



## **The Corporation of the Township of Ramara** ***Committee of Adjustment***

### **APPLICATION FOR CONSENT**

*Section 53(2) of the Planning Act, and O.REG. 197/96*

The attached application form has been prepared to collect information required to process an application for consent. We want to make this process as user-friendly as possible. Provincial regulations, however, require that we ensure your application is complete before it is accepted. If this application is signed by an agent or applicant on behalf of the owner, THE WRITTEN AUTHORIZATION (attached to application) BY ALL REGISTERED OWNERS MUST accompany the application. If the owner/applicant is a Corporation, acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal affixed. The words, "I have authority to bind the Corporation" may be printed under the signing officer's name in place of affixing the corporate seal.

It is suggested that you talk to the [Planning Department](#) for the Township who can provide you with the relevant zoning information to assist in determining if the proposed development meets the zoning bylaw requirements. If the proposed development does not conform to the zoning bylaw, minor variance applications should be submitted so that they can be considered concurrently. THE TOWNSHIP OF RAMARA DOES NOT ASSUME RESPONSIBILITY FOR IDENTIFYING ALL DEFICIENCIES.

### **TO GET STARTED YOU WILL NEED:**

#### **Applicable Application Fee:**

Refer to Bylaw # 2020.15 being a Bylaw Establishing a Tariff of Fees for the Processing of Planning Applications

#### **Completed Application Form:**

- Including sworn affidavit signed by all registered owners stating that the information provided in the application and on the required sketch is true or alternatively, written authorization given by all registered owners for another individual to sign on their behalf. Commissioners for the Taking of Oaths are available at the Township of Ramara Administration Centre.
- **ONE** copy of a sketch (not larger than 8 ½" x 14") drawn to scale, including all dimensions of both the severed and retained parcels, or a survey of the subject lands (sample sketch and requirements included in application form). Make a clear distinction between the "severed" and "retained" parcels by cross hatching the severed parcel and clearly marking each parcel "SEVERED" and "RETAINED".
- Once the application has been accepted with full payment and a file number has been assigned, a photocopy of the application will be provided upon request.

**Application Sign:**

The required sign(s) will be prepared by Township staff and provided to you at the time the application is filed with the municipality. The sign must be posted on the subject lands in a visible location from the street. The sign(s) must be posted at least 14 days prior to the hearing date. The sign(s) is a required form of notification according to Ontario Regulation 197/96 as amended. Failure to post the sign(s) will result in delays.

Once the application has been received by the municipality and deemed a complete application, it will be circulated to the appropriate departments and agencies for comment.

Notice of your application and the date of its consideration by the Committee of Adjustment, will be given by regular mail at least 14 days in advance of the hearing, to every land owner within 60 metres of the subject property. This notice will also advise as to the time and location of the hearing.

A Staff Report containing all comments received regarding the application will be available on the Friday before the Committee of Adjustment hearing. You are encouraged to request a copy of the Staff Report from the Committee Secretary to see if any issues have been identified that could be addressed before the Committee of Adjustment considers your application for consent.

The Committee of Adjustment for the Township of Ramara meets monthly, typically on the second Tuesday of every month, unless otherwise determined by the Committee of Adjustment on a yearly basis. The cut off dates for submission as well as the meeting dates are available from the Planning Department and are subject to change.

The Committee of Adjustment does require the owner/applicant/agent to attend the meeting to respond to any questions or concerns they may have in respect to the application(s). However, the hearing of the application may be adjourned to another date if no authorized person is present, or the Committee may make a decision in the absence of the owner/applicant/agent. The Committee of Adjustment will make its decision in a public forum.

A Notice of Decision will be mailed to the owner/applicant/agent within 15 days after the decision is made and to anyone requesting in writing to be notified of the decision. There is a period of 20 days from the date of the Notice of Decision during which the decision may be appealed to the Ontario Land Tribunal (OLT). An appeal may also be launched if a decision is not made within 90 days of the receipt of a properly completed application. The Ontario Land Tribunal (OLT) requires a fee of \$300.00 in the form of a certified cheque payable to the Minister of Finance, per application. If no appeals are received within the 20 day appeal period by the municipality, the owner/agent/applicant will be advised by way of a Notice of No Appeal.

The owner/applicant/agent must fulfill the conditions imposed upon a PROVISIONAL CONSENT within a period of one year from the date of the Notice of Decision. Neither the Committee of Adjustment nor staff have the authority to permit an extension to the one year limitation. The Committee may, however, change a condition, if requested to do so within the one year time limit. A Certificate of Consent can be issued as soon as the Secretary Treasurer is in receipt of written confirmation that all conditions have been fulfilled. The transaction in respect of the consent which was given must be carried out within two years of the date of the issuance of the Certificate or the consent will lapse.

