



Development Services -
Planning Division
City of Kawartha Lakes
180 Kent St. W., Lindsay ON K9V 2Y6
Tel: 705-324-9411 x1231
planningadmin@kawarthalakes.ca

City of Kawartha Lakes Application For Consent

(Under Section 53 of The Planning Act)

Note to Applicants:

This application is to be used if the City of Kawartha Lakes is the consent granting authority. In this form the term "subject land" means the land to be severed and the land to be retained.

Completeness of the Application:

This application form sets out the information that must be provided by the applicant, as prescribed in the Schedules to Ontario Regulation 197/96 made under the Planning Act. It also sets out other information that will assist the City 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. As part of the required information, a sketch is required and should be drawn in accordance with the requirements of Section 14 of this application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision.

If the requested information contained in the applicant's checklist is not provided, the City will return the application or refuse to further consider the application until the information, sketch plan, and application fees have been provided and/or the application is deemed complete by Staff.

A File Number will be issued for complete applications and should be used in all communications with the City.

Submission of the Application:

Usually, one application form is required for each parcel to be severed, along with the applicable fee as indicated by the City's Tariff of Fees By-law. Please refer to the City of Kawartha Lakes "Planning Application Fees" list.

Applicants are also required to pay a Conservation Authority and Building Division review fees where required. Staff will assist you in determining which Conservation Authority is involved.

One original signed application form, duly commissioned and one copy of the signed and commissioned application form as well as 2 copies of the sketch plan are required by the City. The severed parcel is to be outlined or hatched in red and the retained parcel in green. The application (including the sketches) will be used to consult with other municipalities or agencies that may have an interest in the application. Measurements are to be in metric units.

Applications to the Committee of Adjustment are processed in accordance with Provincial Legislation and information provided by the applicant(s). **It is the responsibility of the applicant(s) to ensure the accuracy and**

completeness of the application prior to its submission to this office to avoid any misunderstandings at the meeting or in the future.

All initial and revised background reports and drawings associated with this application must be submitted to the Planning Division for circulation to agencies for review. Agencies have been asked to not review materials associated with this application unless they are received from the Planning Division.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

DARK BLUE OR BLACK INK ONLY – Do not use pencil. If submitting photocopies of your application, the ORIGINAL COPY MUST ALSO BE FILED.

For Assistance

To help you complete the application form and prepare a good sketch map, please use the Guide to Consent Applications, the 2014 Provincial Policy Statement and the 2006 Growth Plan for the Greater Golden Horseshoe.

You can also call the City of Kawartha Lakes, Development Services Department – Planning Division at (705) 324-9411 ext. 1231 for information on procedure and circulation.

For information on potential for land severance and such topics as zoning, official plan, provincial policy etc., please contact the number above. Planning Staff are available to provide information as well.

Applicant's Checklist

Have you remembered to attach the following (select completed items)

- ☐ 1 Original of the completed application form (Ensure you have a copy for yourself)
- ☐ 1 Copy of the completed application form (not required to have the signature pages attached)
- ☐ 2 Copies of the sketch plan - coloured to show severed - red; retained - green
- ☐ The required fee (A cheque or money order payable to the City of Kawartha Lakes)
- ☐ The required Conservation Authority & Building Division fee (A cheque or money order payable to the appropriate Conservation Authority & City of Kawartha Lakes)
- ☐ 1 Copy of the Parcel Register for each lot(s) and/or block(s) to be affected by the application. Where applicable, this includes the property that the land is intended to be consolidated with

The Building Division will be circulated where development is proposed on either partial or private services, which involves servicing by private well and septic systems not subject to Ministry of Environment and Climate Change approval. Please note that the Conservation Authority & Building Division may also charge additional review fees beyond the application fees.

For Validation of Title applications only, the following must also be submitted (select completed items):

- ☐ 1 Copy of a current Abstract of Title for the subject land and the abutting land(s) from the deed prior to the contravention of the Act
- ☐ 1 Copy of each registered deed for the subject land and the abutting land(s) since the date of contravention
- ☐ 1 Copy of any encumbrances on the subject lands
- ☐ 1 Copy of any registered plans and reference plans for the properties
- ☐ 1 Copy of the Municipality's Subdivision Control Bylaw if the contravention predates June 25, 1970
- ☐ 1 Copy of the abstract of title for that By-law

For **Farm-Related Consents**, whether a farm consolidation with an abutting or non-abutting parcel, a copy of the landowner's Farm Business Registration Number from Agicorp shall be provided as demonstration of bona fide farmer.

