

## GENERAL SUBMISSION GUIDELINES

1. The fee for process an application is outlined in the County of Haliburton [Tariff of Fees By-law](#). A cheque, made payable to the County of Haliburton, cash, or e-transfer must be submitted with the application.
2. Each application must be filled out completely and clearly. Applications received without all the required information or which are illegible will be returned to the Applicant/Agent. To assist in providing a complete package, the following tips are provided:

### A. Application Form

- a) Complete each section on each page of the application form, and once complete, photocopy all pages at once. Do not sign. If a section does not apply, please note “N/A” or “Not Applicable.”
- b) Sign both copies of the application form in the presence of a commissioner of oaths and ensure that the signatures are commissioned. These two copies represent the original applications.
- c) Photocopy the completed application form for a minimum total of 4 copies (plus 2 originals). The following copies are recommended:
  - 2 originals and 3 copies for the Planning Department (required)
  - 1 copy for the applicant (yours to keep)
  - 1 copy for the agent (optional, if applicable)
  - 1 copy for the local municipality, if pre-consultation is required
- d) If the application is for a new lot, lot addition, subdivision, or condominium, pre-consultation comments are required from the municipality.

- e) If the application is for a new lot, include a septic inspection report from the municipality AND a letter from a licensed septic hauler stating that they have the capacity to take and treat septic waste from the proposed new lot.

## **B. Site Plan/Drawing**

- a) Prepare the Site Plan/Drawing as required for each application (see [Minimum Sketch Requirements](#) and examples online).
  - b) Photocopy the Site Plan/Drawing. (One copy should be attached to each application, in colour.)
  - c) Please provide one electronic (.pdf) copy of the Site Plan Drawing or, for Consent Applications, please provide all copies in colour, where the severed, retained and benefiting lands are outlined in separate colours.
3. The application must be signed by all registered owners of the property. If the property has multiple owners, additional authorizations may be attached to the application by a separate sheet. Authorization for an agent, as set out in the application, may be used to appoint one individual to make the application on behalf of all of the owners. If the owner is a corporation, please provide the documentation confirming that the individual signing the application has the authority to bind the corporation.
  4. If you have purchased the land in the past twelve months, please include a copy of your deed. The County of Haliburton may request copies of deed and/or PIN sheets at any time during the processing of the application.
  5. A Notice will be provided for posting on the property. Please make sure this notice is placed on a stake near the centre of the proposed severance prior to Committee members, agencies or staff making site inspections.

6. After submission of the application, the County will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee have been provided. If the application is complete, staff will deem the application to be received. The applicant/owner will be notified whether the application is complete or whether more information is required in writing within 30 days. After receipt of a complete application, the required fee and such other information as may be required, it will be determined whether there is sufficient planning merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act).

The applicant will be encouraged to attend a public meeting, to present the proposal. The applicant will be provided notice of any decision made by Council or its Committee concerning the application. Amendments to the County of Haliburton Official Plan are adopted by County Council and approved by the Province of Ontario. Amendments to local Official Plans are adopted by local Council and then forwarded to the County of Haliburton for approval. Please be advised that the Planning Act provides for appeal procedures in respect of the Official Plan Amendments, Subdivisions, Condominiums, and Consents.