



**SOUTHEAST PARRY SOUND
DISTRICT PLANNING BOARD**
APPLICATION FOR CONSENT
Under Section 53 of the Planning Act

Complete Application

The information in this form that **MUST** be provided by the applicant is indicated by black arrows (▶) on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the *Planning Act*. If the mandatory information and fee are not provided, the Planning Board will return the application or refuse to further consider the application until the information and fee have been provided.

Other Information

This application form also sets out other information that will assist the Planning Board and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this other information should be submitted at the time of application. In the absence of this information it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Early Consultation

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact the Municipality and Planning Board to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with staff and discuss what supporting documents and information may be required.

Submission of the Application

The Planning Board needs:

- One hard copy of the completed application form
- One hard copy of the sketch
- Application fee
- One hard copy of the current deed and PIN (Provide copy for benefitting lands as well if applicable)

Measurements must be in metric units.

Application Fees

Payment of application fees can be made by cheque, bank draft or e-transfer to lmoyer@sepsdplanningboard.ca. If paying by cheque, please make it payable to the SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD.

Consent on Retained Parcel

If you wish to apply for consent on the retained parcel, please note your request in Section 9. Additional application and finalization fees will be required, please refer to the Planning Board's Fee Schedule. Please consult with your Municipality regarding cash-in-lieu of parkland requirements for the retained parcel.

Mailing Address:


Southeast Parry Sound District Planning Board
P.O. Box 310
Kearney, ON P0A 1M0

Office Location:

Township of Perry Office
1695 Emsdale Road
Emsdale, ON P0A 1J0

Tel/Fax.: 705-787-5070

Email: lmoyer@sepsdplanningboard.ca

	<h2 style="margin: 0;">SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD</h2> <h3 style="margin: 0;">APPLICATION FOR CONSENT</h3> <p style="margin: 0;"><i>Under Section 53 of the Planning Act</i></p>
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Note to applicants:

This application form is to be used when the Southeast Parry Sound District Planning Board is the approval authority. In this form, the term "subject land" means the land to be severed and the land to be retained.

1. Application Information					
▶ 1.1 Name of Owner(s):				Telephone Number:	
Mailing Address:		P.O. Box		City/Town	
Email Address:					Postal Code
▶ 1.2 Name of Agent – to be contacted if different than the Owner(s):				Telephone Number:	
Mailing Address:		P.O. Box		City/Town	
Email Address:					Postal Code
2. Description/Location of the Subject Land (Complete Applicable boxes in Section 2.1)					
▶ 2.1 District:		Municipality:		Geographic/Former Township:	
Concession Number(s):	Lot Number(s):		Registered Plan No.:	Lot(s)/Block(s):	
Reference Plan No.:	Part Number(s):	Parcel Number(s):	Name of Street/Road:	Street No.:	
▶ 2.2 Are there any easements or restrictive covenants affecting the subject lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe each easement(s) or covenant(s) and its effect. Use a separate page if necessary.					
3. Purpose of this Application					
▶ 3.1 Type and purpose of proposed transaction (check appropriate box)					
Creation of a new lot <input type="checkbox"/>	Addition to a lot <input type="checkbox"/>	A Right-of-way <input type="checkbox"/>	An easement <input type="checkbox"/>		
A charge <input type="checkbox"/>	A lease <input type="checkbox"/>	A correction of title <input type="checkbox"/>	Other purpose <input type="checkbox"/>		
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased, or charged.					
▶ 3.3 If the application pertains to a lot addition or easement, provide the legal description of the Benefitting Lands.					

4. Description of Subject Land and Servicing Information (Complete each subsection).			
		Severed	Retained
▶ 4.1 Description	Frontage (m.)		
	Depth (m.)		
	Area (ha. or m ²)		
▶ 4.2 Use of property (Residential, Industrial, Commercial, etc.)	Existing Use(s)		
	Proposed Use(s)		
▶ 4.3 Buildings or Structures	Existing		
	Proposed		
▶ 4.4 Access (Check appropriate space)	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
	Public Road	<input type="checkbox"/>	<input type="checkbox"/>
	Name of Authority maintaining road		
	Common name of road		
	Private Road (Describe in Section 4.8)	<input type="checkbox"/>	<input type="checkbox"/>
	Right of way (Describe in section 4.8)	<input type="checkbox"/>	<input type="checkbox"/>
	Period of Maintenance (Seasonal or Year-Round)		
▶ 4.5 Water Supply (Check appropriate space) If parcel is vacant, please indicate the proposed servicing	Water Access (Describe in Section 4.9)	<input type="checkbox"/>	<input type="checkbox"/>
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
	Name of Authority operating and maintaining services		
	Privately owned and operated communal well (Describe in Section 9.1)	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or water body	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.6 Sewage Disposal (Check appropriate space) If parcel is vacant, please indicate the proposed servicing	Other means (Describe in Section 9.1)		
	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
	Name of Authority operating and maintaining service		
	Privately owned and operated communal septic system (Describe in Section 9.1)	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.7 Other Services (Check if the service is available)	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
	School Bussing	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>

4.8 If the access to the subject land is by private road or right-of-way as indicated in Section 4.4, indicate who owns the land or road, who is responsible for its maintenance, and whether it is maintained seasonally or year-round.

4.9 If access to the subject land is by water as indicated in Section 4.4, describe the parking and docking facilities to be used and appropriate distance of these facilities from the subject land and the nearest public road.

5. Land Use (Maps are available at Municipal Offices for verification)

▶ **5.1** Explain how the proposed consent application complies with the Provincial Planning Statement 2024.

▶ **5.2** State the existing Official Plan designation(s) of the subject land and **explain how the application conforms with the Official Plan.**

▶ **5.3** What is the current zoning of the subject land?

▶ **5.4** Are any of the following uses or features on the subject land or within 500 metres of the subject land? Yes No
If yes, please check the appropriate boxes. If the use or feature is within 500 metres, indicate the approximate distance.

Use of Feature	On the Subject Land	Within 500 Metres of the Subject Land
An agricultural operation, including livestock facility or stockyard	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A landfill	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A provincially significant wetland (Class 1, 2, or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A provincially significant wetland within 120 metres of the subject land	n/a	<input type="checkbox"/> _____ metres
Flood Plain	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An active mine site	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An industrial or commercial use, and specify the use(s)	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An active railway line	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A municipal or federal airport	<input type="checkbox"/>	<input type="checkbox"/> _____ metres

6. History of the Subject Land

▶ **6.1** Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent?
 Yes No Unknown If Yes and if known, provide the application file number and the status of the application.

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

▶ **6.3** Has any land been severed from the parcel originally acquired by the owner of the subject land?
 Yes No If Yes, provide for each parcel severed, the date of transfer, the name of the transferee, and the land use.

6.4 How were the subject lands originally created? If the application pertains to a lot addition or easement, how were the benefitting lands originally created?

- Original township lot By consent By plan of subdivision Other, please specify below:

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form. For those applications before the OLT, provide the OLT file number and the status of appeal.

7. Concurrent Applications

▶ **7.1** Are the subject lands the subject of a proposed Official Plan or Official Plan amendment (proposed, active or complete)?

- Yes No If Yes and if known, provide details and status of the application.

▶ **7.2** Are the subject lands the subject of an application for a Zoning By-law amendment, minor variance, consent, or approval of a plan of subdivision (proposed, active or complete)?

- Yes No If Yes and if known, provide details and status of the application.

8. Sketch

▶ **8.1** The sketch shall show the following information:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended 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 approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, and septic tanks) that are located on the subject lands and on land that is adjacent to it, and in the applicant's opinion may affect the application, and the setbacks from the proposed new lot line(s).
- The current uses of land that is adjacent to the subject land (for example residential, agricultural, or commercial).
- The location, width, and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road, or a right-of-way.
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
- The location and nature of any easement affecting the subject land.

9. Other Information

9.1 Is there any other information that may be useful to the Planning Board, or other agencies in reviewing this application?

If so, explain below or attach a separate page with this information.

▶ 10. Consent of the Owner to the Use and Disclosure of Personal Information

I/we, _____ am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the *Freedom of Information and Protection of Privacy Act*.

I/we authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Date

Signature of Owner

▶ 11. Authorizations

11.1 If the agent is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application for a consent.

I/we authorize _____ to make this application on my/our behalf.

Date

Signature of Owner

Date

Signature of Owner

11.2 If the agent is not the owner of the land that is the subject of this application, complete the authorization of the owner(s) concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I/we, _____ am/are the owner(s) of the land that is the subject of this application.

I/we authorize _____ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the processing of the application for the purposes of the *Freedom of Information and Protection of Privacy Act*.

