



**FOR OFFICE USE ONLY**

Date Application Received \_\_\_\_\_  
Date Application Confirmed Complete \_\_\_\_\_

**Note for Applicants:** This application is to be used if the Haliburton County Land Division Committee is the consent granting authority. In this form the term "subject" lands means the lands to be severed **and** the lands to be retained.

**Completeness of the Application**

The information in this form that **must** be provided by the applicant is indicated by **black arrows** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 197/96 made under the **Planning Act** and the required information identified in the Official Plan for the County of Haliburton. The mandatory information must be provided with the appropriate fee, otherwise the Land Division Committee will return the application or refuse to consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Land Division Committee and others in their planning evaluation of the application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the 90-day time frame for making a decision. As a result, the application may be refused.

- **The application fee as indicated by the Land Division Committee's Fee Schedule**
- **2 originals and 3 copies of the completed application including the sketch are required by the Land Division Committee.**

Please indicate if measurements are in metric or imperial units.

**For Help**

To help you understand the consent process and information needed to make a planning decision on the application, refer to the "Application Guide Q & A". For more information on the **Planning Act**, the consent process or provincial policies, please see the "Citizens' Guide to Land Severance" and the "Provincial Policy Statement".

You can also contact the Land Division Office at the Administration Building, 11 Newcastle Street, P. O. Box 399, Minden, Ontario, K0M 2K0 Telephone: (705) 286-1333 or 1-866-886-8815, Ext. 222.

**Submission of the Application**

- **One application form is required for each parcel to be severed**

**Please Print and Complete or (✓) Appropriate Box(es)**

**1. Applicant Information**

→ 1.1 Name of Owner(s) An owner's authorization is required in Section 12, if the applicant is not the owner.  
Name of Owner(s) Home Telephone No. Business Telephone No.

Address Postal Code Fax No.

Email address

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner.  
(This may be a person or firm acting on behalf of the owner.)  
Name of Owner(s) Home Telephone No. Business Telephone No.

Address Postal Code Fax No.

Email address

**2. Location of the Subject Land (Complete applicable boxes in 2.1)**

→ 2.1 Local Municipality Former or Geographic Township Assessment Roll Number(s)

Concession Number(s) Lot Number(s) Registered Plan No. Lot(s) Block(s)

Reference Plan No. Part Number(s) Name of Street/Road Street No.

→ 2.2 Are there any easements or restrictive covenants affecting the subject land?  
 No  Yes If Yes, describe the easement or covenant and its effect.

\_\_\_\_\_

2.3 Give directions to the property from the nearest main road or highway.

\_\_\_\_\_

### 3. Purpose of this Application

→ 3.1 **Type and purpose of proposed transaction** (check appropriate box)

Transfer  creation of a new lot       addition to a lot       easement

Other  charge/mortgage       lease       correction of title

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→ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or mortgaged

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3.3 If a lot addition, identify the lands to which the parcel will be added Assessment Roll Number(s)

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3.4 If a right-of-way, identify the benefitting lands Assessment Roll Number(s)

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### 4. Preconsultation

→ 4.1 Is the application for a new lot or lot addition?  Yes       No

If **Yes**, the written municipal preconsultation comments must be attached.

