



## **SUDBURY EAST PLANNING BOARD**

### **VALIDATION OF TITLE APPLICATION**

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

**\$600.00**

for the application fee  
payable at the time a ***complete application*** is submitted.

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 VALIDATION OF TITLE 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. 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 11) of the Validation of Title 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;
  - (d) 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);
  - (e) the existing uses on adjacent land, such as residential, agricultural, and commercial uses;
  - (f) 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;
  - (g) if access to the subject lands is by water only, the location of the parking and boat docking facilities to be used; and
  - (h) 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 5 of the Validation of Title 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 5 of the Validation of Title 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, one (1) copy of a site plan, one (1) copy of the 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**



## **VALIDATION OF TITLE APPLICATION GUIDE**

### **Applying for Validation of Title:**

Consent granting authority in the Sudbury East Planning Area is vested in the Director of Planning for the Sudbury East Planning Board, as delegated by the Ministry of Municipal Affairs and Housing.

Under the provisions of planning legislation in the Province of Ontario, the Director of Planning for the Sudbury East Planning Board is empowered to deal with applications to validate title to a property which was conveyed in contravention of the Planning Act.

The consent granting framework is formally established in the Planning Act, R.S.O. 1990, Chapter P.13. The processing of applications considered by the Director of Planning for the Sudbury East Planning Board is performed by an administration which must also adhere to specific legal requirements.

### **Dealing with the Application:**

The application, once processed, may be circulated to officials of the municipality to which the land is situated, agencies, etc. for comments and circulated to owners and persons assessed in respect of land within 60.0 metres of the subject lands.

The decision of the Director of Planning for the Sudbury East Planning Board is final.

### **NOTE:**

Any conditions of approval must be fulfilled before a Certificate of Validation is issued for registration at the Land Registry Office.



## VALIDATION OF TITLE 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 and the sworn declaration must be signed, in front of a Commissioner of Oaths. Incomplete applications shall be returned to the applicant (please type or print in ink).***

1. Registered Owner(s): \_\_\_\_\_ Tel. Nos.: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Agent: (if applicable) \_\_\_\_\_ Tel. Nos.: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Date land was purchased/acquired: \_\_\_\_\_
7. Description of subject lands: ***(please use metric units)***

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)	_____
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)	_____

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

	Yes	No	File No.
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	_____	_____	_____

9. When did the contravention of Section 50 of the Planning Act, or a predecessor thereof, occur?

\_\_\_\_\_

10. Please describe the nature of the contravention (please attach schedule if required):

\_\_\_\_\_

11. 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:**

*As part of streamlining the processing of development applications, the Sudbury East Planning Board may require approvals from the Sudbury and District Health Unit or the Ministry of the Environment and Energy, whichever is applicable, where the subject lands are on private services. Furthermore, the Sudbury East Planning Board may also require approvals from the Ministry of Transportation where access to the subject lands is by or there is a potential impact on a provincial highway. These pre-consultation reports may be 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 \_\_\_\_\_ 200\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

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

This information has been collected in accordance with Section 57 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely 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, POH 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.