# GRAVENHURST GATEWAY TO MUSKOKA

### CORPORATION OF THE TOWN OF GRAVENHURST

### **CONSENT APPLICATION**

Effective: January 1, 2023

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:

**\$1,194.00** per proposed lot (basic consent fee) plus **\$200.00** 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.

The applicable application fee may be paid by cash or credit card (or by cheque/money order made payable to the: "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 <u>each</u> severed lot. All questions on the application form must be answered and the appropriate signatures obtained. Incomplete applications shall be returned to the applicant. A Deed/Property Identifier Number (PIN) will be required, indicating the property description and ownership for the subject property as well as the benefiting property.
- 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 a common metric scale (i.e. 1:100; 1:250; 1:500) 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. Please indicate the scale being used, identify the north arrow and identify all dimensions in metric units. 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(s) 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 <u>private road</u> 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 <u>water</u>, 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:

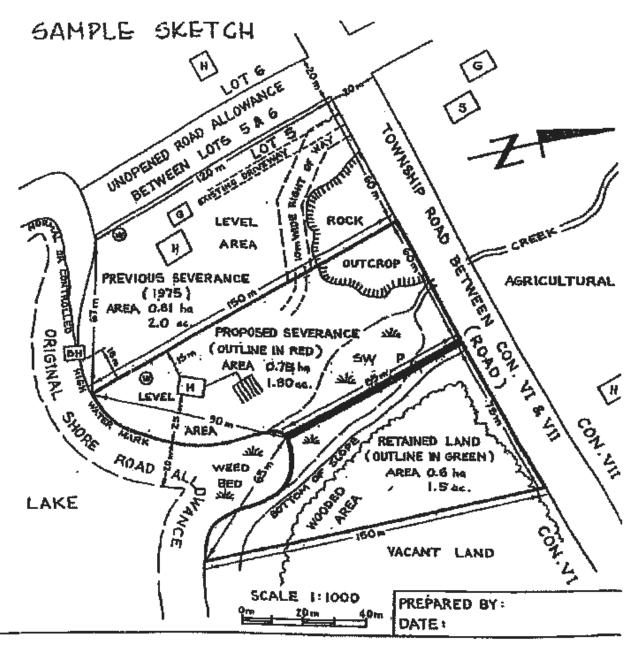
Approvals previously given by the Ministry of the Environment and Energy for private sewage disposal systems have now been delegated by the Province to the local municipalities. In order to determine the capability of the lands to support on site sewage systems, or the impact of the severance on any 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 <u>two</u> <u>years</u> 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.

ALSO PLEASE NOTE: All reports (i.e. Environmental Impact Study, etc.) must be submitted in a Digital Format and hard copy.

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



# SITE DESCIPTION:

The lot is located on X X X 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
- F STORE
- 6 GARAGE
- WELL.
- BE BOAT HOUSE
- TILE FIELD



# TOWN OF GRAVENHURST COMMITTEE OF ADJUSTMENT

# APPLICATION FOR CONSENT (SEVERANCE)

APPLI	CATION FEE:	RE	CEIPT NUMBER:				
APPLI	CATION NUMBER:	ASSIGNED:					
DATE	RECEIVED:	DATE ACCEPT	ED AS COMPLETE:				
ASSESSMENT ROLL NUMBER:			OFFICIAL PLAN DESIGNATION:				
1.	APPLICANT INFORMATION:						
1.1	NAME OF REGISTERED OWNER	२(S):					
	Phone (home):	(business):	(cell):				
	Fax: E	Email:					
1.2	NAME OF SOLICITOR/AUTHORIZED AGENT (if any):						
	Mailing Address:						
			(cell):				
	Fax: E	Email:					
1.3	Please specify to whom all commi	unications should be see	<b>14.</b>				
1.3	Please specify to whom all commu						
	☐ Owner (automatically sent)	☐ Solicitor	☐ Agent				
2.	LOCATION OF SUBJECT LAI	NDS:					
2.1	Geographic or former Township: _						
	Lot(s) No.:		Concession(s):				
	Registered Plan of Subdivision No	o. (if any):	Lot No. on Plan:				
	Reference Plan No. (Survey Plan)	:	Part No. on Survey:				
	Municipal or 911 Address:						

