



Effective: November 21, 2011

CORPORATION OF THE TOWN OF GRAVENHURST

CONSENT APPLICATION

The fee for a consent application to the Corporation of the Town of Gravenhurst
for all zone classifications of By-law 10-04, as amended,
shall be determined as follows:

\$810.10 per proposed lot
(basic consent fee)

plus

\$106.10 per proposed lot
(when a severance application requires a septic site suitability inspection)

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

NOTE:

Additional fees may apply depending on circumstances, i.e. amend original application, etc.

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

"Town of Gravenhurst"

Note: A development charge may be payable prior to the issuance of a building permit.

APPLICATION FOR A CONSENT (SEVERANCE) TO THE CORPORATION OF THE TOWN OF GRAVENHURST

PRIOR TO SUBMISSION, it is recommended that the applicant consult with the Development Services Department (Planning) in order to determine the rules and specific lot size requirements which are applicable to the property. Please call the Municipal Office to arrange an appointment with a Planner in the Development Services Department.

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 "Town of Gravenhurst".
2. One (1) original application form for each severed lot. **All questions on the application form must be answered and the appropriate signatures obtained. 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.
4. Two (2) copies of a sketch, to scale and colour coded as detailed below, prepared by yourself or a surveyor showing the full extent of your property and how you propose to divide the lands. In cases of multiple applications, one set of 2 plans is all that is required. Individual applications can be shown by numbering the lots. The sketch should be similar to that shown on the sample attached and must be submitted showing all the information detailed below:

RED	--	Severed lot(s) (unless the severed "lot" is a right-of-way or easement only)
GREEN	--	Retained lot(s)
YELLOW	--	Rights-of-Way - all rights-of-ways or easements should be shown in yellow only , even if it also represents the severed "lot"
BLUE	--	i) in rights-of-way - the lands to which a right-of-way is being granted ii) in lot additions - the lands to which the severed or retained lot are being joined.

- the severed lands and all of the abutting retained lands, including dimensions and acreages of the lots;
- the distance between the grantor's land and the nearest Township lot line;
- the location of all previous severances from the subject property;
- the location of all natural and artificial features on the subject lands and adjacent lands that may affect the applications, such as buildings, septic systems, wells, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, slopes, wooded areas, etc.;
- the use of adjoining lands (e.g. residential, agricultural, cottage, commercial, etc.);
- the location, width, and names of any roads within or abutting the subject lands, indicating whether they are public travelled roads, private roads, or rights-of-way, or unopened road allowances;
- the location and nature of any easements affecting the property.

See sample sketch attached.

NOTE: IF YOU DO NOT HAVE AN EXISTING SURVEY PLAN, A HAND-DRAWN SKETCH TO SCALE IS USUALLY SUFFICIENT. HOWEVER, ONCE CONSENT IS GRANTED, A SURVEY WILL BE REQUIRED IN MOST INSTANCES IN ORDER FOR YOUR SOLICITOR TO DESCRIBE THE SEVERED LOT IN THE DEED. IT IS, HOWEVER, VERY IMPORTANT THAT DIMENSIONS SHOWN ON THE SKETCH AND IN THE APPLICATION BE ACCURATE, SINCE IF THE FINAL SURVEY DIFFERS FROM THE SKETCH, YOU MAY BE REQUIRED TO SUBMIT A NEW APPLICATION SHOWING THE CORRECT DIMENSIONS. IF YOU ARE UNABLE TO OBTAIN ACCURATE MEASUREMENTS, YOU SHOULD CONSIDER ENGAGING A SURVEYOR TO EITHER PREPARE THE SKETCH, OR TO MAKE SOME PRELIMINARY CALCULATIONS FOR YOU.

5. Access:

If access is by private road over someone else's property, a copy of your Deed showing that you have a registered right-of-way over that road should accompany the application. If a driveway is to be shared, this should be indicated, since a right-of-way will have to be established for that purpose.

If access is by water, we will require information regarding your parking and docking facilities. If you are using a marina, written confirmation from that marina will be required advising that they have sufficient accommodations for car parking and docking facilities to serve each of the proposed lots.

