



## DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

# APPLICATION FOR A CONSENT

### COMPLETENESS OF THE APPLICATION:

*This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the City and others in their planning evaluation of the proposal. 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 legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the City will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

One application form is required for each parcel of land affected, along with the applicable fee as indicated by the City's Tariff of Fees By-law shown below.

### IT IS MANDATORY THAT ALL INFORMATION & MATERIAL REQUESTED BE SUBMITTED AS STATED UNDER THE PLANNING ACT AS AMENDED

#### APPLICANT'S CHECKLIST

Completed application form	Yes
Site plan (to scale) <i>All Measurements are to be in metric units only</i>	Yes
Transfer/Deed noting the location(s) of existing easements (if applicable)	Yes
Payment of the <b>applicable FEE(S) in accordance with Instructions for Digital Submission</b> (as indicated by the City's Tariffs & Fees By-law)	Yes

Please forward application to:

[coa@orillia.ca](mailto:coa@orillia.ca)

**File Numbers will be issued for all applications and should be used in all communications with the City**

**APPLYING FOR A CONSENT:**

CONSENT (1 New Lot/Boundary Adjustment)

NUMBER OF SUBSEQUENT LOTS \_\_\_\_\_

**APPLYING FOR A COMBINED CONSENT AND MINOR VARIANCE:**

COMBINED MINOR VARIANCE (1 Variance) & CONSENT  
(Plus fee for each Additional Variance or Lot as indicated)

NUMBER OF ADDITIONAL VARIANCES \_\_\_\_\_

NUMBER OF SUBSEQUENT LOTS (IF APPLICABLE) \_\_\_\_\_

**APPLYING FOR A RIGHT-OF-WAY, EASEMENT, OR LEASE**

RIGHTS-OF-WAY, EASEMENT, OR LEASE

COMBINED CONSENT & RIGHTS-OF-WAY/EASEMENT/LEASE

NUMBER OF SUBSEQUENT LOTS (IF APPLICABLE) \_\_\_\_\_

NUMBER OF SUBSEQUENT LOTS SUBJECT TO  
RIGHTS-OF-WAY/EASEMENT/LEASE \_\_\_\_\_

[See Planning Application Fees linked here for applicable fee](#)

FEE SUBMITTED: \$ \_\_\_\_\_

## SITE PLAN DRAWING REQUIREMENTS:

The application must be accompanied by a site plan or plans drawn ***IN METRIC*** showing the following:

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- The boundaries and dimensions of the subject land;
- The location, size (footprint), height, of any buildings or structures on the subject lands, dimensioned;
- Setbacks from all property lines (or highwater mark of a shoreline) to existing and proposed buildings or structures;
- Setbacks from any rail lines, Provincial Highways, Utility easements;
- Natural features such as: trees, watercourses, shorelines (if applicable);
- A copy of a legal survey (if applicable);
- 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.

## DEVELOPMENT SERVICES AND ENGINEERING DEPARTMENT

### FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

DATE APPLICATION DEEMED COMPLETE: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

APPLICABLE ZONING BY-LAW NUMBER(S): \_\_\_\_\_

APPLICATION FILE NUMBER(S): \_\_\_\_\_

CONCURRENT APPLICATION NUMBER(S): \_\_\_\_\_

## 1. LOCATION OF THE SUBJECT LAND

1.1 Address: \_\_\_\_\_  
Concession Number(s): \_\_\_\_\_ Lot number(s): \_\_\_\_\_  
Registered Plan Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_  
Reference Plan Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

1.2 Are there any easements or restrictive covenants affecting the subject land?  
**please indicate:** YES NO UNKNOWN

**If YES**, describe the easement or covenant and its effect (provide copy if available)

## 2. APPLICANT / AGENT INFORMATION

*(An owner's authorization is required in Section 11, if the applicant is not the owner.)*

2.1 Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email Address: \_\_\_\_\_

2.2 Name of Owner(s) : \_\_\_\_\_  
*(if different from the applicant)*  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Telephone number: (\_\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Email Address: \_\_\_\_\_

**2.3** Is the Applicant a Purchaser or Purchaser's Agent for the subject lands?

**please indicate:** YES

NO

UNKNOWN

If the answer to Section is **YES**, attach a copy of the Agreement of Purchase and Sale that authorizes the purchaser to make the application with respect to the land subject to this application.

### **3. DESCRIPTION OF THE SUBJECT LAND**

A Site Plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land. Clearly show the dimensions and areas for the severed and retained lots.

#### **Description of property as shown on sketch:**

	<b>Severed Lot</b>	<b>Retained Lot</b>
<b>Frontage (m)</b>		
<b>Depth (m)</b>		
<b>Area (ha)</b>		
<b>Existing Use</b>		
<b>Proposed Use</b>		

Date land acquired by the current owner: \_\_\_\_\_ Unknown:

Date existing buildings/structures were constructed: \_\_\_\_\_ Unknown:

Date the existing uses on the subject land commenced: \_\_\_\_\_ Unknown:

### **4. SERVICES**

#### **4.1 Access:** *(check appropriate space)*

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right-of-way
- water access

*(If access to the subject land is to be by water only, describe and sketch the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road).*

**4.2 Water Supply: (check appropriate space)**

publicly owned and operated system

private well

private communal well

other (specify) \_\_\_\_\_

**4.3 Sewage disposal: (check appropriate space)**

publicly owned and operated system

private individual septic tank \*\*

private communal septic system \*\*

privy \*\*

other (specify) \_\_\_\_\_

*\*\* A certificate of approval from the City of Orillia, its delegate or Ministry of the Environment submitted with this application will facilitate the review.*

**4.4 Storm Water Drainage: (check appropriate space)**

publicly owned and operated sewers

ditches

swales

other (specify) \_\_\_\_\_

**5. PROVINCIAL PLANS AND POLICIES**

**5.1** Provide an explanation as to how the application is consistent with the policy statements issued under Subsection 3(1) of the Act? (See Provincial Policy Statement):

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

**please indicate:** YES

NO

UNKNOWN

If the answer to Section is **YES**, please explain how the application conforms or does not conflict with the applicable provincial plan or plans (see Growth Plan for the Greater Golden Horseshoe and the Lake Simcoe Protection Plan).

