



## **SUDBURY EAST PLANNING BOARD**

### **CONSENT APPLICATION**

The fee for a consent application to the Sudbury East Planning Board  
for lands within the Sudbury East Planning Area,  
shall be determined as follows:

**\$850.00**

per lot created, lot addition, easement, or right-of-way  
payable at the time a ***complete application*** is submitted.

**\$200.00**

certification fee  
Payable prior to provision of the Certificate of the Secretary-Treasurer

If the application fee is being paid by cheque or money order,  
such cheque or money order shall be made payable to:

**"Sudbury East Planning Board"**

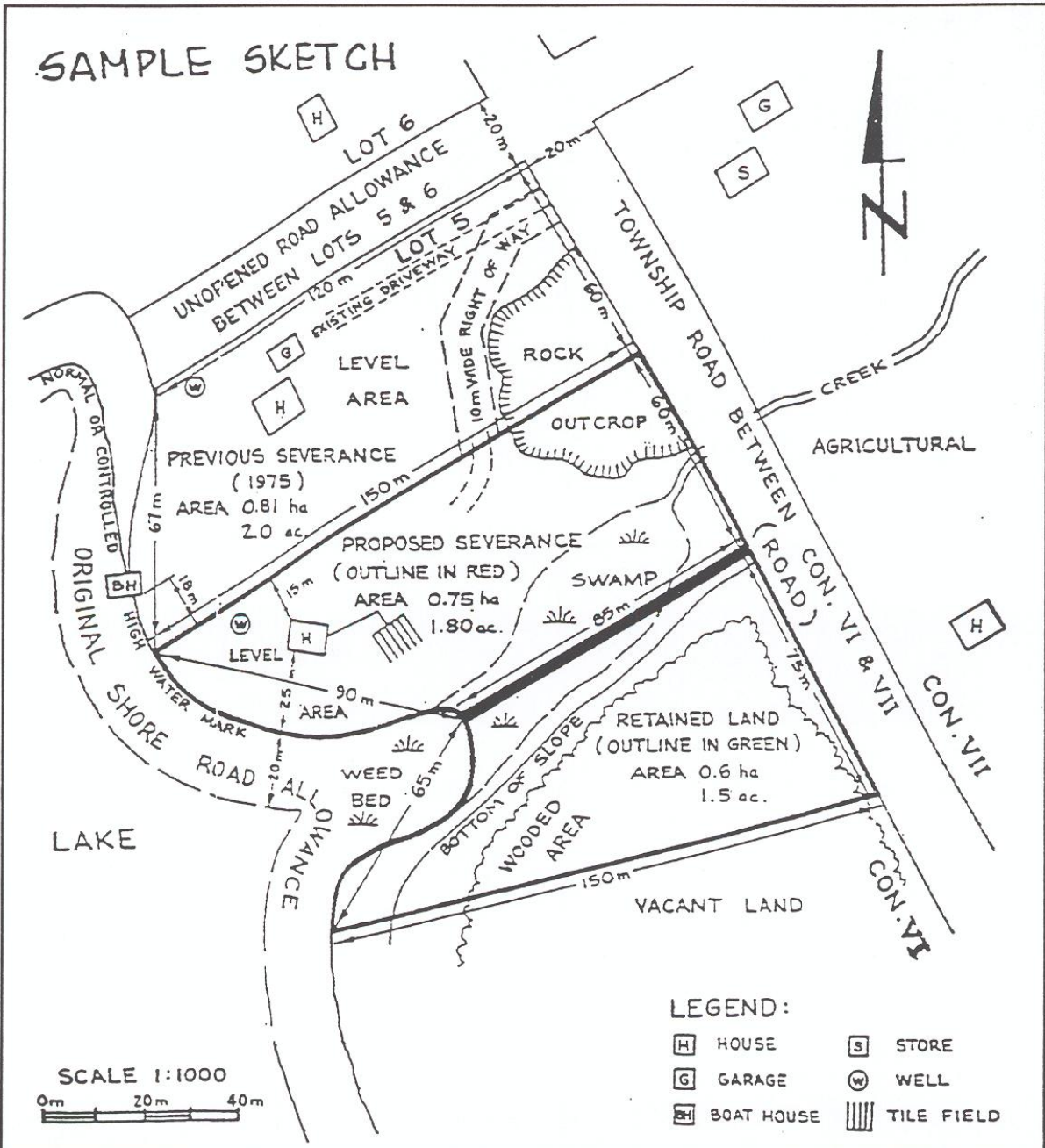
**APPLICATION FOR CONSENT TO THE  
SUDBURY EAST PLANNING BOARD**

**Submission of an application must be complete and shall consist of the following:**

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. One (1) original application form. **All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.**
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of each of the pre-consultation reports, where applicable, as per the **NOTE** section (after Section 13) of the Consent Application Form.
5. One (1) copy of a site plan (8-1/2" x 11") to scale is required. **Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units.** The site plans must indicate the following:
  - (a) the boundaries and dimensions of any land abutting the subject lands that is owned by the owner of the subject lands;
  - (b) the distance between the subject lands and the nearest township lot line or landmark, such as a bridge or railway crossing;
  - (c) the boundaries and dimensions of the subject lands, the part that is to be severed (**please outline in red**) and the part that is to be retained (**please outline in green**);
  - (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject lands;
  - (e) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks);
  - (f) the existing uses on adjacent land, such as residential, agricultural, and commercial uses;
  - (g) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
  - (h) if access to the subject lands is by water only, the location of the parking and boat docking facilities to be used; and
  - (i) the location and nature of any easement affecting the subject lands.
6. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) **all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street** (the street number referred to herein shall be the same as in Section 7 of the Consent Application Form); or
  - (b) **all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street** (the 911 street number referred to herein shall be the same as in Section 7 of the Consent Application Form).
7. **Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.**
8. **If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) copy of a site plan, one (1) copy of each of the applicable pre-consultation reports, and the applicable application fee) is not provided, the application will be returned until it is complete.**

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE SUDBURY EAST PLANNING BOARD**

# SAMPLE SKETCH



**SITE DESCRIPTION:**  
 The lot is located on \*\* Road,  
 0.5 km from its intersection with  
 Hwy. \*\*. The house is the third  
 one on the right and is red brick.  
 There is a yellow mailbox at the  
 end of the driveway.

