



CONSENT APPLICATION FORM

For Office Use Only		
Date Application Received:	Received by:	Fee Paid:
Application Reviewed by: Planning <input type="checkbox"/> _____ initials & date CofA Staff <input type="checkbox"/> _____ initials & date	Date Application Deemed Complete:	Application File No:

For additional details on the application process, please contact:

Planning Services
 Municipality of Port Hope
 56 Queen Street
 Port Hope, ON L1A 3Z9

Tel. 905-885-2431
 Fax 905-885-0507

Email. planning@porthope.ca

Application Pre-Consultation

Pre-consultation between the applicant/agent and Municipal Staff prior to an application being formally submitted helps ensure a complete application and provides opportunities for early feedback and information sharing on the proposal so that both the Applicant and the Municipality have a clear understanding of the proposal. This includes review of relevant planning policies and information, complete application requirements as well as studies, information and materials that may be required to support the proposed application. Pre-consultation also provides Applicants an opportunity to refine their application and to gain a better understanding of the planning process in the Municipality.

To schedule a pre-consultation meeting with Planning Staff, please complete the Pre-Consultation Meeting Form at <http://porthope.ca/forms-central> and request an appointment at planning@porthope.ca

“Complete Application” consists of information and material to be included in an Application including what is to be shown on a sketch/drawing in accordance with Schedule 1 of O. Reg. 197/96 of the *Planning Act*:

1. Application Fee – cheques can be made payable to the Municipality of Port Hope – please note that there may be other fees imposed by other agencies for their review;
2. One (1) completed and signed original Application Form. **An incomplete or improperly prepared application may not be accepted and/or could result in processing delays;**

3. Minimum Distance Separation (MDS) – In rural and prime agricultural areas, the Provincial Policy Statement, requires new land uses, including the creation of lots comply with the MDS Formulae. Further information is available on the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) website at www.omafra.gov.on.ca including computer software to calculate MDS setbacks and determine if a proposed land use application can meet MDS requirements.

4. Appropriate Plans/Drawings to scale (preferably a survey or draft reference plan) in a format (no larger than 11-inches x 17-inches) that can be easily copied for circulation purposes. Rough sketches will not be accepted. **See Consent Sketch Sample appended to this application form.**

The plans/drawing shall SHOW elements outlined as follows, in metric units:

- Boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- Boundaries and dimensions of the subject land, including the part that is intended to be severed and the part that is intended to be retained;
- Current uses of the land that is adjacent to the subject land (*for example “residential”, “agricultural” or “commercial”*);
- Location and nature of any easement affecting the subject land;
- Location, size and use of all buildings and structures (existing and proposed) on the lands including accurate and detailed measurements with respect to:
 - Lot frontage
 - Lot area
 - Front yard setback(s)
 - Rear yard setback(s)
 - Interior side yard setback(s)
 - Exterior side yard setback(s)
 - Lot coverage (buildings: lot)
- Distances showing the approximate location of all natural and artificial features on the subject lands and the land that is adjacent to it and in the applicant’s opinion may affect the application:
 - Buildings
 - Roads and access - 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 as well as existing and proposed entrance/driveway.
 - Well and sewage system treatment (septic tanks) & distribution piping (septic beds) on the lot to be severed and/or retained (existing and proposed)
 - Sanitary sewer laterals & water lines
 - Drainage ditches, watercourses and banks of rivers or streams
 - Hydro transmission corridors and/or Oil transmission pipelines
 - Wetlands and Wooded areas
 - Railways and railway crossings
 - Bridges
- Location of all land(s) previously severed from the parcel originally acquired by the current owner of the subject land;

5. Any other requirements necessary for Staff and/or agencies to undertake an adequate level of review which were identified during the pre-consultation meeting.

Consent Fee Schedule	
For each new parcel of land being created**	\$2,500.00
Lot Addition/Boundary adjustment and Easement/Right-of-Way or Correction of Title, Leases, if such extend beyond a period of 21 years; partial mortgage or partially discharge a mortgage on a parcel of land**	\$1,200.00
Change to Conditional Approval	\$500.00
Adjournment of Application hearing at applicant's request	\$300.00

*** (includes a \$300 Deed/Transfer stamping fee)*

Owner/Applicant/Agent Information		
<i>Particulars on the individual(s) involved in the application</i>		
Registered Owner(s) of Subject Lands: (EXACTLY AS SHOWN ON THE TRANSFER OR DEED OF LAND)		
Mailing Address:		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:

Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location / Legal Description of the Property **this may be found on your Land Transfer/Deed/Mortgage/Tax bill**			
<i>Complete applicable lines</i>			
<input type="checkbox"/> Urban Area (former Town of Port Hope)			
<input type="checkbox"/> Rural Area (former Township of Hope)			
Municipal Number:		Street Name:	
Concession:		Lot Number(s):	
Registered Plan No:		Lot(s)/Block(s):	
Reference Plan No:	9R_____	Part Number(s):	
	39R_____	Part Number(s):	
	39M_____	Part Number(s):	