Date

Signature of Owner

Date

Signature of Owner

▶ 12. Affidavit or Sworn Declaration (Applicant or Agent if Authorized in Section 11)

I/we, _____ of the _____
(name) (municipality)

in the province of _____, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____ in the _____
(lower-tier municipality) (upper-tier municipality)

on this _____ day of _____, 20_____

 Commissioner of Oaths

 Signature of Owner or Agent

 Signature of Owner or Agent

Applicant's Checklist: Have you remembered to:

i) Attach:	Yes
One copy of the completed application form? (Ensure you have a copy for yourself)	<input type="checkbox"/>
One hard copy of the sketch?	<input type="checkbox"/>
The required fee(s), either a cheque or bank draft, payable to the Southeast Parry Sound District Planning Board or e-transfer to lmoyer@sepsdplanningboard.ca ?	<input type="checkbox"/>
One hard copy of the current deed and PIN? <small>(Provide copy for benefitting lands as well if applicable)</small>	<input type="checkbox"/>
ii) Check that the application form is signed and dated by the owner/agent? (see Section 10, 11, and 12)	<input type="checkbox"/>

Note:
 Submission of digital report(s)/electronic copies is encouraged but this does not replace the Planning Board's requirement for hard copies.

Forward Complete Application to:

Mailing Address:

Southeast Parry Sound District Planning Board
 P.O. Box 310
 Kearney, ON P0A 1M0

Office Location:

Township of Perry Office
 1695 Emsdale Road
 Emsdale, ON P0A 1J0

**THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD
CONSENT APPLICATION
COST ACKNOWLEDGEMENT AGREEMENT**

This Agreement made this _____ day of _____, 20_____.

BETWEEN: _____
(hereinafter referred to as the "Applicant")

- and -
The Southeast Parry Sound District Planning Board

(hereinafter referred to as the "Board")

WHEREAS a consent application has been submitted for:

(hereinafter referred to as the "Subject Lands")

AND WHEREAS this Agreement is entered into pursuant to the provisions of Resolution No. 28/25, No. 14/26, and No. 22/26 of the Board;

AND WHEREAS this agreement witnesses that in consideration of the mutual covenants set out below, the Applicant agrees as follows:

1. Applicant Responsibilities – The Applicant agrees to provide the Board with the following:
 - a. Any information in the Applicant's possession concerning the planning aspects of the application;
 - b. All surveys, drawings, sketches or plans, deeds & parcel abstracts as required to process the application;
 - c. Payment of all required application fees; and
 - d. Payment of all fees and disbursements incurred by the Board in connection with the application, including, but not limited to, advertisement, legal, engineering or other consultants, as requested.

2. Board's Responsibilities – The Board agrees to:
 - a. Process the application in accordance with the requirements of the Planning Act, R.S.O 1990, Chapter P.13;
 - b. Advise the Applicant when additional costs for fees and disbursements will be required to process the application; and
 - c. Provide the Applicant with evidence with respect to breakdowns of figures, costs incurred, time charges and disbursements.

AND WHEREAS the Board may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Board, payment for which have been made by the Board or invoices for which have been received by the Board;

AND WHEREAS the Board shall cease all work on the application if the cost of processing and reviewing the application exceeds the fee on account, until the applicant provides an interim payment to cover the Board's costs;

AND WHEREAS it is a policy of the Board as expressed in this agreement that in the event of any appeal or referral to the Ontario Land Tribunal, the Applicant is responsible for the cost of the Board’s legal, planning and other professional witness fees for preparation and attendance at the hearing;

AND WHEREAS the Applicant must pay a \$3,000 deposit prior to the Board’s involvement with any Ontario Land Tribunal hearing;

NOW THEREFORE THIS AGREEMENT WITNESSETH the parties hereto agree as follows:

This Agreement shall not be construed as acceptance or approval by the Board of the application and nothing herein shall require or be deemed to require the Board to approve the application.

This Agreement, together with the Board’s Fee Schedule comprise the whole of the understanding and are not subject to, or in addition to, any other agreements, warranties, or understandings, whether written, oral or implied.

IN WITNESS WHEREOF the parties hereto have signed under the hands of their duly authorized officers.

OWNER OR AUTHORIZED AGENT

Dated this ____ day of _____, 20_____.

Witness

Owner or Agent

Witness

Owner or Agent

THE SOUTHEAST PARRY SOUND DISTRICT PLANNING BOARD

Dated this ____ day of _____, 20_____.

Secretary-Treasurer or Chairperson