



Consent Guide & Application



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Prior to the submission of this application, applicants are strongly encouraged to consult with Township of Scugog Planning Department staff. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including a determination whether other applications are required and identification of plans, materials and information required with the application.

Submission Requirements

Submission Requirements

- One (1) fully completed copy of the application form. Submitted in hard copy or digitally to:

Township of Scugog Planning Department
181 Perry Street, PO Box 780
Port Perry, ON L9L 1A7
planning@scugog.ca

- The applicable processing fees (see [Planning Applications | Township of Scugog](#))

Note: A separate application and fees are required for the proposed creation of more than one lot.

Required Plans and Forms:

- A draft R-Plan describing the subject property and the proposal (i.e. severed and retained).
- A Site Plan:
 - Drawn on 8.5" x 14" paper (or larger), folded with the title block visible in the lower right hand side.
 - Dimensions in metric units.
 - Drawn to scale (e.g. 1:100, 1:200, 1:300, 1:400, 1:500).
 - The boundaries and dimensions of the entire subject property, as well as delineating the nature of the proposed consent.
 - The location, size, height and use of all existing buildings and structures, driveways and parking on the subject lands, including setbacks to all lot lines and other structures.
 - The approximate location of all natural features on the property and adjacent (e.g. roads, watercourses, drainage ditches, river/stream banks, wetlands, trees, wooded areas, wells and septic tanks).
 - The current use of the land that is adjacent to the subject property.
 - The location and nature of any easement, right-of-way, restrictive covenants on the subject property (if applicable).
- One (1) completed Site Screening Questionnaire (see Attachment #1)
- Letter of Authorization, if required
- One (1) completed Minimum Distance Separation Report, if required.

Note: Additional information and material may be required in response to a particular development proposal or raised through the review process.

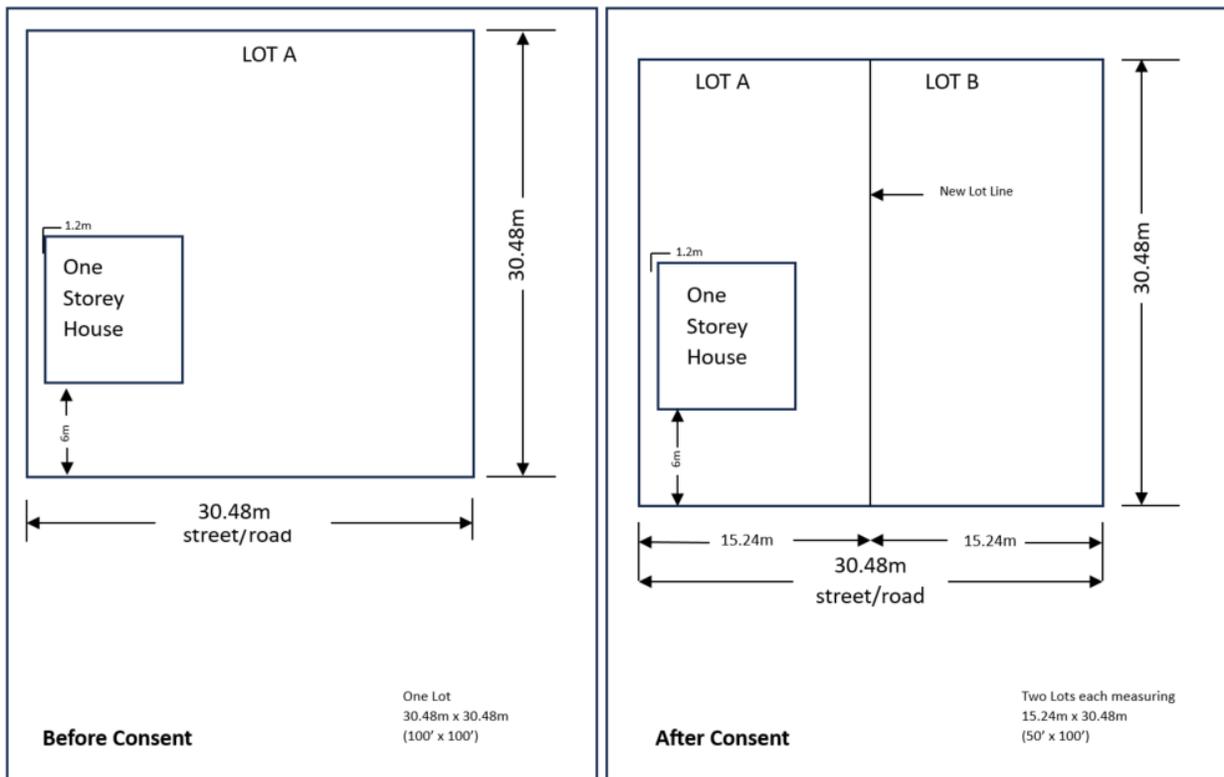
The Site Plan does not need the signature of a surveyor unless specifically requested by the Committee of Adjustment.