### 5. Description of Subject Land and Servicing Information (Complete each subsection)

		Severed		Retained		
→ 5.1	<b>Description</b>	Frontage (Specify if feet or metres)				
		Depth (Specify if feet or metres)				
		Area (Specify if acres or hectares)				
→ 5.2	<b>Use of Property</b>	Existing Use(s)				
		Proposed Uses(s)				
→ 5.3	<b>Buildings or Structures</b>	Existing (Date of Construction)				
		Proposed				
→ 5.4	<b>Access</b> (check appropriate space)	Provincial Highway				
		County Road				
		Municipal road, maintained all year				
		Municipal road, seasonally maintained				
		Other public road				
		Right-of-way				
		Water Access (if so, described below)				
Describe in Section 10.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.						
→ 5.5	<b>Water Supply</b> (Check appropriate space)	Publicly owned and operated piped water system				
		Privately owned and operated individual well	Proposed	Existing	Proposed	Existing
			Dug <input type="checkbox"/>	<input type="checkbox"/>	Dug <input type="checkbox"/>	<input type="checkbox"/>
		Privately owned and operated communal well	Proposed	Existing	Proposed	Existing
			Drilled <input type="checkbox"/>	<input type="checkbox"/>	Drilled <input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body						
Other means						
→ 5.6	<b>Sewage Disposal</b> (Provide Permit #)	Publicly owned and operated sanitary sewage system				
		Privately owned and operated individual septic tank				
		Privately owned and operated communal septic system				
		Privy				
		Other means				
5.7	<b>Other Services</b> (Check if the service is available)	Electricity				
		Telephone				
		School Busing				
		Garbage Collection				
		Other				

5.8 If access to the subject lands is by private road, or if "other public road" or "right-of-way" was indicated in section 5.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

**6. Land Use**

→ 6.1 What is the existing official plan designation(s) of the subject land?

6.2 What is the zoning of the subject land?

6.3 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified? Please check the appropriate spaces, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
Agricultural operation, including livestock facility or stockyard		
Landfill		
Sewage treatment plant or waste stabilization plant		
Provincially significant wetland (Class 1, 2 or 3 wetland)		
Provincially significant wetland within 120 metres of the subject land	N/A	
Flood plain		
Existing quarry operation or known bedrock deposit with mineral aggregate potential or existing pit or known sand, gravel or clay deposit with mineral aggregate potential		
Active or rehabilitated mine site		
Non-operating mine site within 1 kilometre of the subject land		
Industrial or commercial use, and specify the use(s)		
Active railway line		
Municipal or federal airport		
Utility corridors		

**7. History of the Subject Land**

→ 7.1 Has the subject land ever been the subject of:

- an application for approval of a plan of subdivision  Yes  No  Unknown
- or Application for Consent under the **Planning Act**?  Yes  No  Unknown

If **Yes**, provide the application file number and the decision made on the application.

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7.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application

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→ 7.3 Has any land been severed from the parcel originally acquired by the owner of the subject land?  Yes  No If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use

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**8. Current Applications**

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- 8.1 Is the subject land currently the subject of one of the following:
- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| ➤ a proposed official plan or official plan amendment?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| ➤ an application for a zoning by-law amendment?                     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| ➤ a Minister's zoning order?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| ➤ an application for a minor variance?                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| ➤ an application for approval of a plan of subdivision/condominium? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

If **Yes to any of the above**, specify the file number and status of the application.

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**9. Sketch (Use the attached Sketch Sheet) To help you prepare the sketch, refer to the attached Sample Sketch.**

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- 9.1 The application shall be accompanied by a sketch showing the following, in metric units:
- the boundaries and dimensions of the subject land, the part that is to be severed **and** the part that is to be retained should be clearly outlined in different coloured highlighters
  - the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
  - the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
  - the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
  - the approximate location of all natural and artificial features on the subject land and adjacent lands such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, that in the opinion of the applicant may affect the application,
  - the existing use(s) on adjacent lands
  - the 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
  - if access to the subject land is by water only, the location of the parking and boat docking facilities to be used
  - the location and nature of any easement affecting the subject land

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**10. Provincial Policy**

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- 10.1 Is this application consistent with policy statements issued under subsection 3(1) of the **Planning Act**?

Yes       No      If No, please explain.

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- 10.2 Is this application within an area of land designated under any provincial plan or plans?

Yes       No      If Yes, please specify which plan and whether the application conforms or conflicts with the applicable plan or plans.

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**11. Other Information**

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- 11.1 Is there any other information that you think may be useful to the Land Division Committee or other agencies in reviewing this application? If so, explain below or attach on a separate page.