6. Septic Approvals:

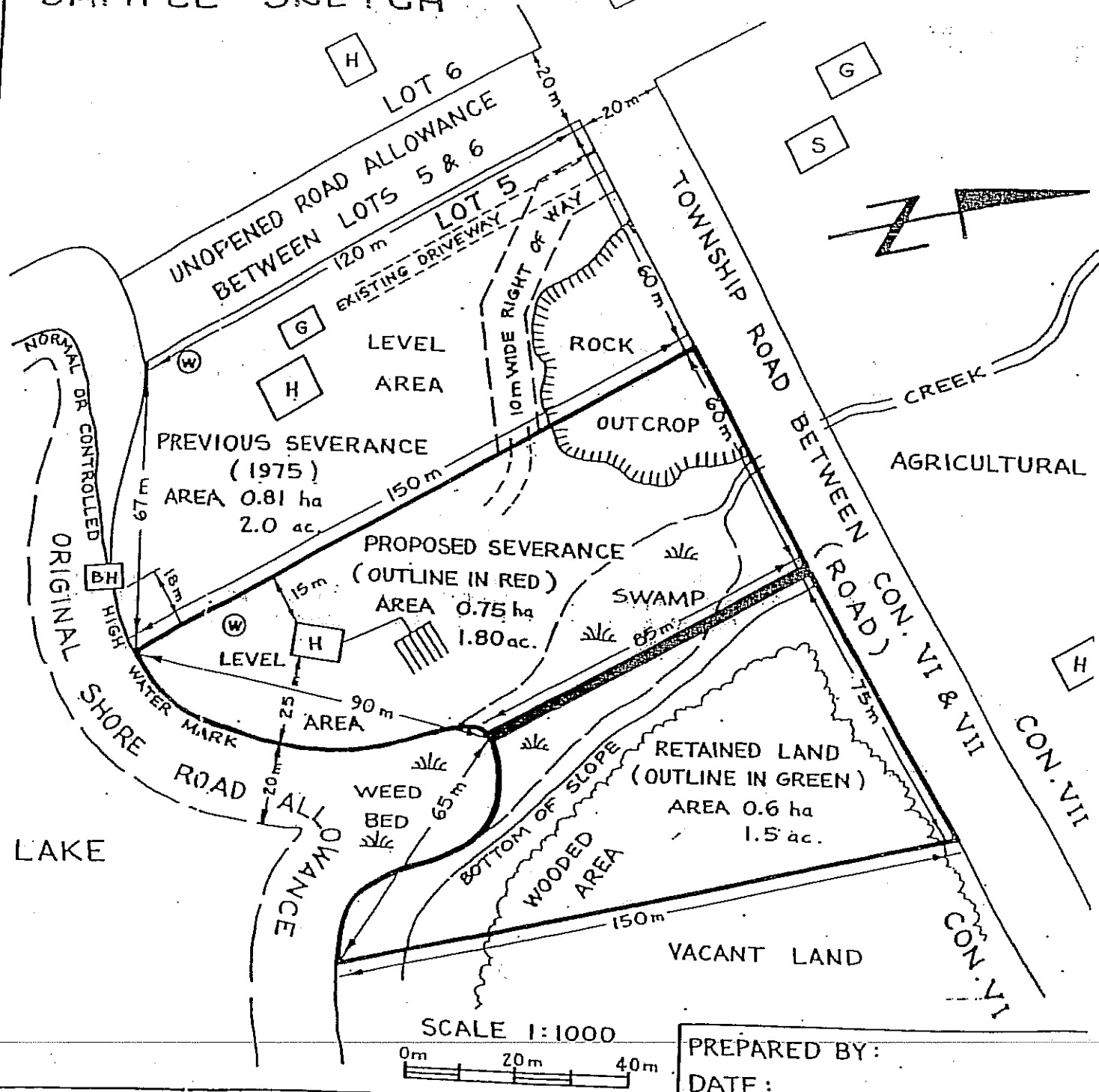
Approvals previously given by the Ministry of the Environment and Energy for private sewage disposal systems have now been delegated by the Province to the local municipalities. In order to determine the capability of the lands to support on site sewage systems, or the impact of the severance on any existing systems or useable area for a system, a report from the septic approval authority is required. (This does not apply to applications on municipal sewers).

NOTE:

Any conditions imposed by the Gravenhurst Committee of Adjustment must be fulfilled within one year from the date of the sending out of the Decision. If conditions are not met within that time limit, the conditional consent expires and a new application must be submitted.

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING
THE CORPORATION OF THE TOWN OF GRAVENHURST
DEVELOPMENT SERVICES DEPARTMENT (PLANNING)**

SAMPLE SKETCH



PREPARED BY:
DATE:

SITE DESCRIPTION:

The lot is located on XX XX Road, 0.5 km from its intersection with Hwy. XXX. The house is the third one on the right and is red brick. There is a yellow mail box at the end of the driveway.

PROPOSED SEVERANCE
LOT X, CON. XX
XXXX WARD
TOWN(SHIP) XXXX

LEGEND:

- | | | | |
|------|------------|--------------|------------|
| [H] | HOUSE | [S] | STORE |
| [G] | GARAGE | [W] | WELL |
| [BH] | BOAT HOUSE | [TILE FIELD] | TILE FIELD |



**GRAVENHURST COMMITTEE OF ADJUSTMENT
APPLICATION FOR CONSENT (SEVERANCE)**

TOWN OF GRAVENHURST	APPLICATION FEE: _____	RECEIPT # _____
Development Services Department (Planning)	APPLICATION NO.: _____	ASSIGNED: _____
3-5 Pineridge Gate	DATE RECEIVED: _____	
Gravenhurst, ON P1P 1Z3	DATE ACCEPTED AS COMPLETE: _____	
Telephone: (705) 687-3412	ASSESSMENT ROLL NO.: _____	
Fax: (705) 687-7016	OFFICIAL PLAN DESIGNATION: _____	

1. APPLICANT INFORMATION:

1.1 NAME OF REGISTERED OWNER(S) _____
 Mailing Address _____
 Phone: (res.) _____ (bus.) _____ (fax) _____ (email) _____

1.2 NAME OF SOLICITOR/AUTHORIZED AGENT (if any) _____
 Mailing Address _____
 Phone: (res.) _____ (bus.) _____ (fax) _____ (email) _____

1.3 Please specify to whom all communications should be sent:
 Owner (automatically sent) Solicitor Agent

2. LOCATION OF SUBJECT LANDS:

2.1 Geographic or former Township: _____
 Lot(s) No. _____ Concession(s) _____
 Registered Plan of Subdivision No. (if any) _____ Lot No. on Plan _____
 Reference Plan No. (Survey Plan) _____ Part No. on Survey _____
 Municipal or 911 Address _____

3. TYPE AND PURPOSE OF PROPOSED TRANSACTION: (Check appropriate space)

3.1 **Conveyance (i.e. sale or transfer of ownership of land)**

i) Creation of new lot

Number of new proposed lots (including retained lots) _____

ii) Technical severance (i.e. subject lands were formerly separate but have since merged in title) - attach letter of explanation

iii) Addition to another lot

Other (specify - e.g. mortgage, lease, correction of title, etc.) _____

Grant of Easement or Right-of-Way (indicate proposed dimensions) _____

3.2 Name of person(s) to whom land or interest in land is intended to be conveyed, etc. if known

Relationship of purchaser (if any) to present owner of land _____

4. DESCRIPTION OF SUBJECT LANDS:

4.1 DIMENSIONS OF PROPOSED SEVERED LOT: (or dimensions of the right-of-way, if applicable)

Frontage on Road _____ Frontage on Water _____ Depth _____ Area _____

(a) USE OF PROPOSED SEVERED LOT:

<u>Existing</u>	<u>Proposed</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	<input type="checkbox"/>	Seasonal Residential
<input type="checkbox"/>	<input type="checkbox"/>	Permanent Residential
<input type="checkbox"/>	<input type="checkbox"/>	Multiple Residential (e.g. apartment, townhouse, duplex, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Agricultural (give details of type of operation below)
<input type="checkbox"/>	<input type="checkbox"/>	Commercial (give details below as to type of use)
<input type="checkbox"/>	<input type="checkbox"/>	Industrial (give details below as to type of use)
<input type="checkbox"/>	<input type="checkbox"/>	Addition to abutting lands (give details below)
<input type="checkbox"/>	<input type="checkbox"/>	Grant of Right-of-Way or Easement

