

Committee of Adjustment Consent / Severance



For specific inquiries:
Town of Renfrew
Department of
Development and Works
127 Raglan Street South,
Renfrew, Ontario
K7V 1P8

Tel: (613) 432-8166

This pamphlet is intended to
provide preliminary
information only
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What is Consent / Severance?

A consent is the authorization to create new lots (land severance), right-of-way and easements, add to an existing lot, change lot boundaries, enter into a mortgage or lease in excess of 21 years, and validate title and proceed with a power of sale.

Controlling the division of land through “severancing” gives the municipality a mechanism for ensuring that the creation of lots is consistent with planning policies as set out in the official plan.

The Committee of Adjustment: Severance Approval:

The Committee of Adjustment is appointed by Town Council to make decisions on minor variances, alterations to legal non-conforming uses and consents or severances. Committees of Adjustment can allow the creation of a new legal lot. Since 1970, all land in Ontario has been subject to subdivision control (ie. Land cannot be divided into smaller parcels unless approved by the government). The “normal” approval process is through a formal plan of subdivision. The alternative, if applicable, is consent or severance approval.

Pre-Consultation

Prior to submission of an application, applicants are advised to consult the Secretary-Treasurer, Committee of Adjustment. To arrange a meeting please contact:

Town of Renfrew, Department of Development and Works
127 Raglan Street South,
Renfrew, Ontario
K7V 1P8
Tel: (613) 432-8166

Application

Applications are available at the Department of Development and Works, 127 Raglan Street South. They are also available through the Town of Renfrew’s web site.

Fees

Please refer to The Committee of Adjustment: Consent application for the fee schedule

Application Processing

1) *Complete an application:*

Each application must undergo a pre-consultation process to prevent oversights, errors, delays and additional costs in the processing. Also ensure that the required drawing(s) are in compliance with the minimum standards and that the correct fee accompanies the submission.

2) *Submit the application and required documents:*

Submit these to the Secretary-Treasurer, Committee of Adjustment, 127 Raglan Street South.

3) *After the application has been submitted:*

- The Committee of Adjustment makes the decision as to whether consent is granted or refused. The Committee of Adjustment consists of three members from the public and a Committee Chair. The Committee holds a hearing for applications and renders a decision.

- The Secretary-Treasurer of the Committee of Adjustment consults with provincial government agencies and other public bodies who have responsibilities for matters that may be affected by consent (severance). The County of Renfrew Development and Property Department are always asked for comments.

- Consents must meet the policies and requirements of the Town of Renfrew Official Plan or Zoning By-law in effect and the Provincial Policy Statement. You can review the Official Plan and the Zoning By-law at the town hall.

- If a hearing is required, applicants are reviewed by the Committee of Adjustment at a public hearing.

Applicants or authorized agents will be notified and are encouraged to attend. As well, any interested person may attend. The Planning Act now requires that the public be given notice of any application for consent; notice may be given in a local newspaper or by direct mail to abutting owners.

- The Secretary-Treasurer of the Committee of Adjustment may decide to hold an application in abeyance to allow for certain matters to be resolved. These matters may include official plan policies, zoning, outstanding agency comments, insufficient information supplied by the applicant, legal interpretation and agency concerns. It is the responsibility of the applicant to follow up on these matters. A file is brought forward once the outstanding matters have had action and/or have been concluded.

- Consents may be granted subject to conditions. All conditions must be met within one (1) year from the date of the decision. When all the conditions are met within the one-year period, a Certificate finalizing the consent will be issued. If the one year deadline not met, the consent will be deemed to be refused and no certificate will be issued. The same conveyance would then require a new application and the consent process would start again.

- A decision or any condition(s) can be appealed within twenty (20) days of the giving of notice of the decision.

- A reference plan (survey) is usually required to be supplied by the applicant. In some cases, a registerable description can be used instead of a survey if acceptable to the Registry Office. (The applicant will be notified when the reference plan is required. Usually this is a condition of consent but in some cases it may be requested prior to the making of a decision. The survey must closely match the sketch and the information on the application form which the applicant submitted. Therefore, it is important that the surveyor not be given instructions which differ from the application.

- If a Certificate finalizing the consent is issued, you have two (2) years from the date of the Certificate to carry out the land transaction (transfer of ownership). If the two year deadline is not met, the consent lapses and the parcel(s) can no longer be conveyed without reapplying and obtaining consent. Once you receive the Certificate of Consent, there is no follow up reminder from the Secretary-Treasurer of the Committee of Adjustment about the lapsing date.