Forward to:

**City of Kawartha Lakes, Development Services Department –
Planning Division, 2nd Floor,
180 Kent Street West, Lindsay ON K9V 2Y6**

If the required information contained in the applicant's checklist is not provided, the City will return the application or refuse to further consider the application until the information, sketch plan, and application fees have been provided and/or the application is deemed complete by Staff.

For Office Use Only:

APPLICATION: D03-

Assessment Roll No.:

Date Stamped when application is considered to be a complete application.

Application Details

Name of Applicant:

Contact Name & Position (if Applicant is company):

Address:

Postal Code:

Tel No.:

Cell No. (optional):

Fax No.:

Email Address:

(An owner's authorization is required in Section 14.1 if the applicant is not the owner.)

Name of Owner(s) (if different from Applicant):

Contact Name & Position (if Applicant is company):

Address:

Postal Code:

Tel No.:

Cell No. (optional):

Fax No.:

Email Address:

Communication should be sent to:

- ☐ Owner
- ☐ Applicant
- ☐ Other (specify)

Other (specify):

Date application received by the City:

The Type and Purpose of the Proposed Transaction:

- ☐ A transfer for the creation of a new lot
- ☐ Lot addition
- ☐ An easement
- ☐ A charge
- ☐ A lease
- ☐ A correction of title
- ☐ A validation of title

If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

Description of the Subject Land

(complete applicable)

Lot Number(s):	Lot(s)/Block(s):	Part Number(s):
Concession Number(s):	Registered Plan Number:	Reference Plan Number:
Local Municipality (prior to January 1, 2001) or geographic Township:	Municipal or 911 Street Number and Name:	

Are there any easements or restrictive covenants affecting the subject land?

☐ Yes

☐ No

If the answer to above question is yes, provide a description of each easement or covenant and its effect:

The following information, with respect to the land intended to be severed and the land intended to be retained:

Land to be Severed:

Frontage of lot (in metres):	Depth of lot (in metres):	Area of lot (in square metres or hectares):	The existing uses of the land:

The proposed uses of the land:

The existing buildings and structures on the land:

The proposed buildings and structures on the land:

Access to the land will be by (please check the appropriate spaces):

- ☐ Provincial Highway
- ☐ Municipal Road that is maintained all year
- ☐ Municipal Road that is maintained seasonally
- ☐ Another public road
- ☐ Right of Way
- ☐ Unassumed road or private road where the road is maintained by the City of Kawartha Lakes based on a Limited Service Agreement
- ☐ Water Access, If access to the land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road. (please specify below)

Please Specify:

Water supply is provided to the subject land by (please check the appropriate spaces):

- ☐ A publicly (municipal) owned and operated piped water system
- ☐ A privately owned and operated individual well
- ☐ A privately owned and operated communal well
- ☐ A lake or other body of water
- ☐ Other means (please specify below)

Other means (please specify):

Sewage disposal is provided to the subject land by (please check the appropriate spaces):

- ☐ A publicly (municipal) owned and operated sanitary sewage system
- ☐ A privately owned and operated individual septic system
- ☐ A privately owned and operated communal septic system
- ☐ A privy
- ☐ Other means (specify below)

Other means (please Specify):

(A certificate of approval for the septic system from the Building Division submitted with this application will facilitate the review.)

