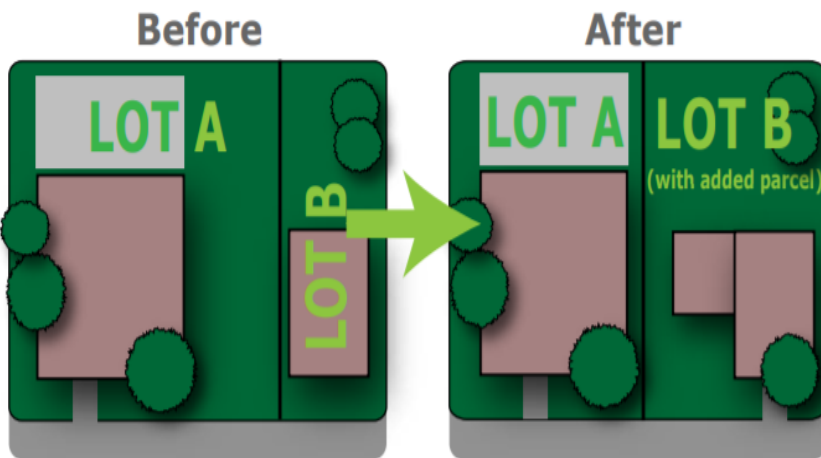
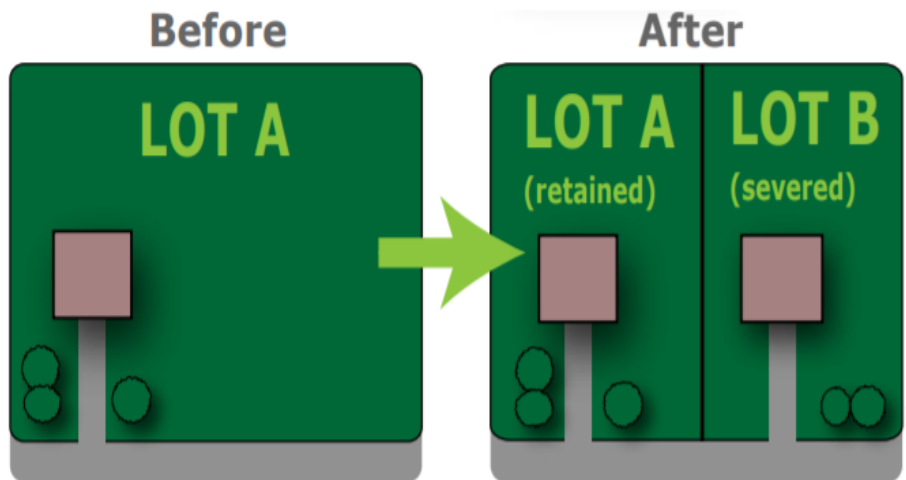


## Consent (Severance) Guide

### What is a Consent?

A severance (or consent) is a land division process to create one or more new lots from an existing property. A severance is required if a separate conveyance is being sought for part of the land to a different ownership – this includes making an adjustment to an existing lot line, or allowing legal access over your property by means of a right-of-way or easement. Township approval is required to ensure that the land division follows the provisions set out by our Official Plan, as well as the provisions set out by the Provincial Government.



### Types of Consents?

- Lot Creation
- Lot Addition
- Easements
- Right of Way
- Certificate of Official
- Mortgage/Charge
- Partial Discharge of Mortgage
- Lease
- Correction of Title

### Non Compliance with the Official Plan or Zoning Bylaw?

It is expected that any consent application complies with Simcoe County's Official Plan, Township of Ramara's Official Plan, the Zoning Bylaw, and all other applicable laws and legislation. If your proposal does not conform to these documents, other planning applications may be required.

## Consent Process

### Contact the Municipality

Speak to our planning department to find out what will be required for the application.



### Submit the Application

Submit the Completed Application form and pay the required fees. At this time you will be given a sign for the Consent Application



### Notice of Hearing

At least 10 days before the meeting a notice will be sent out to neighbors within a 60m radius of the subject property. At this time the sign is required to be posted on the subject property



### Receiving of Comments

The planning department will receive comments from internal departments, external agencies, and residents regarding the application to prepare a report for the hearing



### Decision/Notice of Decision

At the time of the hearing the Committee of Adjustment will make a decision to either approve, deny or defer the application based on the information provided. A notice of decision will be sent to the applicant, and other people who have requested a notice of decision. If the Committee approves the application, the applicant will have 1 year to fulfill all of the conditions imposed on the consent. *Examples of conditions are on Pg 3*