Complete Application Checklist (provide any that apply to the application)

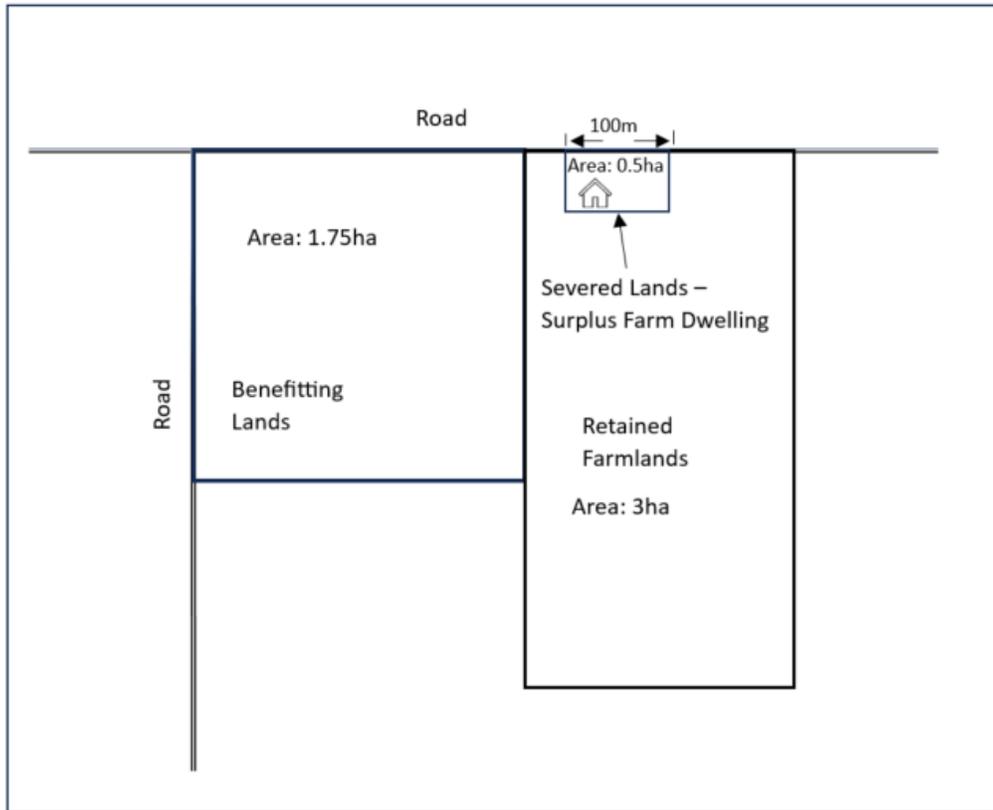
- (a) Have you submitted a pre-consultation application and received pre-consultation comments?
- (b) Are all sections of this application form filled out and correct?
- (c) Have you provided a draft 40R Plan and site plan with all required information included?
- (d) Have you completed and submitted Attachments #1 – Site Screening Questionnaire?
- (e) Have you completed the Minimum Distance Separation calculation, which can be completed using the tool at the following website: <https://agrisuite.omafra.gov.on.ca/>. Please provide a copy of the generated report with this application.