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**→12. Affidavit or Sworn Declaration:**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and 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 \_\_\_\_\_ (signature of owner or authorized agent)

\_\_\_\_\_  
A Commissioner of Oaths

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**→13. Authorizations**

If the applicant is not the owner of the land that is subject of this application, the owner must complete the following or a similar authorization attached to the consent application:

**Authorization of Owner for Agent to Make the Application, Provide Personal Information**

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent and I/we hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf .

\_\_\_\_\_  
(date) (signature of owner)  
\_\_\_\_\_  
(date) (signature of owner)

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of Owner for Agent to Provide Personal Information**

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent , and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I/we authorize \_\_\_\_\_ , 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 the application.

\_\_\_\_\_  
(date) (signature of owner)  
\_\_\_\_\_  
(date) (signature of owner)

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**14. Consent of the Owner**

The owner must also complete the following or a similar authorization attached to the consent application:

**Consent of the Owner to the Use and Disclosure of Personal Information and to Allow Site Visits to be Conducted**

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby 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 Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of the Land Division Committee and the persons and public bodies conferred with under Section 53(10) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the **Freedom of Information and Protection of Privacy Act**, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

\_\_\_\_\_  
(date) (signature of owner)  
\_\_\_\_\_  
(date) (signature of owner)

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**15. Agreement to Indemnify**

The owner must also complete the following or a similar authorization attached to the consent application:

**A. REIMBURSEMENT OF FEES FOR MUNICIPAL PLAN REVIEW (if required)**

The Owner/Applicant agrees to reimburse and indemnify the Corporation of the County of Haliburton (hereinafter referred to as the "County") for all fees and expenses incurred by the County to process the Application for Consent, including any fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County, through its Land Division Committee, may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process or support the application.

The Owner/Applicant further agrees to provide the County, upon request, a deposit against which the County may, from time to time, charge any fees and expenses incurred by the County in order to process the application. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, upon request by the County, from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such requests have been complied with, the County will have no continuing obligation to process the application.

\_\_\_\_\_  
(date) (signature of owner)  
\_\_\_\_\_  
(date) (signature of owner)

**B. REIMBURSEMENT OF FEES RELATED TO AN APPEAL OF THE DECISION**

The Owner/Applicant agrees to reimburse and indemnify the County for all fees and expenses incurred by the County to defend the Land Division Committee's decision to approve the amendment, including any fees and expenses attributable to proceedings before the Ontario Municipal Board or any court or other administrative tribunal. Without limiting the foregoing, such fees and expenses shall include the fees and expenses of consultants, planners, engineers, lawyers and such other professional and technical advisors as the County may, in its absolute discretion acting reasonably, consider necessary or advisable to more properly process or support the application.

The Owner/Applicant further agrees to provide the County, upon request, a deposit against which the County may, from time to time, charge any fees and expenses incurred by the County in order to defend the decision to approve the amendment. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the County with interest at the rate of 1.25% per month (15% per annum) on accounts overdue more than 30 days.

The Owner/Applicant further agrees that, upon request by the County from time to time, the Owner/Applicant shall make such additional deposits as the County considers necessary, and until such requests have been complied with, the County will have no continuing obligation to attend or be represented at the Ontario Municipal Board or any court or other administrative proceeding in connection with the application.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of owner)

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The Land Division Committee will assign a File Number for complete applications and this should be used in all communications.

<b>Applicant's Checklist: Have you remembered to attach:</b>		<b>Yes</b>	<b>N/A</b>
1.	2 originals of the completed application form including sketch	<input type="checkbox"/>	
2.	3 copies of the complete application form, including sketch	<input type="checkbox"/>	
3.	application fee payable to "Land Division Committee"	<input type="checkbox"/>	
4.	Written municipal preconsultation comments	<input type="checkbox"/>	<input type="checkbox"/>

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Sketch Sheet

Sketch Accompanying Application (See Section 8)

Key Map

**REMINDER: INCLUDE LEGAL DESCRIPTION**

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# Sample Sketch

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

