

Purpose of Application

A **Consent Application** is required when a property owner intends to:

- Create a new lot
- Adjust or reconfigure an existing lot line
- Establish an easement
- Carry out certain other land transactions under **Section 53 of the Planning Act**

The purpose of the Consent process is to ensure that any proposed changes to land are appropriate, well-planned, and consistent with the Township's planning policies.

Before submitting a formal Consent Application, applicants are strongly encouraged to complete a **Pre-Consultation** with the Township.

Pre-Consultation allows Township staff and external agencies to review the proposal early in the process. This helps to:

- Identify any required studies or supporting documents
- Flag potential issues or conditions that may apply
- Ensure the formal application is complete and accurate

Completing Pre-Consultation typically results in a smoother, more efficient Consent Application process.

Consent Application Submission Requirements

Applicants must provide:

- A completed online application
- Planning Application Supplementary Form
- Required fees
- A Site Plan Sketch and Subject Lands Key Map
- Any additional material requested by Planning staff

Site Plan Sketch & Subject Lands Key Map

A complete sketch drawn to scale in metric units must be submitted with this application showing:

- Boundaries and dimensions of subject lands (severed & retained)
- Any abutting lands owned by the applicant
- Distance to nearest Township lot line or landmark (e.g., bridge or railway)
- All lands previously severed from the original parcel
- All natural & artificial features (buildings, railways, watercourses, wells, septic systems, etc.)
- Current uses of adjacent lands (residential, agricultural, commercial)
- All roads within or abutting the land (municipal, private, unopened rights-of-way)
- Docking/parking facilities if access is by water
- Any easements on the property
- Location/size/type of all buildings/structures (existing/proposed) with all yard setbacks
- If severance is merging with an abutting lot, identify that lot by owner name, legal description, and municipal address
- Location and setbacks of septic tank/bed on severed and/or retained lands
- A key map showing the location of the subject lands

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Note: If other documentation/supporting material becomes necessary, Ramara Planning Department will contact the Applicant, and this information must be submitted prior to the Application proceeding.

Lake Simcoe Conservation Authority (LSRCA) Review Fee

If proposed Consent is within an area regulated by the LSRCA, the *Planning Act* requires that your application be circulated to the LSRCA for review:

- Check whether the property is regulated by using the mapping tools on the LSRCA website: www.lsrca.on.ca
- Have questions about the regulated area? The LSRCA will confirm whether the subject lands are regulated under *Ontario Regulation 179/06*.
- Please note that all planning applications reviewed by the LSRCA are subject to review fees in accordance with their current Planning and Development Fee Schedule.

General Consent Application Process

1. Submit Your Application

Submit your complete application package to the Planning Department by the deadline shown in the Meeting Schedule. Applications received by the deadline will be scheduled for the next available Committee meeting.

2. Application Sign Pick-Up

Once the Planning Department receives the application sign order, staff will notify you. You may then pick up your application sign from the municipal office.

3. Post the Application Sign

You must post the sign:

- **At least 14 days before the meeting date**
- **In a clearly visible location**
- **At least 3 feet (1 metre) above ground level**

You are responsible for ensuring the sign stays in place until the application is fully finalized, including during the **20-day appeal period**.

4. Notice of Hearing & Circulation

A Notice of Hearing will be sent to:

- Property owners within **60 metres** of the subject lands
- Internal and external review agencies

Staff and Committee members may visit the site as part of their review.

5. Meeting Agenda

An agenda containing application details and staff recommendations will be posted approximately **7 days before the meeting**.

6. Committee Meeting

At the meeting, the Committee will:

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- Review the staff report and recommendations
- Hear from the Applicant or Agent
- Receive any public comments

The Committee may **approve**, **defer**, or **deny** the application. It is strongly recommended that the Applicant or Agent attend the meeting. However, the Committee may proceed with or without them.

7. Notice of Decision & Appeal Period

Within **10 days** of the meeting, a Notice of Decision will be issued.

The **20-day appeal period** begins on the date the Notice of Decision is sent. Under the Planning Act, an appeal may be filed by:

- The Applicant
- The Minister
- A Specified Person
- A Public Body

Appeals are submitted to the **Ontario Land Tribunal (OLT)**.

8. Notice of No Appeal

If no appeals are received by the end of the 20-day appeal period:

- A **Notice of No Appeal** will be issued within **10 days**, confirming the Committee's Decision is final.

If an appeal is filed, no Notice of No Appeal will be issued, and the Applicant will be notified.

9. Satisfying Conditions (If approved)

If the Consent is granted with conditions, you will have **2 years** to complete all required conditions outlined in the Committee's Decision.

10. Final Approval & Registration

Once all conditions are met:

- Staff will issue a **Certificate of Official**, making the Consent final.
- Your solicitor then has **2 years** to register this Certificate on title.