Consent Examples:

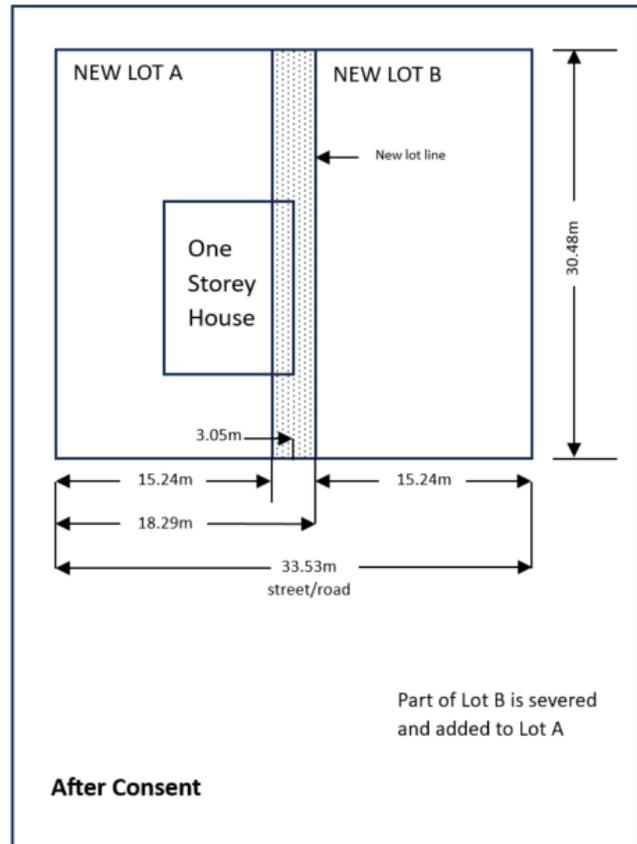
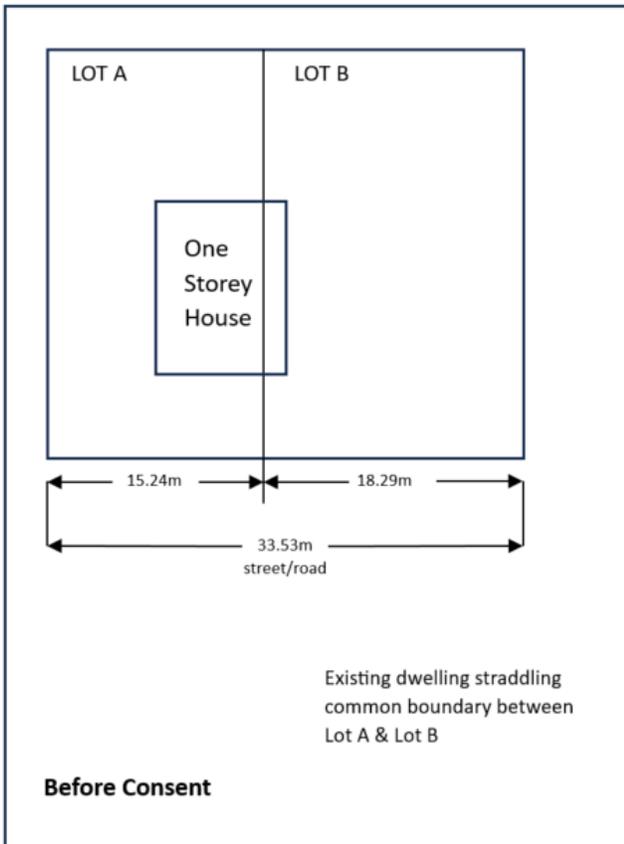
Severance of Lot:



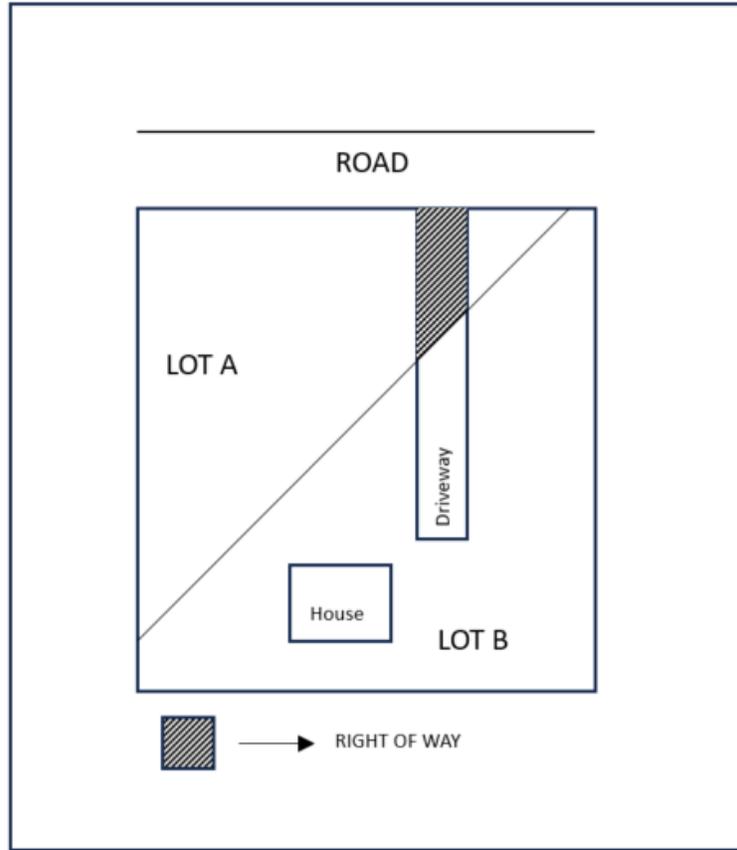
Severed Lands (Surplus Farm Dwelling Severance):



Lot Addition:



Easement:



Partial Discharge:



Consent Process

- 1. Pre-Consultation (not mandatory, but recommended if the proposed consent is complex)**
 - Pre-Consultation application submitted with all supporting documents and fees.
 - Documents are circulated to appropriate Township departments and external agencies for review and comment.
 - Pre-consultation meeting held with applicant and any applicable agencies.
 - Supporting documents and studies for application determined.
 - Applicants to be advised that Committee of Adjustment members will attend site.
- 2. Application Submission**
 - 'Complete' application submitted with all supporting documents and fees.
- 3. Application Circulation & Review**
 - Application is circulated to Township departments and external agency representatives for formal written comments.
 - Application is also circulated to Committee of Adjustment members.
- 4. Notice of Statutory Public Meeting (COA Hearing)**
 - Personal notice is circulated to all property owners within 60 metres of the subject lands and posted on the Township website.
 - A sign is installed on the subject property by the Applicant.
- 5. Committee of Adjustment Hearing**
 - Application is considered by the Committee of Adjustment.
 - Public provided with opportunity to comment on proposal (verbal or written).
- 6. Decision**
 - Once a decision has been made by the committee, there is a 20 day appeal period.
 - The decision can be appealed whether it is approved or denied.
- 7. Satisfying conditions**
 - Applicants have 2 years from the date of the decision to satisfy the conditions of approval.
 - Should the conditions of approval not be completed within the 2 year timeframe, the consent will lapse.
- 8. Finalization of Consent:** Once all the conditions contained in the Committee's Decision are fully satisfied, the applicant's solicitor must prepare and forward the legal document(s) with the applicable fee to the attention of the Secretary-Treasurer of the Committee of Adjustment.

For most applications (lot line adjustments and/or new lots) the legal documents, as prepared by a Solicitor, shall include the following documents in triplicate:

1. Draft of the complete Transfer/Deed of Land (including the Land Transfer Tax Affidavit);
2. Acknowledgement and Direction document signed by all owners; and
3. Schedule "A" Certificate for stamping (the full legal description of the "severed" lands).

The legal document(s) is/are to contain a registrable description satisfactory to the Registrar in keeping with the current requirements of the Registry Act. **At least ten working days are required for the review and stamping of the legal document(s) indicating the Committee's consent.** The document(s) will be returned to the solicitor for registration purposes.

