



**TOWN OF RENFREW**  
**Committee of Adjustment**  
**Consent / Severance**

**CHECKLIST OF SUBMISSION REQUIREMENTS**

Please check the appropriate box and attach all necessary material to this form:

Attached

**Required Fee:**

- Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
  - \$900.00 per new lot proposed.
  
- The *Planning Act* regulations require that the plans, elevations, sketches be to scale in metric units and include the following:
  - the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
  - the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
  - 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;
  - 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 (*for example, buildings, railways, roads, watercourses, drainage ditches, banks or 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;
  - the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
  - 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 will be 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.

**\*NOTE:** The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.
  
- In addition:
  - the sketch should be drawn to scale with the severed parcel outlined in red and the retained parcel outlined in green.
  - all rights-of-way must be outlined in yellow on each copy of the sketch and the ownership of all rights-of-way must be indicated.
  - if a lot addition is requested, the parcel of land being added to must be outlined in blue or have a blue arrow drawn to it.
  - a sample sketch is attached to assist you.
  
- This application must be accompanied by a legal description of the property as well.
  
- One (1) original application (signed and sworn), Seven (7) duplicate photocopies of the application, Eight (8) copies of a sketch (with one to be attached to each copy of the application for consent) shall be required.

The completed application form and supporting documentation may be returned to the Planner at the Department of Development and Works, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8.



# TOWN OF RENFREW

## Committee of Adjustment

### Application for CONSENT / SEVERANCE

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received

**1) Contact Information:**

Applicant/Owner Information		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (HOME) TELEPHONE (WORK/CELL) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following:  Name of Owner(s)		(H)-
		(W/C)-
		(E)-
		(F)
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:  Name: _____ Address: _____		

**2) Provide a Description of the Subject Land:**

DESCRIPTION OF THE SUBJECT LAND	
Street Address: _____	
Municipality _____ Geographic Twp: _____ Concession: _____ Lot: _____	
Registered Plan No.: _____ Block or Lot No(s). in the Plan: _____	
Reference Plan No.: _____ Part No(s): _____	
Name of Street/Road: _____ Street No.: _____	
Are there any easements or restrictive covenants affecting the subject land?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, describe each easement or covenant and its effect.	
_____ _____ _____	

**3) Purpose of this application:**

PURPOSE OF THIS APPLICATION	
1) Type and purpose of proposed transaction?  Check appropriate space(s):	<input type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot (see also number 3 in this chart) <input type="checkbox"/> An easement <input type="checkbox"/> A charge <input type="checkbox"/> A lease <input type="checkbox"/> A correction of title <input type="checkbox"/> Other purpose:
2) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:	_____ _____
3) If a lot addition, identify on your accompanying sketch the lands to which the parcel will be added.	_____ _____

**4) Information regarding the land intended to be severed and the land to be retained:**

		Severed	Retained
<b>Dimensions</b>	Frontage (m)		
	Depth (m)		
	Area (ha)		
<b>Use of the Property</b>	Existing Use(s)		
	Proposed Use(s)		
<b>Buildings or Structures</b>	Existing		
	Proposed		

**5) Please mark below the access to the subject land, water supply, sewage disposal and other services:**  
 (Check appropriate space(s)):

		Severed	Retained
<b>1) Access:</b>	Provincial Highway		
	Municipal road, maintained all year		
	Municipal road, seasonally maintained		
	County road		
	Crown road		
	Other public road		
	Registered right of way (see number 6 in this chart as well)		
	Private Road (unregistered) (see number 6 in this chart as well)		
	Water Access (see number 2 in this chart as well)		
<b>2) If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:</b>	<hr/> <hr/> <hr/> <hr/>		
<b>3) Water Supply:</b>		Severed	Retained
	Publicly owned and operated piped water system		
	Privately owned and operated individual well		
	Privately owned and operated communal well		
	Lake or other water body		
Other means			
<b>4) Sewage Disposal:</b>		Severed	Retained
	Publicly owned and operated sanitary sewage system		
	Privately owned and operated individual septic system		
	Privately owned and operated communal septic system		
	Privy		
Other means			
<b>5) Other Services:</b>		Severed	Retained
	Electricity		
	School Busing		
	Garbage Collection		
<b>6) If access to the subject land is not by a public road, who owns the land over which the road crosses, who is responsible for the road's maintenance, and is the road maintained seasonally or all year?</b>	<hr/> <hr/> <hr/> <hr/>		

6) What is the current designation of the subject land in any applicable Official Plan? \_\_\_\_\_

7) What is the current zoning of the subject land in any applicable Zoning By-Law? \_\_\_\_\_

8) If there are any agricultural buildings located within 500 metres of the subject property, please indicate their approximate location and distance to the subject lands (severed and retained) on the accompanying sketch.

9) Is the requested consent consistent with the policy statements issued under Section 3 (1) of the Planning Act?

Yes  No

10) Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act, or a consent under Section 53 of the Planning Act?

Yes  No

If Yes, and if known, specify the Ministry's application file decision made on the application:

11) If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

12) 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 on the severed land: \_\_\_\_\_

13) Is the subject land the subject of any other application under the Planning Act such as an application for amendment to an official plan, a zoning by-law amendment, a minister's zoning order, a minor variance, an approval of a plan of subdivision or a consent?

Yes  No

If Yes, and if known, specify the appropriate file number and status of the application:

**14) Land Use – You must answer YES or NO to the following questions:**

Use or Feature	Yes	No
Is there a landfill within 500 metres of severed or retained land?		
Is there a sewage treatment plant or waste stabilization plant within 500 meters of the severed or retained land?		
Is there a provincially significant wetland (Class 1,2 or 3 wetland) on the severed or retained lands or within 120 metres?		
Is any portion of the land to be severed or retained located within a Flood Plain?		
Is any portion of the land to be severed or retained within 500 metres of a rehabilitated mine/pit/quarry site?		
Is there a non-operating mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an active mine/pit/quarry site within 1 kilometre of the severed or retained land?		
Is there an industrial or commercial use located within 500 metres of the severed or retained land? (If yes, specify the use)		
Is there an active railway line within 500 metres of the severed or retained land?		
Is there a municipal or federal airport within 500 metres of the severed or retained land?		
Is there any utility corridor(s) (i.e. power lines, etc.) located on the severed or retained lands or within 500 metres?		

**15) Is there any other information that you think may be useful to the Town of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.**

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**16) Consent of Owner:**

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

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/WE \_\_\_\_\_ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our 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.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

**17) Affidavit** (This affidavit **must** be signed in the presence of a Commissioner):

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

in the \_\_\_\_\_ solemnly declare that the information required by Ontario Regulation 197/96 and all other information required in this application, including supporting documentation, are true, and I, 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\_\_\_\_\_.

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Signature of Commissioner

**18) Authorization**

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

**Authorization of Owner for Agent to make the Application and to provide Personal Information**

I/We \_\_\_\_\_ being the registered owner(s) of the lands subject of this application for consent hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature