

PLEASE DETACH AND RETAIN THE FIRST TWO PAGES FOR FUTURE REFERENCE

If you require this form in an alternative format, please contact Middlesex Centre at planning@middlesexcentre.ca or 519-666-0190 / 1-800-220-8968.

BACKGROUND INFORMATION

This process pertains to an application for consent pursuant to Section 53 of the Planning Act.

All applications should be submitted through Middlesex Centre's online permit application system, Cloudpermit (middlesexcentre.ca/planning). If you need help submitting your application, please contact planning staff.

If your unable to use the online system, paper applications will be accepted at the municipal office.

Prior to the Municipality processing the application, it is required that a copy of the attached application form be completed including the required sketch and the current processing fee. The fee can be found on the municipal website or is available by contacting planning staff.

Please note:

- The application must be completed in metric units.
- The Municipality may require a survey be completed by an Ontario Land Surveyor be submitted prior to hearing the application.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by Council prior to a decision being issued.
- Any external consultants' costs that the municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on page 4 of this application.
- Consent certificate fees are applicable. They are charged at the time of issuance ("stamping of consent certificate") in accordance with the current year's rate as set out in the Municipality of Middlesex Centre's Fees and Charges By-law.

APPLICATION SUBMISSION

Please submit the application, sketch and fee to:

Planning and Development Services Department
Municipality of Middlesex Centre
10227 Ilderton Road
Ilderton, ON N0M 2A0

Tel: 519-666-0190

Email: planning@middlesexcentre.ca

Website: middlesexcentre.ca/planning

APPLICATION PROCESS

Step 1	Consult with Planning Staff: Applicants are encouraged to meet with Staff prior to submitting an application.
Step 2	Application submission: Complete the attached application form and include the submission of the required sketch and processing fee. (Fees are subject to change. Refer to the current Fee By-law.)
Step 3	Complete application accepted: The file is opened and timelines for processing are established.

Step 4	Notice of Hearing: The application is circulated to the public, agencies and municipal departments. The public circulation applies to every person assessed within 60 metres of the subject land and to every person and public body that has provided a written request for such notice. A “Planning Meeting” sign is erected on the subject land.
Step 5	Planning Evaluation Report: Staff undertakes an evaluation of the application using the relevant planning policy documents and Comprehensive Zoning By-law. A recommendation is provided to Council, including conditions of approval (if applicable).
Step 6	Public Meeting: Within 30 days of the submission of a complete application, the application is heard by Council. It is recommended that you and/or your agent attend the Meeting to explain the reasons for your application; if you do not attend, Council may proceed in your absence. Council will consider your submission as well as recommendations from staff. In addition, members of the public will be given an opportunity to speak to your application.
Step 7	Notice of Decision: Within 15 days of Council making its decision, the Clerk will mail one copy of the decision to you and others who filed a written request for notice of the decision. The Notice of Decision will outline appeal procedures and identify the last day for appealing the Council's decision to the Ontario Land Tribunal.
Step 8	“Planning Meeting” sign removed.
Step 9	<p>A final and binding decision: If no appeal is made by the end of the 20-day appeal period, the decision is final and binding. You will be notified by mail, and, if the application has been approved, you should be in a position to prepare and submit to the Clerk the appropriate documents such as evidence that all conditions have been met and a deed for certification.</p> <p>Where a consent is granted with conditions, the conditions must be fulfilled within one year of the date of the Notice of Decision or the consent is deemed to be refused.</p>

APPEAL TO THE ONTARIO LAND TRIBUNAL

If an application is made for consent and the Middlesex Centre Council fails to make a decision within 90 days after the day the application is deemed complete by Staff, the applicant may appeal to the Ontario Land Tribunal (OLT) with respect to the consent application.

The applicant or “specified persons” may appeal a decision of Council to the OLT within 20 days of the date of the Notice of the Decision of the Clerk by personally delivering or sending a Notice of Appeal to the Clerk and the required forms, downloadable from the OLT website (<https://olt.gov.on.ca/>). The appeal must set out the reasons for objecting to the decision following the OLT’s procedure, and must include the prescribed processing fee. The Clerk will then prepare an appeal package and forward it to the OLT. The OLT will schedule a hearing and give written notice of the time and date in advance of the hearing.