9. Issuance of Certificate of Official

- A Certificate of Official is provided to the applicant upon completion of both the conditions of approval and legal documents for finalization of the consent.

1. COMPLETE APPLICATION CHECKLIST (provide any that apply to the application)

- (f) Have you submitted a pre-consultation application and received pre-consultation comments?
- (g) Are all sections of this application form filled out and correct?
- (h) Have you provided a draft 40R Plan and site plan with all required information included?
- (i) Have you completed and submitted Attachments #1 – Site Screening Questionnaire?
- (j) Have you completed the Minimum Distance Separation calculation, which can be completed using the tool at the following website: <https://agrisuite.omafra.gov.on.ca/>. Please provide a copy of the generated report with this application.

**Do not submit these Information and Instructions pages with your application.
Retain for future reference.**



Application for Consent

Office Use Only

Date Received	
Date Deemed Complete	
File No.	
Roll No.	
Other Submissions	
Regional Official Plan	No <input type="checkbox"/> Yes <input type="checkbox"/> File No.
Township Official Plan	No <input type="checkbox"/> Yes <input type="checkbox"/> File No.
Site Plan Approval	No <input type="checkbox"/> Yes <input type="checkbox"/> File No.
Land Division	No <input type="checkbox"/> Yes <input type="checkbox"/> File No.

Pursuant to the provisions of the Planning Act, R.S.O. 1990, I/We hereby submit an application to the Township of Scugog Committee of Adjustment for a consent (as hereinafter set out) from Section 53 (Planning Act), as otherwise amended, of the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

2. REGISTERED OWNER/APPLICANT/AGENT

Name	Mailing Address	Contact Information
Registered Owner*:		Telephone: Email:
Agent (If different than above):		Telephone: Email:
Applicant (If different than above):		Telephone: Email:

* If more than one Registered Owner, attach a sheet of paper with the required information. If numbered company, give name and address of principal Registered Owner.
Matters relating to this application should be sent to (**SELECT ONLY ONE BOX**):

Registered Owner Applicant Agent

The applicant is:

Registered Owner Lessee of land/tenant Prospective Owner Agent

If the applicant is not the Registered Owner, the Registered Owner **must consent** to the application by signing the application in Sections 13, 14, & 15 or submitting a letter of authorization. Is a separate Letter of Authorization attached? Yes No

Holders of mortgages, charges or other encumbrances in respect to the subject land:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
Name:	Address(es):

3. DETAILS OF SUBJECT LANDS

Location and Description

Municipal Address(es) (Street Number and Name of Street)	
Lot(s):	Concession(s):
Former Twp.:	Registered Plan Number:
Lot(s)/Block(s):	Reference Plan Number:
Part Number(s):	

Site Characteristics

Severed Lands	Part(s)	Frontage (metres)	Average Depth(metres)	Average Width(metres)	Area (sq. m./ha)
Retained Lands	Part(s)	Frontage (metres)	Average Depth(metres)	Average Width(metres)	Area (sq. m./ha)

Label severed and retained lands on Plan(s) or indicate parts of Draft R-Plan _____ in table above.

Do the parts of the severance application form the entirety of the lot/parcel? Yes No

Other Details

Date the site was acquired by the current Registered Owner, if known:	
Date(s) existing buildings and structures were constructed on the property, if known:	
Length of time the existing uses on the site have continued, if known:	
Identify the address of any abutting lands the Registered Owner of the subject property owns:	

4. PURPOSE OF APPLICATION

Indicate transaction for which application for consent is being made:

(a) **Creation of new lot**

Are you requesting a Certificate Stamp for both the severed and the retained lands?

Yes No

Note: if you answered "Yes", an additional Certificate Stamping Fee is required for the retained lands.