Length of Ownership <i>Number of years the subject lands have been owned in its current form by the present owner(s)</i>

Easements, Right-of-Way, Restrictive Covenants, Mortgages, Site Plan Agreement	
<i>Are there any encumbrances affecting the subject lands?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe each easement, right-of-way or restrictive covenant and its effect:	

Purpose of this Application	
<i>Check appropriate space based on the type and purpose of the proposed transaction</i>	
<input type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Addition to a Lot
<input type="checkbox"/> Mortgage or Charge	<input type="checkbox"/> Easement/Right-of-Way
<input type="checkbox"/> Lease	<input type="checkbox"/> Correction of Title
<input type="checkbox"/> Other, please describe:	

Number of Lots
<i>Total number of Lots, including the retained lot, which are subject to this application</i>

Purchaser / Lessee / Mortgagee, etc.	
<i>Name of person(s), if known, to whom the property or interest in the property is to be transferred, charged, leased or mortgaged to</i>	
Name:	Relationship to Owner (if any):

<p>Addition to a Lot <i>If this application is for Addition to a Lot, identify the lands to which the parcel will be added to</i></p>

<p>Easement/Right-of-Way <i>If this application is for an Easement/Right-of-way, please describe:</i></p>

<p>Retirement Lot (permitted in the General Agriculture Area only, not permitted in Prime Agriculture Area) <i>If this application is for a Farm Retirement Lot, please check appropriate box</i></p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Yes</td> <td style="width: 50%;"><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<p>Description of lands to be SEVERED - complete in metric units. **measurements must also be show on sketch**</p>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s) of Lands:			
Proposed Use(s) of Lands:			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Description of lands to be RETAINED - complete in metric units. **measurements must also be show on sketch**			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s) of Lands:			
Proposed Use(s) of Lands:			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

Access <i>Access to lands intended to be severed and retained – insert name(s) of road/street where appropriate</i>		
	Severed	Retained
Municipal Road/Street/Lane (name of road)		
County Road (name of road)		
Provincial Highway (name of highway)		
Existing Right-of-Way (describe location)		
Private road/lane (describe location)		
Unopened Municipal road allowance (describe location)		
If there is no access by public road or street, what means of access is proposed? (describe)		

Services – WATER Supply (<i>Service existing or proposed for severed and retained lands.</i>)				
	Severed Lands		Retained Lands	
	Existing	Proposed	Existing	Proposed
Municipal Water System				
Well - Privately Owned & Operated Individual or Communal				
Other (specify)				

Existing Water Supply service – is service wholly contained within:

- Severed lands? Yes No If no, explain: _____
- Retained lands? Yes No If no, explain: _____

Proposed Water Supply service – when will service be installed? *Indicate approx. date*

- Severed lands: _____
- Retained lands: _____

Services – SEWAGE Disposal (<i>Service existing or proposed for severed and retained lands.</i>)				
	Severed Lands		Retained Lands	
	Existing	Proposed	Existing	Proposed
Municipal Sanitary Sewage System				
Septic System (private or communal)				
Other (specify)				

Existing Sewage Disposal service – is service wholly contained within:

- Severed lands? Yes No If no, explain: _____
- Retained lands? Yes No If no, explain: _____

Proposed Sewage Disposal service – when will service be installed? *Indicate approx. date*

- Severed lands: _____
- Retained lands: _____

Municipality of Port Hope Land Use		
<i>Indicate designation of severed and retained lands in the applicable space below</i>		
	Severed	Retained
Official Plan Designation		
Zoning By-law Designation		

Explanation of how the application conforms with the Municipality of Port Hope Official Plan. *If additional space is required, please attach a separate sheet to this application*

County of Northumberland Official Plan Land Use		
<i>Indicate designation of severed and retained lands in the applicable space below</i>		
	Severed	Retained
Official Plan Designation		

Explanation of how the application conforms with the County of Northumberland Official Plan. *If additional space is required, please attach a separate sheet to this application*

Inventory of Uses and Features				
<i>Are any of the following uses or features on or proposed on the subject lands to be severed and retained, or within 500 metres of the subject lands. (Please check the appropriate space and indicate the approximate distance within 500 metres of the subject lands).</i>				
Use or Feature	Severed Lands		Retained Lands	
	On Severed lands	Within 500 metres (indicate approx. distance)	On Retained lands	Within 500 metres (indicate approx. distance)
Utility ie Water, Sewage, Hydro, Gas Pipeline, Bell				
Residential Use				
Other (specify) <i>i.e. steep slope, ditch, swale</i>				
Agricultural Operation Use				
Rural Residential Use				
Commercial Use				
Tourist Recreational Use				
Institutional Use				
Industrial Use				
Parklands Use				
Community Facility				
Woodland Feature				
Flood Plain				
Provincially Significant Wetland				
Rehabilitated or Active Aggregate Pit				
Landfill Use (open or closed)				

Elaborate with particulars of any items designated above. If additional space is required, please attach a separate sheet to this application

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Characteristics of the subject lands (Check the appropriate space)

	Severed Lands		Retained Lands	
	Yes	No	Yes	No
Is the land subject to flooding from a river, lake or other watercourse or body of water?				
Is any part of the land swampy?				
Explain other physical or environmental characteristics that should be considered such as steep slopes, erosion areas, etc.				