Storm drainage is provided to the subject land by (check appropriate space) (Requested but not required by the Regulations):

- ☐ Municipal storm sewers
- ☐ Ditches
- ☐ Other means (please specify below)

Other means (please specify):

Other Services: (check if the service is available - requested but not required information by the Regulations):

- ☐ Electricity
- ☐ Telephone
- ☐ Cable
- ☐ School Bussing
- ☐ Garbage Collection

Land to be Retained:

Frontage of lot (in metres):

Depth of lot (in metres):

Area of lot (in square metres or hectares):

The existing uses of the land:

The proposed uses of the land:

The existing buildings and structures on the land:

The proposed buildings and structures on the land:

Access to the land will be by (please check the appropriate spaces):

- ☐ Provincial highway
- ☐ Municipal road that is maintained all year
- ☐ Municipal road that is maintained seasonally
- ☐ Another public road
- ☐ Right of way
- ☐ Unassumed road or private road where the road is maintained by the City of Kawartha Lakes based on a limited Service Agreement
- ☐ Water access

If access to the land will be by water only, the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road. (please specify below):

Water supply is provided to the subject land by (please check the appropriate spaces):

- ☐ A publicly (municipal) owned and operated piped water system
- ☐ A privately owned and operated individual well
- ☐ A privately owned and operated communal well
- ☐ Other means (please specify below)

Other means (please specify):

Sewage disposal is provided to the subject land by (please check appropriate space):

- ☐ A publicly (municipal) owned and operated sanitary sewage system
- ☐ A privately owned and operated individual septic system
- ☐ A privately owned and operated communal septic system
- ☐ A privy
- ☐ Other means (please specify below)

Other means (please specify):

(A certificate of approval for the septic system from the Building Division submitted with this application will facilitate the review).

Storm drainage is provided to the subject land by (check appropriate space, requested but not required by the regulations):

- ☐ Municipal storm sewers
- ☐ Ditches
- ☐ Other means (please specify below)

Other means (specify below):

Other Services (check if the service is available - requested but not required information by the Regulations):

- ☐ Electricity
- ☐ Telephone
- ☐ Cable
- ☐ School Bussing
- ☐ Garbage Collection

Other Services (check if the service is available - requested but not required information by the Regulations):

- ☐ Electricity
- ☐ Telephone
- ☐ Cable
- ☐ School Bussing
- ☐ Garbage Collection

The current designation of the subject land in the applicable official plan. (please specify below):

(a) If known, indicate whether the subject land has ever been the subject of an application for approval of a plan of subdivision under section 51 of the Act or a consent under section 53 of the Act:

- ☐ Yes
- ☐ No

(b) If the answer to clause (a) is yes, the file number of the application and the status of the application:

File No.:

Status of Application:

(a) Whether any land has been severed from the parcel originally acquired by the owner of the subject land:

- ☐ Yes
- ☐ No

If the answer to section (a) is yes, the date of the transfer, the name of the transferee and the uses of the severed land:

Date of the Transfer:

Name if the Transferee:

Uses of the Severed Land:

(a) If known, indicate whether the subject land is the subject of any other application under the Act, such as an application for:

An amendment to an official plan:

☐ Yes
☐ No

An amendment to a zoning by-law:

☐ Yes
☐ No

A minor variance:

☐ Yes
☐ No

A plan of subdivision:

☐ Yes
☐ No

A consent:

☐ Yes
☐ No

(b) If the answer to clause (a) is yes, the file number of the application and the status of the application:

An amendment to an official plan:

Type of Application:

File No.:

Status of the Application:

An amendment to a zoning by-law:

Type of Application:

File No.:

Status of the Application:

A minor variance:

Type of Application:

File No.:

Status of the Application:

A plan of subdivision:

Type of Application:

File No.:

Status of the Application:

A consent:

Type of Application:

File No.:

Status of the Application:

A sketch showing the following, in metric units:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest geographic Township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- (g) 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;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used;
- (i) the location and nature of any easement affecting the subject land;
- (j) all present entrances onto the subject property;
- (k) if there are agricultural buildings capable of housing animals on the retained and severed lot, then the location of these buildings must be shown on the sketch;
- (l) indicate Retained (R) lot by outlining it in green and Severed (S) lot by outlining it in red; and
- (m) north arrow and scale of sketch.

Measurements on the sketch SHALL correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

In some cases, it may be appropriate to obtain professional services to determine the accuracy of your property dimensions.

Policy statements issued under subsection 3 (1) of the Act, being the 2024 Provincial Planning Statement (PPS).