**PROPOSED SEVERANCE**  
 Mr. and Mrs. \*\*  
 Part of Lot \*\*, Concession\*\*  
 in the Unincorporated Township/Township of \*\*  
 now in the Municipality of \*\*  
 Territorial District of Sudbury  
 being Part \*\*, Plan \*\*  
 Parcel \*\* S.E.S. (Assessment Roll No. \*\*)



## CONSENT APPLICATION FORM

### FOR OFFICE USE ONLY:

### DATE STAMP - RECEIVED

Application No. \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Assigned to: \_\_\_\_\_  
Assessment Roll No. \_\_\_\_\_  
Official Plan Designation: \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_

***All application questions must be answered.  
Incomplete applications shall be returned to the applicant (please type or print in ink).***

1. Registered Owner(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Tel Nos.: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Agent: (if applicable) \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Tel Nos.: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. The type and the purpose of the proposed transaction (i.e. - transfer for the creation of a new lot, a lot addition, a right-of-way, an easement, a charge, a lease, or a correction of title):  
\_\_\_\_\_  
\_\_\_\_\_
8. If known, the name of the person to whom the subject lands or an interest in the lands is to be transferred, charged, or leased:  
\_\_\_\_\_  
\_\_\_\_\_
9. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Are there any easements or restrictive covenants affecting the subject lands and a description of each easement or covenant and its effect:  
\_\_\_\_\_  
\_\_\_\_\_

11. Description of subject lands: (severed and retained) *(please use metric units)*

	Severed 1	Severed 2	Retained
Area	_____	_____	_____
Frontage (road & water)	_____	_____	_____
Depth	_____	_____	_____
Existing Use	_____	_____	_____
Proposed Use	_____	_____	_____
Existing Building(s) (date of construction)	_____	_____	_____
Proposed Building(s)	_____	_____	_____
Access (provincial highway, municipal road, private road, etc.)	_____	_____	_____
Name of Access Road	_____	_____	_____
Road Maintenance (year-round or seasonal)	_____	_____	_____
Water access (parking & docking facilities and distance of such facilities from subject lands & nearest public road)	_____	_____	_____
Water supply (municipal, private well, communal well, lake or other water body)	_____	_____	_____
Sewage disposal (municipal, septic tank & tile bed, communal septic system, pit privy, other (please specify))	_____	_____	_____
Other services (electricity, school busing, garbage collection, fire protection, etc.) (please specify)	_____	_____	_____

12. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No. / Status
Minor Variance	_____	_____	_____
Zoning Amendment	_____	_____	_____
Official Plan Amendment	_____	_____	_____
Deeming By-law	_____	_____	_____
Site Plan Agreement	_____	_____	_____
Shore Road/Road Closing	_____	_____	_____
Plan of Subdivision/Condominium	_____	_____	_____
Severance/Consent	_____	_____	_____
Building Permit	_____	_____	_____

13. Has any land been severed from the parcel originally acquired by the owner of the subject lands: (please provide the date of transfer, the name of the transferee, and the land use on the severed land)

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14. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	_____	_____
A waste disposal site, including landfill, wood waste (operating or closed)	_____	_____
A sewage treatment plant, waste stabilization plant, or sewage lagoon	_____	_____
A provincially significant wetland (Class 1, 2, or 3 Wetland)	_____	_____
A provincially significant wetland within 120 metres of the subject lands	_____	_____
Flood plain	_____	_____
A rehabilitated mine site	_____	_____
A non-operating or abandoned mine site within 1 kilometre of the subject lands	_____	_____
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)	_____	_____
An industrial or commercial use (please specify)	_____	_____
A railway line	_____	_____
A private, municipal, or federal airport	_____	_____
A designated heritage site	_____	_____
A known archaeological site	_____	_____
A utility corridor (i.e. – gas, hydro, etc.) (please specify)	_____	_____
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	_____	_____

15. Is the application consistent with policy statements issued under subsection 3(1) of The Planning Act:

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16. Is the subject land within an area of land designated under any provincial plan or plans:

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17. If **YES** to Section 16 above, does the plan conform to or not conflict with the provincial plan or plans:

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18. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

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**NOTE:**

***As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the proposed consent is on private services. Furthermore, the Sudbury East Planning Board also requires approvals from the Ministry of Transportation where access to the proposed consent is by or there is a potential impact on a provincial highway. These pre-consultation reports are required as part of the application form submission; failure to submit these reports may delay or restrict the Sudbury East Planning Board's ability to make a decision on the proposal.***

### AUTHORIZED AGENT

I/We \_\_\_\_\_ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date  
  
\_\_\_\_\_  
Signature of Registered Owner(s)

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### DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

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I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_

solemnly declare that the information contained in this application and in the documents that accompany this application are true. I/We 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 \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.  
  
\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 53 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, P0H 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13. and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

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### PERMISSION TO ENTER

I/We hereby authorize the members of the Sudbury East Planning Board and members of the staff of the Sudbury East Planning Board to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
  
\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.