Registration must occur within this timeframe for the Consent to remain valid.

Certificates of Cancellation Application

Application for Certificate of Cancellation: For lands previously created by Consent where cancellation of the previous Consent is required. The application requires no public notice under the *Planning Act* and it is heard by the Committee to approve issuance of its Certificate of Cancellation.

Certificate of Validation Application

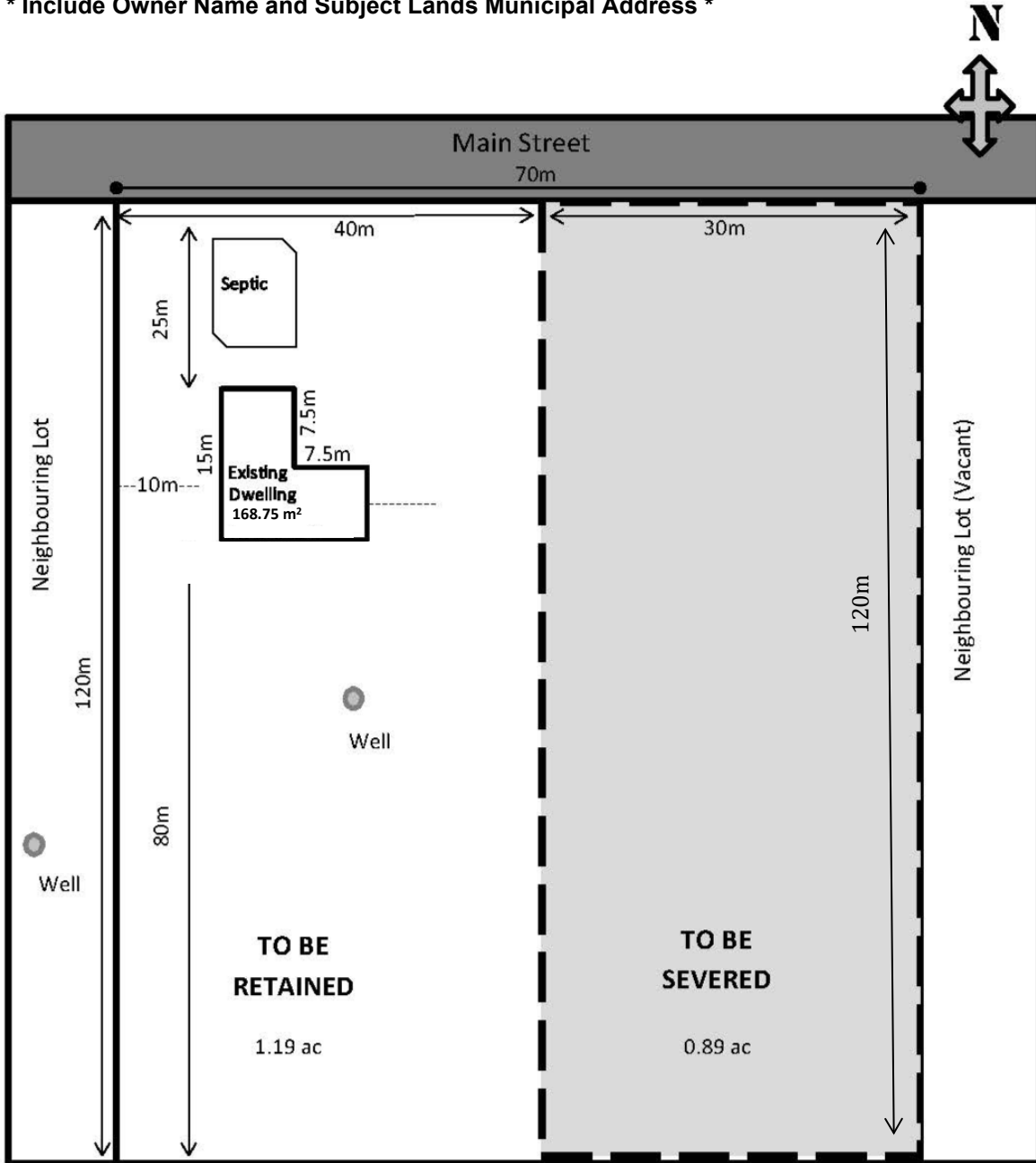
For properties where a past land transaction was improperly completed or registered. An Application for Certificate of Validation corrects title issues by validating the prior transaction. The

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application requires no public notice under the *Planning Act* and is heard by the Committee to approve issuance of the Certificate of Validation.

Site Plan Sketch Application

* Include Owner Name and Subject Lands Municipal Address *



Resources:

www.ramara.ca | planning@ramara.ca | 705-484-5374 | 2297 Hwy 12, Brechin, ON L0K 1G0