History of the Subject Lands

(Check appropriate space(s))

	Yes	No
Has any land been previously severed from the parcel originally acquired by the owner of the subject land?		

If yes, and known, provide the application file number(s) or date when parcels were created, how many separate parcels have been created, the name of the transferee for each parcel and uses of the severed land.

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	Yes	No
Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the <i>Planning Act</i> ?		

If YES, and known, provide the application file number and the decision made on the application.

File No. _____ Decision: _____

If this is a re-submission of a previous Consent application, describe how it has been changed from the original application. *If additional space is required, please attach a separate sheet to this application.*

Current Applications
(Check appropriate space(s))

	Yes	No	Unknown
Is the subject land currently the subject of a proposed Official Plan or Official Plan Amendment that has been submitted to the Municipality of Port Hope for approval?			

If YES, and known, provide the application file number(s) and status of the application and status.

File No. _____ Status: _____

	Yes	No	Unknown
Is the subject land the subject of an application for a Zoning By-law Amendment, Minor Variance, Consent or Approval of a Plan of Subdivision?			

If YES, and known, provide the application file number(s) and status of the application and status.

File No. _____ Status: _____

	Yes	No
Is the owner, solicitor or agent applying for any additional Consents for the owner, simultaneously to this application or considering applying for additional Consents in the future?		
Is the owner, solicitor or agent applying for any Minor Variance or Permission to Extend or Enlarge under the <i>Planning Act</i> in relation to any land that is the subject of this application?		

Provincial Policy		
	Yes	No
Is the proposal consistent with the Policy Statement issued under Subsection 3(1) of the <i>Planning Act</i> ? <i>An explanation of how the application is consistent with policy statements issued under Subsection 3 (1) of the Planning Act must be provided.</i> PROVIDE AS A SEPARATE ATTACHMENT TO THE APPLICATION FORM		
Is the subject land within an area of land designated under any Provincial Plan(s)? <i>i.e. Growth Plan, Oak Ridges Moraine Conservation Plan, Greenbelt Plan etc.</i>		
If YES, an explanation of how the application conforms or does not conflict with the provincial plan or plans must be provided PROVIDE AS A SEPARATE ATTACHMENT TO THE APPLICATION FORM		

Affidavit or Sworn Declaration by the Applicant			
I,			of the
		of	
in the		of	
<p>Make oath and say (or solemnly declare) that the information and statements contained in this application as required under Schedule 1 of O. Reg. 197/96 and provided by the applicant is accurate and true and that the information contained in documents that accompany this application is accurate and true and I make this solemn declaration conscientiously believing it to be accurate and true and knowing that it is of the same force and effect as if made under oath and by virtue of the <i>Canada Evidence Act</i>.</p>			
SWORN (or DECLARED) before me at the		<p style="text-align: center;">X</p> <hr/> <p style="text-align: center;">Signature of Applicant</p>	
of			
in the of			
this day of 20 .			
Signature of Commissioner of Oaths, etc.			
<p>Stamp here</p>			

Authorization of Owner for Applicant/Agent to Make the Application	
<i>If the applicant/agent is <u>not</u> the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i>	
I,	
am the owner of the land that is the subject of this application for a Consent and I authorize:	
Applicant/Agent <i>(Please Print)</i>	
to make this application on my behalf.	
Owner's Signature (apply Corporate seal if applicable)	x
Date	

Authorization of Owner for Applicant/Agent to Provide Personal Information	
<i>If the applicant/agent is <u>not</u> the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below:</i>	
I,	
am the owner of the land that is the subject of this application for a Consent and for the purposes of the <i>Freedom of Information and Protection of Privacy Act</i> , I authorize:	
Applicant/Agent <i>(Please Print)</i>	
as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature (apply Corporate seal if applicable)	x
Date	

<p>Consent of Owner to the Use and Disclosure of Personal Information <i>If the applicant is the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i></p>	
I,	
<p>am the owner of the land that is the subject of this application for a Consent and for the purposes of the <i>Freedom of Information and Protection of Privacy Act</i>, I 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 <i>Planning Act</i> for the purposes of processing this application.</p>	
Owner's Signature	x
Date	

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca

CONSENT SKETCH SAMPLE:

Sketch must be shown to scale of 1:200. The preferred size is on paper no larger than 11-inches x 17-inches. Larger plans will be accepted provided that a reduced plan for circulation purposes is also submitted.

NOTE: Measurements must be in metric