[] [] Other (specify) _____

(b) ADDITIONAL DETAILS OF ABOVE, IF NECESSARY _____

(c) NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED SEVERED LOT:

Existing _____

Proposed _____

4.2 DIMENSIONS OF PROPOSED RETAINED LOT #1: (List separately if more than one retained lot)

Frontage on Road _____ Frontage on Water _____ Depth _____ Area _____

DIMENSIONS OF PROPOSED RETAINED LOT #2: (If applicable)

Frontage on Road _____ Frontage on Water _____ Depth _____ Area _____

a) **USE OF PROPOSED RETAINED LOT(S): (Indicate Lot #1 or 2, if applicable)**

<u>Existing</u>	<u>Proposed</u>	
[]	[]	Vacant
[]	[]	Seasonal Residential
[]	[]	Permanent Residential
[]	[]	Multiple Residential (e.g. apartment, townhouse, duplex, etc.)
[]	[]	Agricultural (give details of type of operation below)
[]	[]	Commercial (give details below as to type of use)
[]	[]	Industrial (give details below as to type of use)
[]	[]	Addition to abutting lands (give details below)
[]	[]	Grant of Right-of-Way or Easement
[]	[]	Other (specify) _____

(b) ~~ADDITIONAL DETAILS OF ABOVE, IF NECESSARY~~ _____

(c) NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED RETAINED LOT(S):

Existing _____

Proposed _____

5. ACCESS:

5.1 TYPE OF ACCESS FOR PROPOSED SEVERED LOT:

- a) Municipal Road Year Round Maintained Provincial Highway
 Municipal Road Seasonally Maintained District Road
 Private Road - Existing Water Only
 - Proposed Other (specify) _____
- b) Name of Street or Road _____

5.2 TYPE OF ACCESS FOR PROPOSED RETAINED LOT(S):

- a) Municipal Road Year Round Maintained Provincial Highway
 Municipal Road Seasonally Maintained District Road
 Private Road - Existing Water Only
 - Proposed Other (specify) _____
- b) Name of Street or Road _____

5.3 If the proposed access is by **WATER**, describe the docking and parking facilities to be used on the mainland? Specify name of marina and distance of facility from the subject lands.

6. SERVICING INFORMATION:

6.1 TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL PROPOSED FOR THE SEVERED LOT:

WATER

SEWAGE

- | | |
|---|--|
| a) Municipal water <input type="checkbox"/> | a) Municipal sewer <input type="checkbox"/> |
| b) Lake <input type="checkbox"/> | b) Septic tank & tile bed <input type="checkbox"/> |
| c) Private well <input type="checkbox"/> | c) Pit-privy <input type="checkbox"/> |
| d) Other (specify) _____ | d) Other (specify) _____ |

If private sewage disposal system is required, please provide the following information:

1. Existing or proposed building floor area: _____
2. Total number of bedrooms: _____
3. Total number of plumbing fixtures: _____

NOTE: (1) The provision of this information does not ensure the issuance of a septic approval permit.
 (2) If the above information is not completed, the site assessment will be based on a proposed building consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area (Maximum).

6.2 TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL PROPOSED FOR THE RETAINED LOT(S):

WATER

SEWAGE

- | | | | |
|--------------------|--------------------------|---------------------------|--------------------------|
| a) Municipal water | <input type="checkbox"/> | a) Municipal sewer | <input type="checkbox"/> |
| b) Lake | <input type="checkbox"/> | b) Septic tank & tile bed | <input type="checkbox"/> |
| c) Private well | <input type="checkbox"/> | c) Pit privy | <input type="checkbox"/> |
| d) Other (specify) | _____ | d) Other (specify) | _____ |

If private sewage disposal system is required, please provide the following information:

- 4. Existing or proposed building floor area: _____
- 5. Total number of bedrooms: _____
- 6. Total number of plumbing fixtures: _____

NOTE: (1) The provision of this information does not ensure the issuance of a septic approval permit.
 (2) If the above information is not completed, the site assessment will be based on a proposed building consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area (Maximum).