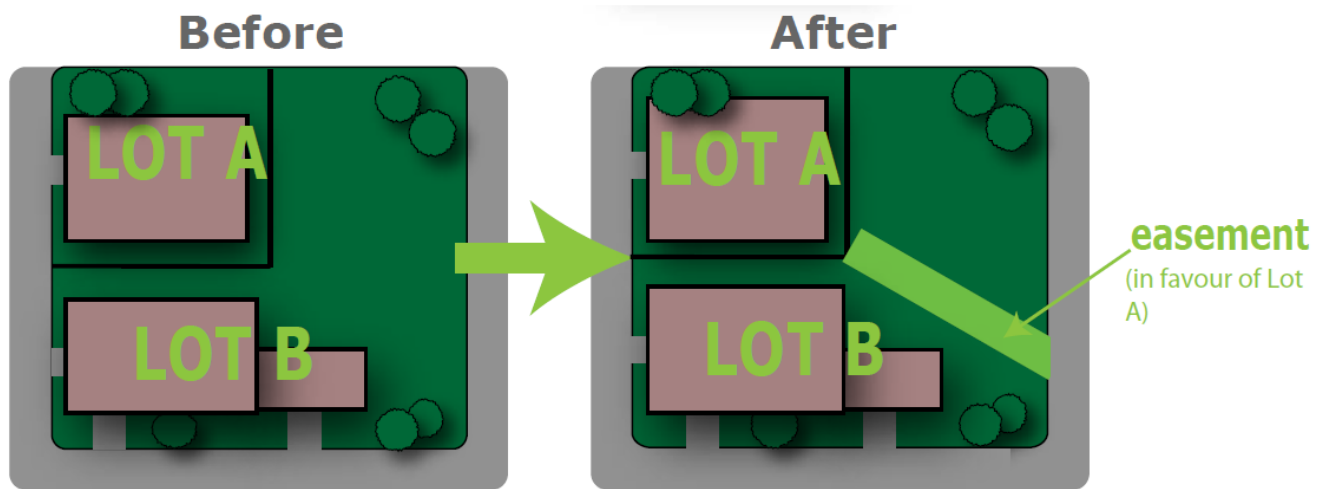


### Appeals

There will be a 20 day appeal period, in which anyone who spoke at the meeting or submitted an objection in writing can appeal the decision made by the Committee of Adjustment. There is a \$300 application fee, as well as a required application form that must be submitted to the municipality. More information about the appeal process can be found in the following link or by contacting the municipality. <https://olt.gov.on.ca/>

If the 20 days has passed with no appeal, the decision will stand, and the applicant will proceed with their requirements.

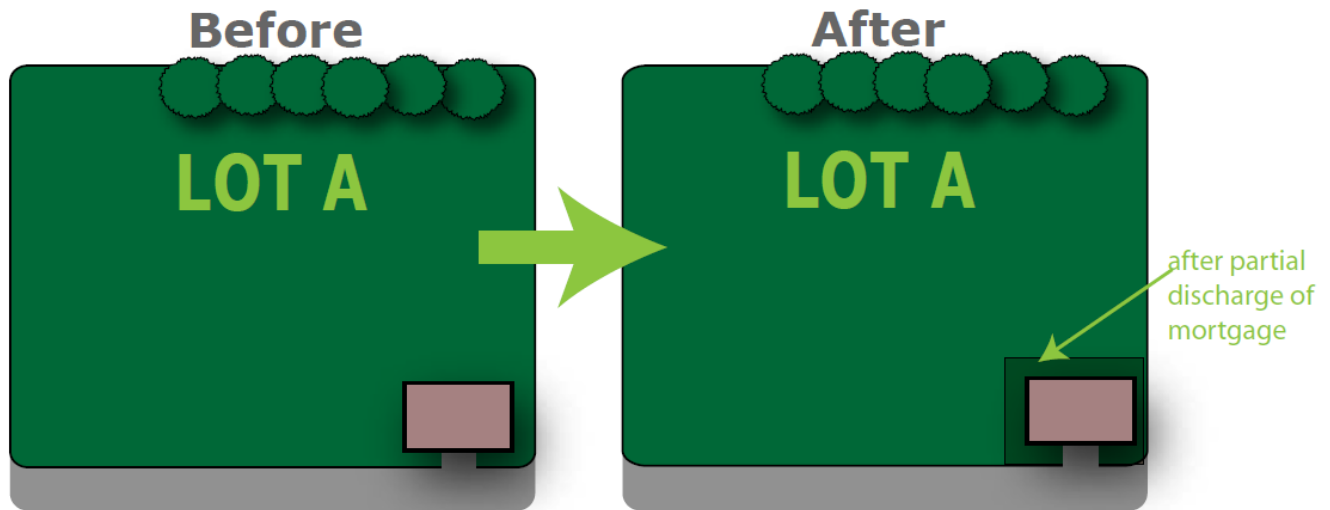
## Types of Conditions



A consent approval will have conditions within the decision, that will need to be fulfilled by the applicant, within a year of the Committee's decision. The following are examples of conditions that can be associated with a decision. Please note that other conditions may be imposed depending on the nature of the application.

- Minor Variance
- Road Widening
- Draft Transfer of Lands
- Zoning Bylaw Amendment
- Creation of a Draft Reference Plan
- Creation of Registerable Legal Description
- Parkland Dedication or Cash In Lieu of Parkland Fee
- Agreement with the Township to Provide Future Services or Facilities

## Application Requirements



### 1. Completed Application Form

The application form can be found [here](#), on our website, or at the Building and Planning counter in the Township Offices

### 2. Sketch

The Township Planning Department will require a sketch to accompany the application that outlines what the proposed alterations will be to the subject lands. *Please refer to the sample sketch in our application*

### 3. Payment

The cost of the Consent Application is \$1,200 plus \$900 for each additional lot created, and \$1,700 if both a consent and minor variance is required. Please note that there can be additional costs for circulation as well as the costs associated with the requirements of the consent process



**For Further Information**  
**Contact the Planning Department**



**Township of Ramara**  
**2297 Highway 12, PO Box 130**  
**Brechin, Ontario L0K 1B0**  
[Map location](#)

**Phone: 705-484-5374**

**Toll free for 689 exchange only: 1-800-663-4054**

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

**Fax: 705-484-0441**

**Office Hours: 9:00 am - 4:30 pm**  
**Monday to Friday**

**Planning Services**

[Deb McCabe](#), Planning Supervisor / Zoning Administrator ext. 243

[Jenn Stong](#), Planning Technician ext. 251