## **6. CONSENT APPLICATIONS**

**The purpose of this consent application is for:**

New Lot(s), Number of new lots \_\_\_\_\_

Lot Addition

Easement

Charge

Lease

Title Correction (Validation of Title)

Previous Consent (break approval)

Other \_\_\_\_\_

Name of person to whom the land or an interest in the land is to be transferred, charged or leased.

\_\_\_\_\_ Unknown:

## **7. OFFICIAL PLAN AND ZONING INFORMATION**

**7.1** What is the existing Official Plan designation(s)?

\_\_\_\_\_

**7.2** What is the Zoning of the subject land?

\_\_\_\_\_

**7.3** Are any of the following uses or features on the subject lands and/or within 500 metres of the subject land. Please indicate where applicable

Use or Feature	On the Subject Land	Within 500 metres of the Subject Land (indicate approximate distance)
<b>Agricultural operation, including livestock facility or stockyard (1)</b>		
<b>Landfill</b>		
<b>Sewage treatment plant or waste stabilization plant</b>		
<b>Provincially significant wetland (class 1, 2, or 3 wetland) (2)</b>		
<b>Flood plain (2)</b>		
<b>Rehabilitated mine/pit site</b>		
<b>Active mine/pit site</b>		
<b>Non-operating mine/pit site within 1 km of the subject lands</b>		
<b>Industrial or commercial use, and specify the use(s)</b>		
<b>Active railway line</b>		
<b>Provincial Highway</b>		

(1) Where farm viability or size is an issue or where livestock barns are in proximity to the subject land, forms (Form 1 and 2) provided by the Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) will serve to further assist the Ministry in providing a response for either the farm parcel size evaluation or Agricultural Code of Practice calculation.

(2) A certificate of approval from the Ministry of Natural Resources and Forestry (MNRF) will facilitate the review.

**8. PLANNING HISTORY OF THE SUBJECT LAND**

**8.1** Is or has the subject land ever been the subject of an application for Consent or a Minor Variance?

**please indicate:** YES NO UNKNOWN

**If YES,** please provide the application file number and the status/decision made on the application.

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**8.2** Is or has the subject land ever been the subject of an application for a Plan of Subdivision, Zoning By-Law Amendment, Minister's Zoning Order Amendment or Official Plan Amendment?

**please indicate:** YES NO UNKNOWN

**If YES**, please provide the application file number and the status/decision made on the application.

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**8.3** Has any land been severed from the parcel originally acquired by the owner of the subject land?

**please indicate:** YES NO UNKNOWN

**If YES**, provide for each parcel severed, the date of transfer, the name of the transferee and the uses of the severed land.

**9. CERTIFICATE OF OFFICIAL:**

Does the Applicant request that a Certificate of Official be issued for the Retained Land?

**please indicate:** YES NO UNKNOWN

**If YES**, then please provide the registerable legal description for the retained land prepared by an Ontario solicitor in good standing together with a statement that there is no land abutting the subject land that is owned by the owner of the subject land that could be conveyed without contravening Section 50 of the *Planning Act*.

**10. ADDITIONAL INFORMATION:**

Please note any additional information that would assist with the review of the proposal below or attached to this application.

**11. APPLICANT'S CONSENT AND AUTHORIZATIONS:**

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the *Planning Act*, it is the policy of the Development Services and Engineering Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I \_\_\_\_\_, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

**APPLICANT'S ACKNOWLEDGEMENT (ABSENCE FROM HEARING)**

I acknowledge that it is strongly recommended that I attend the hearing, or appoint a representative to appear on my behalf, to answer any questions. If I do not attend, I acknowledge that the Committee may make a decision in my absence.

**AUTHORIZATION FOR SITE INSPECTION BY CITY COUNCIL, COMMITTEE OF ADJUSTMENT, AND/OR CITY STAFF**

I acknowledge that Council Members, Committee of Adjustment members, and/or City staff may conduct site inspections of my lands. By submitting this application, I am hereby authorizing the members of City Council, Committee of Adjustment, and/or City staff to access my lands for the purposes of conducting the required site inspections for the limited purpose of evaluating the merits of this application. I understand that, if access to the property is by water, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

**AUTHORIZATIONS**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and 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

**12. AFFIDAVIT OR SWORN DECLARATION**

IN THE MATTER OF \_\_\_\_\_ in the City of Orillia,  
as part of the County of Simcoe, hereinafter referred to as “the property”.

I, \_\_\_\_\_, of \_\_\_\_\_,

DO SOLEMNLY AFFIRM AND DECLARE THAT:

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

AND that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I further acknowledge and agree that I am responsible for payment of any application fees or costs incurred by the City for legal or consulting services related to the processing or approval of this Application.

DECLARED before me at the City of Orillia, in the  
County of Simcoe, in the Province of Ontario on  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature (To be witnessed by Commissioner)

\_\_\_\_\_  
A Commissioner, etc.

*NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA states under Section 131, 132 or by summary conviction Section 134 that: any person providing a false statement under oath or solemn affirmation by affidavit is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years.*