Please describe how this application is consistent with the PPS:

Note: To assist in answering the above, the following checklist will help to identify issues related to PPS.

An agricultural operation, including livestock facility within 750 m. Type A and 1500 m. Type B land uses:

On Subject Land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Note: For applications for sensitive land uses, such as residential lots, the Minimum Distance Separation (MDS) Formulae may impact on the consent potential. The MDS calculation shall be completed to ensure that the proposed consent meets the MDS Guidelines 2017 and submitted with the application; or a statement indicating why MDS is not applicable.

Active or Closed Landfill Site:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Sewage Treatment or Waste Stabilization Plant:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Provincially Significant Wetland within 120 m:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Floodplain:

on subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Active or Abandoned Railway Line:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Land presently or in the past used for industrial purposes:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

If yes to above, please specify:

Land presently or in the past used commercial purposes:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Is the land considered to be Prime Agricultural:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Is the land considered to have significant deposits of sand, gravel or bedrock (limestone):

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Are there any cultural heritage or archaeology features:

On subject land:

☐ Yes

☐ No

Within 500 metres of the subject land, unless otherwise specified:

☐ Yes

☐ No

Is the subject land within an area of land designated under any provincial plan or plans?

The **answer is yes** since the 2006 Growth Plan for the Greater Golden Horseshoe encompasses the whole of the City of Kawartha Lakes and the Oak Ridges Moraine Conservation Plan covers that portion of the City within the Oak Ridges Moraine.

If the answer is yes, whether the application conforms to or does not conflict with the applicable provincial plan or plans. Please describe how this application conforms to or does not conflict with the 2006 Growth Plan for the Greater Golden Horseshoe and if applicable, the Oak Ridges Moraine Conservation Plan if the land is within the Oak Ridges Moraine.

Please describe:

Applicants are responsible for all costs associated with third party OLT appeals and municipal peer reviews of background reports. Deposits are required upon receipt of an appeal and/or the request for peer review in accordance with the City's Tariff of Fees By-law.

If the applicant is not the owner of the subject land, the owner’s written authorization to the applicant to make the application.

Owner's Authorization

The owner must sign the application and authorize an agent where indicated. Where land is owned by multiple owners, all owners must sign the application or an authorization from each owner is required. If an agent is used, the owner(s) must complete the following.

I/WE_____ being the registered owner(s) of

the land subject to this application hereby authorize

_____ to prepare, submit and act on my/our behalf with respect to this consent application.

Date:_____ Signature of Owner:_____

Please print or type the name of Owner (and if corporation, the officer's position):

Date:_____ Signature of Owner:_____

Please print or type the name of the Owner (and if corporation, the officer's position):

Note: If the owner is a corporation, a signature of the signing officer(s) and corporate seal is required or the wording “I have authority to bind the corporation”.

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is accurate.

Applicant Declaration

I/We_____ of the _____ solemnly

declare that all the statements contained in 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 _____, in the _____ this

_____ day of _____, 20____.

Signature of Applicant: _____

Please Print or type name of Applicant: _____

Signature of Owner: _____

Please print or type name of Owner: _____

Commissioner of Oaths: _____

The personal information is being collected by the City of Kawartha Lakes for the principal purpose of processing this application under the Planning Act. Questions about this collection should be directed to the City Clerk or Deputy-Clerk at (705) 324-9411 extension 1295 or 1322.

It should be noted that section 1.0.1 of the Planning Act states that "Information and material that is required to be provided to a municipality or approval authority under this Act shall be made available to the public."

Applicant's Consent

In accordance with the provisions of the Planning Act, the City of Kawartha Lakes allows public access to applications received under the Planning Act and supporting documentation.

I _____ being the applicant of the land subject to this application hereby agrees and acknowledges that this application and any supporting material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, the applicant hereby consents to the City copying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Date: _____

Signature of Applicant: _____

Signature of Applicant: _____

I _____ being the applicant of the land subject to this application hereby permits City of Kawartha Lakes staff to enter onto the property during normal working daytime hours in order to evaluate the application. This permission does not include entering any buildings or doing any alterations to the property.

Date: _____

Signature of Applicant: _____

Signature of Applicant: _____