

Application for Consent



1191 County Rd 96
Wolfe Island, ON
K0H 2Y0
(613) 385 2216

As the applicant, it is your responsibility to make sure the application is complete, accurate and clearly identifies the purpose of the application. Staff are not permitted to complete the form. Failure to provide all of the required information may result in processing delays of your application.

Step 1: Pre-Application Meeting

- Arrange a pre-application meeting with the Township to discuss the application and understand requirements. Pre-application meetings must be booked in advance.

Step 2: Application Submission

- Submit a complete application to the Township office and make sure you bring:
 - completed application form in metric measurements;
 - payment of the required fee(s) for the Township and agencies identified in pre-application meeting;
 - a copy of the deed/transfer;
 - the required technical drawing; and
 - any additional studies/reports identified in the pre-application meeting.
- You will receive a letter from the Township when the application has been deemed complete which will include instructions for posting notice cards.

Step 3: Public Notice and Circulation

- A notice of application is mailed to the required agencies and neighbours within 60 metres of the property.
- Staff will receive comments from agencies and will forward them to you and anyone who has requested to be notified
- Staff will prepare a report.
- The application will be on the agenda for an upcoming Council meeting. You are encouraged to attend the public Council meeting.

Step 4: Council Meeting

- As the applicant, you will have the opportunity to speak to the application and answer questions at the meeting.
- Township Council may approve, deny, or request deferral of the application.

Step 5: Notice of Decision and Appeal

- When a decision is made, a Notice of Decision will be mailed out within 15 days outlining the decision and any conditions, and next steps
- After a decision is made there is a 20 day appeal period to the Local Planning Appeal Tribunal.
- If an appeal is received the application goes to the Local Planning Appeal Tribunal and you will be notified. If no appeals are received, the decision is final.

I have read and understand the consent process and understand my role within it. Please see detailed instructions in the Guidelines for Consent.

Signature

Date

Application for Consent



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Office Use Only:	Reviewed By:	Fee Received: .. Township .. Conservation Authority .. KFL&A Public Health
File No.:	Date Reviewed:	
Date Received:	Deemed Complete:	

1. Pre-Application	
1.1 Was there a pre-application meeting with the following: .. Planning Department .. Building Department	.. Conservation Authority .. Other _____ _____
1.2 When did the meeting(s) occur?	
Please attach any pre-consultation documents provided by the Township or Commenting Agencies.	
2. Applicant Information	
2.1 Property Owner(s) An owner's authorization is required if the applicant is not the owner. Attach additional pages if required.	
Name of Owner(s):	Day Phone:
	Evening Phone:
Mailing Address:	Email Address:



2.2 Agent/Applicant Name of the person who is to be contacted about the application, if different than the owner. This may be a person or firm acting on behalf of the owner.			
Name of Contact Person:		Day Phone:	
		Evening Phone:	
Mailing Address:		Email Address:	
3. Description of Subject Land			
3.1 The Lands			
Concession Number:	Lot Number:	Reference Plan:	Part(s):
Civic Number:	Name of Road/Street:	Registered Plan Number: Block(s):	Lot(s):
Roll Number:		Property Identification Number (PIN):	
3.2 Name of Adjacent Lake or Waterbody			
3.3 Date the Property was Acquired			
3.4 Property Dimensions			
Area (m ²):	Depth (m):	Front Yard Width (m):	Rear Yard Width (m):
For waterfront property, waterfront side is front yard. For non-waterfront property, the road access is the front yard.			
3.5 Name of Person(s) to whom land or interest in land is intended to be conveyed, leased or mortgaged, if known.			



6. Technical Drawing Requirements

A clear, accurate, and complete drawing is critical for the application submission and must include the following:

- Boundaries and accurate dimensions of the subject land
- The size, location and type of all existing buildings, as well as proposed structures or additions on the subject land. Also indicated the distance measured from the front, rear and side lot lines
- The location of well and septic systems (including all components)
- Location of bodies of water (shoreline) and location of dock, boathouse etc. Location and nature of any easement affecting the subject land
- Existing uses on adjacent land such as residential, commercial, or agricultural
- The location and width of any roads within or abutting, indicating whether it is public, private, an unopened road allowance or a right of way
- Location of beach or water access (if applicable)
- The boundaries and dimensions of portion that is intended to be severed and the portion that is intended to be retained
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land (if applicable)
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used

Note: If the survey submitted after the consent application is approved differs substantially from the application approved, a new application is required.

