREMENTS FOR A COMPLETE APPLICATION

- The completed application form and associated declarations;
- A survey, site plan or diagram of the proposal (dimensions in metric and drawn to scale) showing all information as required by the Planning Act (Section 9). The application must be completed in metric units (the Township may require verification of the measurements provided by an Ontario Land Surveyor);
- Application fee(s) made payable to the Corporation of the Township of Warwick and/or County of Lambton;
- Any and all permits/approvals from external agencies including but not limited to the applicable Conservation Authority, Provincial, County or Federal Agency;
- A letter of Authorization from the owner (dated with original signature) OR completion of the owner's authorization section of the application form if the owner is not completing the application; and
- Reports, studies, letters or documents prescribed by the Township of Warwick, or that the applicant believes would be beneficial to the application.

APPLICATION SUBMISSION

Please submit the application, drawing and fee(s) to:

Township of Warwick
5280 Nauvoo Road
Watford, ON N0M 2S0
P: 226-848-3926

Warwick Township Planning Department
planning@warwicktownship.ca

MFIPPA Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec. 52 of the *Planning Act* and O.Reg. 200/96 for the purpose of processing your planning application. Questions about this collection should be directed to the Clerk, Township of Warwick, 5280 Nauvoo Road, Watford, Ontario N0M 2S0 or by phone at 226-848-3926.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec. 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Township of Warwick to make all planning applications and supporting material available to the public.



Consent (Severance) APPLICATION

SECTION 1	
APPLICANT: REGISTERED OWNER(S) OF SUBJECT LAND	
Name:	
Address	
Town:	Postal Code:
Phone:	Email:
AUTHORIZED AGENT (authorized by the owner to file the application, if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone number:	Email:
ONTARIO LAND SURVEYOR (if applicable)	
Name:	
Address:	Postal Code:
Phone:	Email:

SECTION 2
DESCRIPTION OF SUBJECT LANDS
Geographic Municipality:
Registered Plan:
Reference Plan:
Street Address:
Lot(s)/Concession:
Lot(s):

Part(s):		
Municipal Roll Number:		
DATE SUBJECT LAND WAS ACQUIRED BY THE CURRENT OWNER:		
Describe the existing use(s) of the subject land:		
Describe the proposed use(s) of the subject land:		
What is the current Official Plan Designation?		
What is the current zoning?		
Dimensions of subject land (in metric units)		
Frontage:	Depth:	Area:
Access to subject land (only those that apply to this property)		
Provincial Highway	Right-Of-Way	County Road
Municipal Road	Private Road	Water
Other (specify):		
SECTION 3		
CONSENT: Type and Purpose		
<input type="checkbox"/> New Lot	<input type="checkbox"/> Correction of Title	
<input type="checkbox"/> Addition to existing log	<input type="checkbox"/> Mortgage	
<input type="checkbox"/> Easement	<input type="checkbox"/> Right-of-way	
<input type="checkbox"/> Charge	<input type="checkbox"/> Other (specify): _____	
<input type="checkbox"/> Lease		
Please explain the nature/purpose of the consent and why it is proposed:		

Name of the person to whom the land or an interest in the land is to be transferred, charged, or leased:

Has any land been severed from the parcel originally acquired by the owner of the subject land?
Y/N
 If yes, what is the date of transfer, name of the transferee and uses of the severed land?

Access to subject land	Severed	Retained
Provincial Highway	_____	_____
A municipal road maintained year-round	_____	_____
A municipal road maintained seasonally	_____	_____
A right-of-way	_____	_____

Water Supply- what type of water supply is proposed?	Proposed Lot	Retained Lot
Publicly owned and operated piped water system	_____	_____
Privately owned well or communal well	_____	_____
Lake or body of water	_____	_____
Other (specify):		

Sewage Disposal -what type of disposal is proposed?	Proposed Lot	Retained Lot
Publicly owned and operated sanitary sewage system	_____	_____
Privately owned individual or communal septic system	_____	_____
Privy	_____	_____
Other (specify):		

Stormwater – how will stormwater be dealt with?	Proposed Lot	Retained Lot
Storm sewer	_____	_____
Ditches	_____	_____
Swales	_____	_____
Other (specify):		

Severances in Rural Areas (This section is to be completed only for applications in rural or agricultural areas)

Are there any barns on the holding that are the subject of this application? **Y/N**
If yes, are these barns:
 Currently used for livestock? **Y/N**
 Capable of being used for livestock? **Y/N**
 *If yes, please complete the attached data sheet
 Is the severance intended to provide a residential lot? **Y/N**

CONCURRENT APPLICATIONS FILED
 Please indicate if the subject land is the subject of an application under the Planning Act for:

	File #	Status
Official Plan Amendment		
Amendment to Zoning By-Law		
Approval of a Plan of Subdivision		
Minor Variance		
Minister's Zoning Order Amendment		
<p>Is the subject land within an area of land designated under any provincial plan or plans? Y/N If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans:</p>		

SECTION 4			
Are there any EXISTING buildings or structures on the subject land? Y/N			
If yes, please complete the table below indicating the type of buildings and structures (including date of construction) that currently exist on the lot and the specified measurements (in metric).			
Type of building/structure			
Date of construction			
Distance from front lot line			
Distance from rear lot line			
Distance from side lines			
Height (in metres)			
Floor area			
Dimensions			
Are there any buildings or structures PROPOSED for the subject land? Y/N			

If yes, please complete the table below indicating the type of buildings and structures proposed for the subject land and the specified measurements in metric units.

Type of building/structure			
Distance from lot line			
Distance from rear lot line			
Distance from side lines			
Height (in metres)			
Floor area			
Dimensions			

SKETCH REQUIREMENTS

This application must be accompanied by a sketch detailing the following information. Failure to supply such information will result in a delay in application processing. Please complete the checklist below to ensure you have provided all the required information.

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line, and the side yard lot lines;
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (ie: buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks);
- 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, private road or a right-of-way;
- The current/existing uses on the lands that area adjacent to the subject land;
- 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;
- Off-street parking and loading (if required) and access thereto, including the dimension of the spaces and aisles;
- The location and nature of any easements affecting the subject land;
- Scale of site plan (metric preferred) and north arrow;
- Location of any free-standing signage on the parcel (if applicable); and
- Location, size and extent of any waste collection bins

MUNICIPAL COSTS

The Township of Warwick may incur expenses associated with obtaining outside legal, engineering, planning review or assistance from its consultants relating to your application. Any expenses incurred by the Township relating to this application are the responsibility of you, (the owner) for payment and any/all bills associated with this will be forwarded to you.

I, _____ (owner) acknowledge and agree to pay all associated expenses the Township of Warwick incurs as outlined above.

Signature

Date

AGENT AUTHORIZATION – Please complete the authorization for an agent to act on behalf of the owner of the subject land.

I, _____ (name), being the owner of the property described in Section 1 of this application for zoning by-law amendment, hereby authorize _____ (Agent) to act as my agent in matters related to this application for Zoning By-law Amendment.

Dated this ____ day of _____, 20____.

Owner Signature

STATUTORY DECLARATION

I (we) _____ of the _____ of _____ in the County of _____, hereby declare that the information provided in this application as required under Section 53 of the Planning Act and Ontario Regulation 545/06 is true, AND I make this solemn declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under Oath.

Declared before me at the Township of Warwick, in the County of Lambton this ____ day of _____, 20____.

Owner/Applicant

Commissioner of Oath

APPENDIX A – FOR OFFICE USE ONLY (Official Plan Amendment)

Name of Applicant: _____

Property Address: _____

FOR MUNICIPAL USE		
Date Application Received	_____	_____
Completed Application Checked	_____	_____
	Date	Initials

Date of Receipt of FEES: _____

\$1,000 Township fee

\$250 (Stamp deed to Township)

\$75 County fee (if septic necessary)

Fees to SCRCA – (refer to Conservation Authority Fee Schedule)

Application Deemed Complete _____

Timeline for Decision (Planning Act) _____

Application to Committee of Adjustment and date set _____

COA acceptance of Application _____

Notice of Public Meeting mailed along with sketch to property _____

Owners within 60m (120m in rural) 14 days prior to public meeting _____

Notice of Public Meeting posted on property _____

Public Meeting Date _____

Date decision is mailed (within 15 days of public meeting) _____

Last day of Appeal (20 days after decision is mailed) _____

If no appeal is received, date applicant is notified and certified _____

copy of the decision is provided to the Clerk _____

If an appeal is filed, date OLT decision is filed with the Clerk _____