Consent Application

PURSUANT TO SECTION 53 OF THE PLANNING ACT

FOR OFFICE USE ONLY	
DATE RECEIVED:	_____
HEARING DATE:	_____

1. Applicant information

Registered owner(s) of the subject land

Name: _____

Address: _____

Town: _____	Postal Code: _____
Phone: _____	Cell: _____
Fax: _____	Email: _____

Authorized agent (authorized by the owner to file the application, if applicable)

Name: _____

Address: _____

Town: _____	Postal Code: _____
Phone: _____	Cell: _____
Fax: _____	Email: _____

2. The date of the application:

3. Current designation of the subject land in the applicable Official Plans and an explanation of how the application conforms with the Official Plans:

4. Current Zoning:

5a. Type of proposed transaction

<input type="checkbox"/> creation of a new lot	<input type="checkbox"/> easement	<input type="checkbox"/> lease
<input type="checkbox"/> lot addition	<input type="checkbox"/> charge	<input type="checkbox"/> correction of title

b. Please indicate the purpose of proposed transaction?

6. If known, please provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased?

7. Description of subject land

Geographic Township: _____	Concession(s): _____	Lot(s): _____
Registered Plan: _____	Lot(s): _____	
Reference Plan: _____	Part(s): _____	
Street Address: _____	Municipal Roll Number: _____	

8. Are there any easements or restrictive covenants affecting the subject land?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
*If yes, please provide a description of each easement or covenant and its effect?		

9. Dimensions of subject land as a whole (in metric units)		
Frontage:	Depth:	Area:

10a. Dimensions of the lot to be severed (in metric units)		
Frontage:	Depth:	Area:

b. Dimensions of the lot to be retained (in metric units)		
Frontage:	Depth:	Area:

c. Describe all existing uses on the subject land?

d. Describe all existing buildings or structure on the subject land?

e. Describe all proposed uses on the subject land?

f. Describe all proposed buildings or structure on the subject land?

g. Access to subject land (please provide information for only those that apply to this property)	
Provincial Highway:	County Road:
Municipal Road:	Other Public Road:
Right of Way:	Water:

Item 8(e) to the Schedule of Ontario Regulation 547/06 applies only if access is by water.

h. Water Supply: Water supply will be provided via?			
<input type="checkbox"/>	publicly owned and operated piped water system	<input type="checkbox"/>	lake or other water body
<input type="checkbox"/>	privately owned well or communal well	<input type="checkbox"/>	other (please specify) _____

i. Sewage Disposal: Sewage disposal will be provided via?			
<input type="checkbox"/>	publicly owned and operated sanitary sewage system	<input type="checkbox"/>	privy
<input type="checkbox"/>	privately owned individual or communal septic system	<input type="checkbox"/>	other (please specify) _____

11. If the purpose of the application is to create a new lot to dispose a surplus farm dwelling as a result of farm consolidation, please complete the following:			
a. Are you aware of the restriction through zoning that would apply to the balance of the farm to prohibit any new residential use?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b. Indicate the year in which the subject lands were acquired by the owner:			
c. Address of the 'home farm':			
d. Number of farms owned and operated by the owner(s) and approximate total acreage:			
e. Year of dwelling construction:			
f. Describe the condition of dwelling and its suitability for human occupancy:			
g. Describe the condition and proposed use of any outbuildings:			

12. Is the subject land the subject of:			
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
An application for an application for Minor Variance under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>

13. Please indicate whether any land has been severed from the parcel originally acquired by the owner of the subject land?	Yes*	<input type="checkbox"/>	No <input type="checkbox"/>
*If yes provide the following:			
Date of Transfer:			
Name of Transferee:			
Uses of the Severed Land:			

14. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in procession the application. Please fill out the checklist below to ensure you have included all the required information.

- 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 municipal lot line or landmark such as a bridge or railway crossing.
- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land (if applicable).
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks).
- The existing uses on the adjacent land (for example: residential, agricultural and commercial uses).
- 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, private road or a right-of-way.
- The location and nature of any easement affecting the subject land.

15. Please indicate how the application is consistent with the Provincial Planning Statement (a copy of the Provincial Planning Statement is available at ontario.ca/page/land-use-planning)?

Items 16 and 17 to the Schedule of Ontario Regulation 547/06 apply only if the subject land is within an area of land designated under any provincial plan or plans.

MUNICIPAL COSTS

Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the applicant, for payment.

I, _____, (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.

Signature

Date

AGENT AUTHORIZATION (*Please complete for an agent to act on behalf of the owner of the subject land.)

I, _____, being the owner of the property described in
(Name)

Section 1 of this application for Consent, hereby authorize _____
(Agent)

to act as my agent in matters related to this application for Consent.

Dated this _____ day of _____ 20 ____

Owner

STATUTORY DECLARATION

I, _____ of the _____
(Name) (Name of City, Town, Township, Municipality, etc.)

in the _____
(Name of County, Region or District)

SOLEMNLY DECLARE THAT

The information provided in this application as required under Section 53 of the *Planning Act* and Ontario Regulation 200/96 is true.

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

Declared before me at the _____

of _____ in the

this _____ day of _____ 20 ____

A Commissioner of Oaths

Applicant or Authorized Agent*