If you require any further information or assistance, please contact the Township of Ramara Planning Department:

Phone: (705)-484-5374

Email: [planning@ramara.ca](mailto:planning@ramara.ca)

Mail: Township of Ramara

2297 Highway 12 PO Box 130

Brechin, Ontario L0K 1B0



**COMMITTEE OF ADJUSTMENT**  
**APPLICATION FOR CONSENT**  
*Under Section 53 of the Planning Act*

**For Office Use Only**

DATE RECEIVED: \_\_\_\_\_

ROLL NUMBER: \_\_\_\_\_

FILE NO.: \_\_\_\_\_

RECEIPT: \_\_\_\_\_

**1. OWNER AND APPLICANT/AGENT INFORMATION**

**Please check beside person to whom correspondence is to be sent**

*An owner's authorization is required in Section 12, if the applicant/agent is not the owner*

1.1 Name of Applicant/Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

1.2 Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**2. LOCATION OF SUBJECT LAND**

2.1 Municipal Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

County: \_\_\_\_\_ Former Municipality: \_\_\_\_\_

2.2 Are there any easements or restrictive covenants affecting the subject lands?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the easement or restrictive covenant and its effect:

\_\_\_\_\_

\_\_\_\_\_



**4.2 Description of Land to be *RETAINED***

Frontage (m)	
Width (m)	
Depth (m)	
Area (m <sup>2</sup> /hectares)	
Existing Use	
Proposed Use	
Number and type of Buildings/Structures <b>existing</b> on land	
Number and type of Buildings/Structures <b>proposed</b> on land	

**4.3 Access to Land to be *SEVERED***

- |  |   |
|--|---|
| <input type="checkbox"/> Provincial Highway    | <input type="checkbox"/> County Road    |
| <input type="checkbox"/> Municipal Road        | <input type="checkbox"/> Private Road*  |
| <input type="checkbox"/> Private Right-of-way* | <input type="checkbox"/> Water Access** |

Road Name: \_\_\_\_\_

**\*If access to the subject land is by private road/right-of-way, please indicate who owns the land/road, who is responsible for maintenance and whether it is maintained seasonally or year-round.**

\_\_\_\_\_  
 \_\_\_\_\_

**\*\*If Access to Land by Water Only:**

Parking/Docking Facilities to be used	
Approximate Distance of facilities from land	
Nearest public road	

**4.4 Access to Land to be *RETAINED***

- |  |   |
|--|---|
| <input type="checkbox"/> Provincial Highway    | <input type="checkbox"/> County Road    |
| <input type="checkbox"/> Municipal Road        | <input type="checkbox"/> Private Road*  |
| <input type="checkbox"/> Private Right-of-way* | <input type="checkbox"/> Water Access** |

**Road Name:** \_\_\_\_\_

**\*If access to the subject land is by private road/right-of-way, please indicate who owns the land/road, who is responsible for maintenance and whether it is maintained seasonally or year-round.**

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**\*\*If Access to Land by Water Only:**

Parking/Docking Facilities to be used	
Approximate Distance of facilities from land	
Nearest public road	

**4.5 SERVICING**

**Water Supply** (Check Applicable)

	Retained	Severed
Private Well		
Municipal Water		
Lake (or other body of water)		
Other:		

**Sewage Disposal** (Check Applicable)

	Retained	Severed
Private Septic System		
Municipal Sewers		
Other:		

**5. LAND USE**

5.1 What is the existing County of Simcoe Official Plan designation?

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5.2 What is the existing Township of Ramara Official Plan designation?

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5.3 What is the existing Zoning of the Subject Land?

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**6. Are there any of the following uses or features located on the subject land or within 500 metres of the subject land? (please check appropriate boxes if applicable)**

Use or Feature	On property	Within 500m
Agricultural operation, including livestock facility or stockyard		
A County of Simcoe landfill		
A sewage treatment plant or waste stabilization plant		
A Provincially Significant Wetland (Class 1, 2, or 3 wetland) or another environmental feature		
Floodplain		
A rehabilitated aggregate operation		
An active aggregate operation		
An active railway line		
Erosion		

- Is the subject property susceptible to flooding?    Yes    No
- Is there a non-operating aggregate site within 1km?    Yes    No

**7. PLANNING APPLICATION HISTORY OF THE SUBJECT LAND**

7.1 Has the property ever been part of an application for an approval of a Plan of Subdivision or Consent under The Planning Act?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If YES please provide the File Number and Decision:

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**7.2** Is the subject land the subject of an application for an Official Plan Amendment that has been submitted for approval?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If YES please provide the File Number and Status of the application:

\_\_\_\_\_

**7.3** Is the subject land the subject of an application for a Zoning Bylaw Amendment, Minor Variance, Consent or Plan of Subdivision?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If YES please provide the File Number and Status of the application:

\_\_\_\_\_

**7.4** Are there any other Planning Applications on this property being considered concurrently with this Consent Application?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe:

\_\_\_\_\_

## **8. PROVINCIAL POLICY**

**8.1** Is the proposal consistent with the policy statements issued under Subsection 3(1) of *The Planning Act*, 1990, R.S.O. as amended?

Yes      No

If no, please explain:

\_\_\_\_\_

**8.2** Is the subject land within an area of land designated under any provincial plan(s)? (i.e. Lake Simcoe Protection Plan)

Yes      No

*If yes, does the application conform to the applicable provincial plan(s)?*

Yes      No

## **FREEDOM OF INFORMATION**

For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of The Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner/Applicant/Agent Signature

\_\_\_\_\_  
Date

## **AUTHORIZATION**

If the applicant is not the owner(s) of the land that is subject to this application, the authorization set out below must be completed by the owner.

I/WE \_\_\_\_\_ am/are the owner(s) of the land that is subject to this consent application. I/WE authorize \_\_\_\_\_ to make this application on my/our behalf and to provide any of my/our personal information for the processing of this application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Information provided in this application will become part of a public record*

**DECLARATION**

I/WE \_\_\_\_\_ of \_\_\_\_\_  
solemnly declare that:

- All the above statements and the statements contained in all of the exhibits transmitted herewith 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 it made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT  
THE \_\_\_\_\_  
IN THE \_\_\_\_\_  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

**TO BE SIGNED IN THE PRESENCE  
OF A COMMISSIONER FOR  
TAKING AFFIDAVITS**

\_\_\_\_\_  
Commissioner, etc.

\_\_\_\_\_  
OWNER/APPLICANT/AGENT

\_\_\_\_\_  
OWNER/APPLICANT/AGENT

**ACKNOWLEDGEMENT**

I/WE, \_\_\_\_\_, hereby  
acknowledge receipt of a copy of Bylaw #2020.15 for the Corporation of the Township  
of Ramara, being a bylaw to establish a Tariff of Fees for the Processing of Planning  
applications, and agree to be bound by the terms thereof.

I/WE hereby agree to pay all advertising costs, consulting fees, i.e. Planning and  
Engineering, and any legal fees incurred by the Township of Ramara in connection with  
the processing of Application File #\_\_\_\_\_.

I/WE acknowledge that all expenses incurred by the Township regarding this application  
will be invoiced to ME/US and will be paid by ME/US within 30 days of the Township's  
invoice date.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## **SUPPORTING MATERIAL TO BE SUBMITTED BY THE APPLICANT**

***In order for your application to be considered complete, a sketch drawn to scale in metric units must be included as part of this application which shows:***

- a) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- b) The approximate distance between the subject land and the nearest Township of Ramara lot line or landmark such as a bridge or railway crossing.
- c) 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 - in metric units.
- d) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- e) 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 land and on land that is adjacent to it and in the applicant's opinion, may affect the application
- f) The current uses of land that is adjacent to the subject land (for example: residential, agricultural or commercial).
- g) The location 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 right of way.
- h) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- i) The location and nature of any easement affecting the subject land.
- j) Location, size, height and type of all existing and proposed buildings or structures on the severed or retained lands, including the distance of the buildings or structures from front yard lot line, rear yard lot line and side yard lot lines.
- k) If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name, legal description and municipal address as now registered.
- l) The location, size and distance to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the lot to be created and/or retained.
- m) Include a key map showing the location of the subject lands.

***\*If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.\****

## **LAKE SIMCOE REGION CONSERVATION AUTHORITY**

If the property subject to the Consent Application has been determined to be within a regulated area of the Lake Simcoe Region Conservation Authority or subject to the Lake Simcoe Protection Plan, please be advised that under *The Planning Act* the application must be circulated to the Authority for comments.

Maps to determine if your property is regulated can be found on the LSRCA website at [www.lsrca.on.ca](http://www.lsrca.on.ca)

It will be determined by the authority if a permit under Ontario Regulation 179/06 will be required.