7. Easements

Are there any existing easements or restricted covenants? Yes No

If Yes, please provide a description of each easement or covenant and its effect:



8.5 Please describe how the application conforms with the [County Official Plan](#):

9. Description of Lands

9.1 Description of Land Intended to be Severed

Road Frontage (m):	Depth (m):
Water Frontage (m):	Area (m ²):
Existing Use:	Proposed Use:
Existing Buildings or Structures:	Proposed Buildings or Structures:

9.2 Description of Land Intended to be Retained

Road Frontage (m):	Depth (m):
Water Frontage (m):	Area (m ²):
Existing Use:	Proposed Use:
Existing Buildings or Structures:	Proposed Buildings or Structures:



10. Property Features	
Select all that apply: <ul style="list-style-type: none"> .. Waterfront .. Floodplain .. Elevation less than 76.9m (as established by the Geodetic Survey of Canada) .. Wetland or marsh .. Provincially Significant Wetland 	<ul style="list-style-type: none"> .. Steep slope (slope greater than 3:1) .. Drainage concerns .. Other – Explain: _____ _____ .. None of the above apply
11. Property Servicing	
11.1 Water	
Retained	Severed
<ul style="list-style-type: none"> .. Privately owned and operated well .. Privately owned and operated cistern .. Lake water .. Other: _____ 	<ul style="list-style-type: none"> .. Privately owned and operated well .. Privately owned and operated cistern .. Lake water .. Other: _____
11.2 Sewage	
Retained	Severed
Privately owned and operated individual septic system: <ul style="list-style-type: none"> .. Leaching bed (Class 4) .. Holding tank (Class 5) .. Greywater pit (Class 2) .. Privy/ outhouse (Class 1) 	Privately owned and operated individual septic system: <ul style="list-style-type: none"> .. Leaching bed (Class 4) .. Holding tank (Class 5) .. Greywater pit (Class 2) .. Privy/ outhouse (Class 1)



11.3 Storm Drainage	
Retained	Severed
.. Ditches .. Swales .. Other: _____	.. Ditches .. Swales .. Other: _____
11.4 Access to Subject Lands	
Retained	Severed
.. Municipal road .. Provincial highway .. Water access .. Private lane/ right of way .. Shared driveway .. Unopened road allowance	.. Municipal road .. Provincial highway .. Water access .. Private lane/ right of way .. Shared driveway .. Unopened road allowance
<p>If water access only, please list the address of parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:</p> <hr/>	<p>If water access only, please list the address of parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:</p> <hr/>



Describe the purpose and effect of the easement and who will be the benefitting party:

15. Lot Addition (if applicable)

15.1 Description of Benefitting Lands

Road Frontage (m):	Depth (m):	Existing Use:
Water Frontage (m):	Area (m):	Roll Number:

Civic address of benefitting lands:

Property owner of benefitting lands:

16. Previous Applications

Has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, a zoning by-law or a Minister's zoning order? Complete all applicable.

Yes

No

Unknown

Application Type	Application Number	Date of Application	Status of Application
<input type="radio"/> Minor Variance			
<input type="radio"/> Consent			
<input type="radio"/> Zoning By-law Amendment			
<input type="radio"/> Site Plan Approval			
<input type="radio"/> Official Plan Amendment			
<input type="radio"/> Plan of Subdivision			



<input type="radio"/> Minister's Zoning Order Amendment			
If the subject land is covered by a Minister's Zoning Order, what is the Ontario Regulation Number?			
Has the land been severed from the parcel originally acquired by the current owner of the subject land? If yes, please provide date of transfer; name of transferee and uses of the land:			<input type="radio"/> Yes <input type="radio"/> No
To your knowledge has any land been severed from the parcel originally acquired by the prior owner? If Yes, please provide the names of past owners, if possible:			<input type="radio"/> Yes <input type="radio"/> No
Did the current owner acquire the subject land as a result of a consent (i.e. was the lot severed and transferred to the current owner)?			<input type="radio"/> Yes <input type="radio"/> No

17. Authorization for Agent (if applicable)	
<p>I/ We, the undersigned, being the registered property owner(s) of _____ hereby (legal description and/or municipal address)</p> <p>authorize _____ as my/our agent for the (authorized agent's name) purpose of submitting an application(s) and acting on my/our behalf in relation to said application(s).</p> <p>Dated this _____ day of _____, 20__.</p> <p>_____ (Signature of the property owner)</p> <p>_____ (Signature of the property owner)</p>	



18. Permission to Enter Subject Lands

Permission is hereby granted to the relevant staff and necessary commenting agencies to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)

19. Acknowledgement of Additional Requirements

I/ We, the undersigned, being the registered property owner(s)

_____ of
(Organization name/ property owner's name(s))

_____ hereby
(Legal Description and/or municipal address)

acknowledge the potential need for additional studies and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)



20. Agreement to Indemnify

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Frontenac Islands ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Signature of Property Owner

Signature of Township Staff

Owner's Name (Print)

Staff Name (Print)

Date



21. Declaration for the Prescribed Information

I/We, _____,
(Name of Applicants)

of _____
(Municipality name)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the Planning Act, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. Please be aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the _____
(Municipality name)

this _____ day of _____, 20____.
(Day) (Month) Year

Commissioner of Oaths

Signature of Applicant(s) or
Authorized Agent

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

Notice of Collection – Personal information collected as a result of this application is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at a meeting, through requests, and through the Township website. Questions regarding the collection, use, and disclosure of this personal information should be forwarded to the Township Clerk.