6.3 OTHER SERVICES: (check if the service is available)

- | | | | |
|---------------|--------------------------|--------------------|--------------------------|
| Electricity | <input type="checkbox"/> | Telephone | <input type="checkbox"/> |
| School Busing | <input type="checkbox"/> | Garbage Collection | <input type="checkbox"/> |

6.4 Are there any existing restrictive covenants or easements affecting the lands (i.e. rights-of-way, utility easements, etc.) - Please explain. _____

7. HISTORY OF THE SUBJECT LANDS:

- a) Have the subject lands ever in the past been the subject of an application for severance or a Plan of Subdivision under the Planning Act?
- b) Has the present owner severed any land from the parcel originally acquired? Yes No

If the answer is YES, please show previous severances on the required sketch and supply the following information:

Date of Transfer _____ Name of Transferee _____
 Land Use _____

8. CURRENT APPLICATIONS:

- a) Are there any pending existing applications for approval of a Plan of Subdivision or another Consent application on this property? Yes No Unknown

If YES, and if known, specify the appropriate file number and status of the application.

b) Are you applying for additional Consents on this or neighbouring lands simultaneously with this application?

Yes [] No []

c) Is the property the subject of a pending application for an official plan amendment, a zoning by-law amendment, any minor variance, or 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.

AUTHORIZATION OF OWNER(S) FOR AGENT OR SOLICITOR TO MAKE THIS APPLICATION: (if applicable)

I/We, _____, am/are the registered owner(s) of the land that is the subject of this application for a consent and I/we hereby authorize _____ to make this application on my/our behalf.

Date

Signature(s) of the Registered Owner(s)

PERMISSION TO ENTER

I hereby authorize the members of the Town of Gravenhurst Committee of Adjustment, and members of the staff of the Town of Gravenhurst, 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 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.

AFFIDAVIT

I/WE, _____ of the Town / City of _____ in the District / Region / County 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 Town / City of _____ in the District / Region / County of _____ this _____ day of _____ 20____.

(Signature of Registered Owner(s), Solicitor, or Authorized Agent)

A COMMISSIONER, etc.

This information has been collected in accordance with the Planning Act, R.S.O. 1990, Chapter P.13, as amended and will be used for the processing of this Consent Application. For further information, please contact the "Head" of the Institution at 3-5 Pineridge Gate, Gravenhurst, Ontario P1P 1Z3 (Office: Tel. [705] 687-3412 & Fax [705] 687-7016).

The planning services agreement must be signed by the owner(s) of the subject lands.

PLANNING SERVICES AGREEMENT

Between

The Corporation of the Town of Gravenhurst (hereinafter called the Town)

-and-

Owner(s) (hereinafter called the Applicant)

WHEREAS THIS AGREEMENT is entered into pursuant to the provisions of By-law 97-32 of the Corporation of the Town of Gravenhurst:

1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

The Applicant agrees to provide the Town with the following:

- (a) any information in the Applicant's possession concerning the planning aspects of the application;
- (b) all surveys, drawings, sketches, or plans, as required for the processing of the application; and
- (c) the applicable application fee(s) as prescribed by By-law 97-32.

2. WHEREAS AN APPEAL HAS BEEN RECEIVED FROM AN APPELLANT OTHER THAN THE APPLICANT TO ANY OF THE FOLLOWING:

an application for a minor variance, a zoning by-law amendment, a consent application, a site plan agreement, or a deeming by-law; **AND** if an Ontario Municipal Board Hearing is required, **THEN** a deposit of \$1 000.00 shall be submitted to the Town by the Applicant prior to the submission of the request for approval to the Ontario Municipal Board (this amount shall be for all fees and disbursements paid to the Town's solicitor and expert witnesses called to testify by the Town and for all disbursements incurred by the Town in connection with the application). Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$1 000.00, the Applicant shall reimburse the Town for all such costs.

3. The Town agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

4. Where the Town finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board Hearing, or where the Hearing is of more than two (2) days in duration, the Town may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Town, payment for which have been made by the Town or invoices for which have been received by the Town.

IN WITNESS WHEREOF the Applicant and the Town has caused its corporate seal to be affixed over the signature of its respective signing officers.

SIGNED, SEALED, AND DELIVERED in the presence of:

_____)
 Witness)
 _____))
 Witness)
 _____))
 Date)
 _____))
 Date)

Per: _____
Signature of Owner

Per: _____
Signature of Owner

The Corporation of the Town of Gravenhurst

Per: _____
Manager of Development Services