(b) **Addition to new lot**

Indicate direction to which the severed parcel will be added:

North South East West

Note: For Lot Line Adjustments only, also complete the section below:

Name, address and phone number of person(s) to whom the land is intended to be transferred:

Name:

Mailing Address:

Phone/Fax:

Assessment Roll Number of adjacent property: 18- (15 digits total)

(c) **Easement/Right-of-Way**

Identify the benefitting lands:

North South East West

(d) **Lease**

(e) **Correction of Title**

(f) **Mortgage or Charge**

(g) **Partial Discharge of Mortgage**

(h) **Other e.g. Validation of Title, Approval for Power of Sale/Foreclosure of Mortgage**

(i) **Please Describe the purpose of the application and include part numbers in the description of the proposal from the draft 40R-Plan attached to this application:**

5. EXISTING AND PROPOSED USE OF THE SUBJECT LAND

Use	Severed Lands	Retained Lands
Urban Residential	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Hamlet Residential	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Commercial	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Tourist Recreational	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Agricultural	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Industrial	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Institutional	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Parkland	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Utility	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Non-Farm Related Rural Residential	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Farm-Related Rural Residential	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Other (<i>specify</i>):	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed

6. EXISTING AND PROPOSED BUILDING AND STRUCTURES

All dimensions are to be in **metric units**.

	Existing Building 1	Existing Building 2	Existing Building 3	Proposed Building(s)
Retained/Removed:	<input type="checkbox"/> to be retained <input type="checkbox"/> to be removed	<input type="checkbox"/> to be retained <input type="checkbox"/> to be removed	<input type="checkbox"/> to be retained <input type="checkbox"/> to be removed	
Type of Structure				
Setbacks – Front Lot Line				
Setbacks – Rear Lot Line				
Setbacks – Side Lot Line				
Setbacks – Side Lot Line				
Floor Area				
Height				
Building Footprint				

Provide this information on the plans required to be submitted with this application. If any buildings

Note: If more than three buildings or structures, existing and/or proposed, attach a separate document detailing the above.

Yes No

7. CURRENT PLANNING STATUS

	Severed/Servient Lands	Retained Lands
Official Plan designation:		
Zoning:		

8. CURRENT HERITAGE STATUS DESIGNATION

Is this property listed on the Township of Scugog Heritage Register?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes , is the property:	<input type="checkbox"/> Designated	<input type="checkbox"/> Non-Designated
	<input type="checkbox"/> Class "A"	<input type="checkbox"/> Class "B"

The applicant, by submitting this application agrees not to demolish, alter, or apply for a demolition permit during the processing of this application.

9. CONSISTENCY/CONFORMITY WITH PROVINCIAL POLICIES AND PLANS

	Yes	No	N/A	Explanation
Is the application consistent with the Provincial Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the application conform to the Growth Plan for the Greater Golden Horseshoe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, does the application conform to the Greenbelt Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, does the application conform to the Oak Ridges Moraine Conservation Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Yes	No
Is a separate document (i.e. letter planning report) providing the above information attached?	<input type="checkbox"/>	<input type="checkbox"/>

10. LANDS SUBJECT TO OTHER APPLICATIONS

Indicate (X) if the subject land was ever subject of an application for approval for any of the following applications for all or part of the subject property as applicable:

Type of Application	Submitted	File Number	Land Affected	Purpose and Effect of Application	Status of Application
Official Plan Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Plan of Subdivision/ Condominium	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Zoning By-law Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No				

Official Plan Amendment	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Application for Consent/Removal of Part Lot Control	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Application for Site Plan Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Minor Variance	<input type="checkbox"/> Yes <input type="checkbox"/> No				

11. SERVICING AND INFRASTRUCTURE

Services existing and proposed:

Type of Service	Severed Lands	Retained Lands
Public Water and Sewers	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Public Water and Private Sewage System	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Public Sewer and Well	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Well and Private Sewage System	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Other: Communal, Lake Water, etc.	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed

Specify when the above will be available for the proposed lands:

12. ACCESS TO THE SUBJECT PROPERTY

Services existing and proposed:

Property Frontage	Severed Lands	Retained Lands
Open Municipal Road	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Regional Road	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Provincial Highway	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Unopened Road Allowance	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Right of Way	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Private Road/Easement	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
Other (<i>specify</i>):	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed
State name of Road(s)		