All planning applications submitted to the Lake Simcoe Region Conservation Authority are subject to the following review fees as per the Planning and Development Fees Policy (2021)

For more information, please contact the LSRCA at:

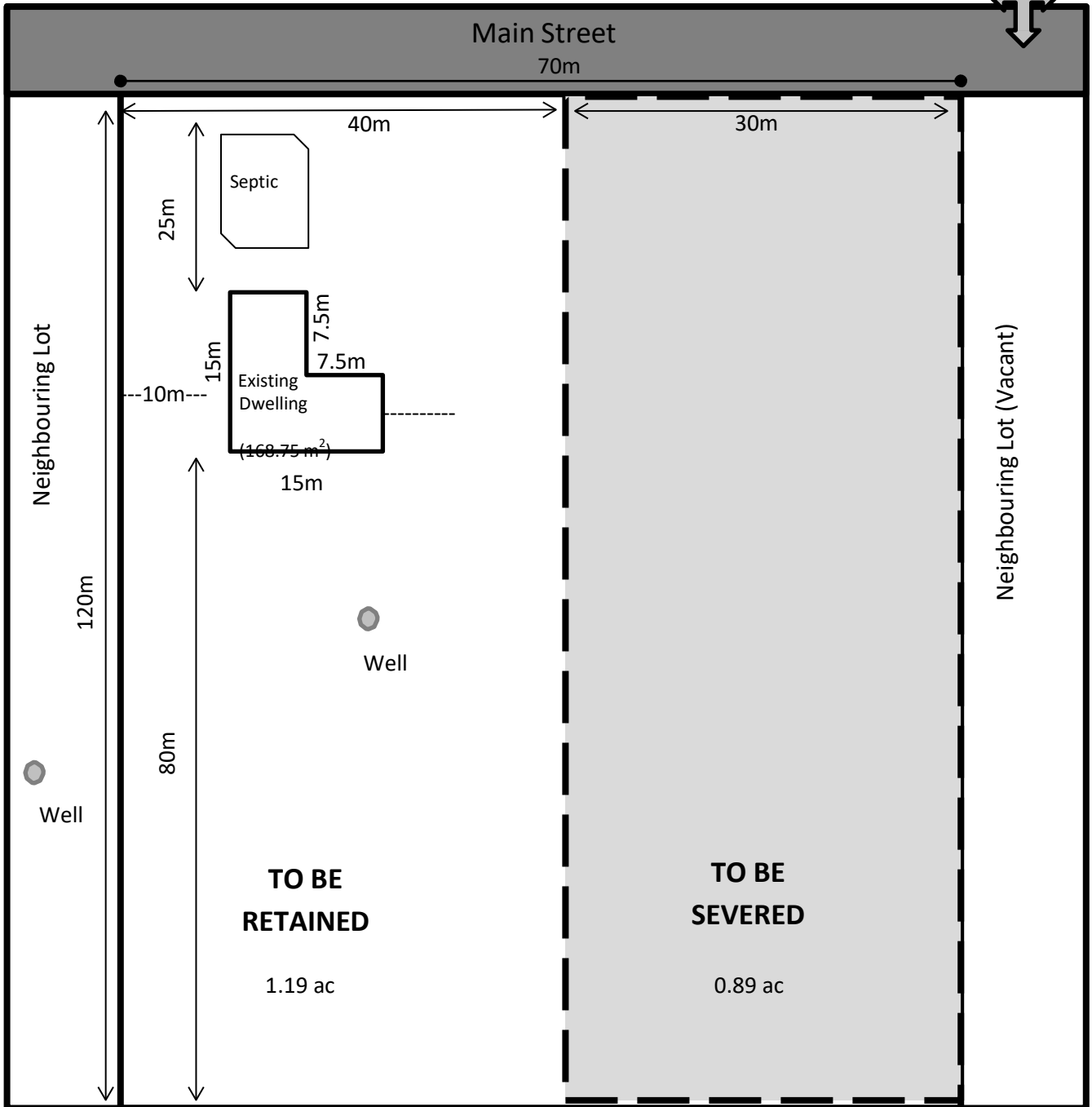
Phone: 905-895-1281

Toll Free: 1-800-465- 0437

Email: [applications@lsrca.on.ca](mailto:applications@lsrca.on.ca)

Website: [www.lsrca.on.ca](http://www.lsrca.on.ca)

# Sample Severance Sketch



PROPERTY OWNERS NAME AND MUNICIPAL ADDRESS