Note: If access to the subject land will be by water only, specify the parking and docking facilities used or to be used and the approximate distance of the facilities from the subject land and the nearest public road:

13. SOIL AND GROUNDWATER ASSESSMENT

	Yes	No
Has a site screening questionnaire, which is attached to this application, been completed for this site and submitted with your application?	<input type="checkbox"/>	<input type="checkbox"/>
Has a Phase One or Phase Two Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of Environment Conservation and Parks (MECP) Guideline been completed and provided for this site?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has it been submitted to the Township of Scugog? If No , submit two (2) paper copies and one (1) digital copy in PDF format with your application.	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the title, date and author of the report in the space provided.

Title	
Author:	
Date:	
Attached?	
To be Submitted:	

14. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Consent Application and I/we authorize _____
_____ to make this application on my/our behalf.

Signature

Date

Signature

Date

15. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this Consent Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

16. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER

Applicant's Acknowledgements:

1. If the information and materials submitted by the applicant contains third party information as defined in Section 10(1) of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c M.56, as amended from time to time, the applicant shall specifically identify such information to the Township of Scugog at the time of submission and the applicant shall provide support for its position that such information comprises third party information, however, the identification and support evidence for such a position will not necessarily result in the withholding of the information or material from public disclosure. The applicant's failure to identify any third party information and provide support for its position with respect to the same will result in the full disclosure of the information or material to the public.
2. Personal information on this form is collected under the authority of the Planning Act and will be used to determine compliance with Township of Scugog by-laws and policies.
3. Plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (OBC) and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the OBC. If you require assistance with OBC regulations, please contact the Building Department at 905-985-7346 ext. 169 or buildingdepartment@scugog.ca.
4. All vegetation, including that not within a defined woodlot, must be maintained during the processing of the application.
5. No regrading is permitted on site during the process of the application.

6. Applicants and agents are advised that there may be additional approvals (i.e. site plan approval, building permit etc.) and additional fees and charges (i.e. building permit fees, parkland dedication fees, development charges, etc.) associated with any development approved in conjunction with this application.
7. Applicants and agents may be required to provide additional information that will assist the Township in assessing the application. Applicant and agents acknowledge that the Township may not be able to process the application unless the additional information is submitted.
8. Applicants and agents agree that any proposed construction must not block or alter the existing drainage pattern such that it would adversely affect the neighbouring lots.
9. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *Accessibility for Ontarians with Disability Act 2005, Ont. Reg. 429/07 (A.O.D.A)*.
10. Plans submitted in conjunction with this application are not reviewed for compliance with AODA and related regulations. It is the responsibility of the Registered Owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the AODA.
11. Applicants and agents agree that they will not contact Committee members outside of Committee of Adjustment meetings.
12. The Secretary-Treasurer will prepare a notice, which is to be posted on the site by the applicant or agent in a clearly visible location. In accordance with the *Planning Act*, this notice shall be posted at least 14 days before the day the application is scheduled to be heard by the Committee. Failure to post the notice will result in the tabling of the application. If an application is tabled for this reason, the application will not be lifted from the table to be heard until an appropriate notice is posted at the site and the applicant pays the tabling fee to the Township. In accordance with *Ont. Reg. 197/96* as amended, if you own a building containing more than seven (7) residential units, you must post the public notice in a location that is visible to all residents.

I/We _____ of the _____ of _____
 _____ in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (e.g. legal, planning engineering, etc.).

The Township may require the services of external consultant services (engineering, legal, architect) as part of the review and approval process for these applications. The Applicant hereby agrees to be invoiced for any associated consulting fees incurred by the Township.

I/We also agree to reimburse the Township of Scugog for any costs which may be incurred in support of the subject application being adjudicated by the Ontario Land Tribunal as a result of this application; and

All above statements contained within and any information submitted with this application are true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *“The Canada Evidence Act”*.

DECLARED before me at the	
_____ of _____	
in the _____ of _____	
this _____ day of _____, 20__.	Signature of Applicant or Agent
	Signature of Applicant or Agent
A Commissioner, etc.	