	Conveyance	e (i.e. sale or tran	sfer of ownership of land)				
	☐ i) Crea	ation of new lot					
	Number of new proposed lots (including retained lots):						
	<ul> <li>ii) Technical severance (i.e. subject lands were formerly separate but have since merged in title) - attach letter of explanation</li> </ul>						
	☐ iii) Addi	tion to another lo	t				
	Other (speci	fy - e.g. mortgage	e, lease, correction of title, etc.):				
	Grant of Eas	sement or Right	-of-Way (indicate proposed dimensions	s):			
Name	of person(s) to	whom land or in	terest in land is intended to be conveye	ed, etc. if known:			
DESC	CRIPTION OF	SUBJECT LA					
DESC DIMEN	CRIPTION OF	SUBJECT LA	NDS: ERED LOT(S): (or dimensions of the rig	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PION OF PIONS OF PI	F SUBJECT LA ROPOSED SEVE	NDS:  RED LOT(S): (or dimensions of the rig	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS:  RED LOT(S): (or dimensions of the rig	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PION OF PIONS OF PI	F SUBJECT LA ROPOSED SEVE	NDS:  ERED LOT(S): (or dimensions of the rigestage on Water: Depth  T:	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS:  RED LOT(S): (or dimensions of the rig	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS: ERED LOT(S): (or dimensions of the rigotage on Water: Depth T:  Vacant	ht-of-way, if applicable)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS:  RED LOT(S): (or dimensions of the rigotage on Water: Depth T:  Vacant Seasonal Residential	ht-of-way, if applicable) : Area: _			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS: ERED LOT(S): (or dimensions of the rightage on Water: Depth T:  Vacant Seasonal Residential Permanent Residential	ht-of-way, if applicable) : Area: , townhouse, duplex, etc.			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE From D SEVERED LOT	NDS: ERED LOT(S): (or dimensions of the rightage on Water: Depther:  Vacant Seasonal Residential Permanent Residential Multiple Residential (e.g. apartment,	ht-of-way, if applicable) : Area: , townhouse, duplex, etc.			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PINSIONS OF PINGE on Road: _	F SUBJECT LA ROPOSED SEVE  From  D SEVERED LOT  Proposed  □  □  □  □  □	NDS: ERED LOT(S): (or dimensions of the rightage on Water: Depth T:  Vacant Seasonal Residential Permanent Residential Multiple Residential (e.g. apartment, Agricultural (give details of type of o	tht-of-way, if applicable)  : Area:  , townhouse, duplex, etc.  peration below)  type of use)			
<b>DESC DIMEN</b> Fronta	CRIPTION OF PIONS OF PIONS OF PROPOSEI  Existing	F SUBJECT LA ROPOSED SEVE  From  D SEVERED LOT  Proposed  □  □  □  □  □  □  □  □  □  □  □  □  □	NDS: ERED LOT(S): (or dimensions of the right tage on Water: Depth to the seasonal Residential Permanent Residential Multiple Residential (e.g. apartment, Agricultural (give details of type of o Commercial (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (give details below as to the seasonal Residential (e.g. apartment, Agricultural (e.g. apartment, A	townhouse, duplex, etc. peration below) type of use)			
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NUMBER AND I YP	E OF BUILDING	S AND STRUCTURES	ON PROPOSED SEVER	RED LOT:
Existing:				
Proposed:				
DIMENSIONS OF PI	ROPOSED RET	AINED LOT #1: (List se	parately if more than one	e retained lot)
Frontage on Road: _	Fron	tage on Water:	Depth:	Area:
DIMENSIONS OF PI	ROPOSED RETA	AINED LOT #2: (If appli	cable)	
Frontage on Road: _	Fron	tage on Water:	Depth:	Area:
IISE OE DDODOSEI	D DETAINED I C	T(S): (Indicate Lot #1 o	or 2 if applicable)	
Existing	Proposed	11(3). (Indicate Lot #1 0	п 2, ії арріісавіе)	
		Vacant		
		Seasonal Residentia	al	
		Permanent Resident	tial	
		Multiple Residential	(e.g. apartment, townhou	use, duplex, etc.)
		Agricultural (give de	tails of type of operation	below)
		Commercial (give de	etails below as to type of	use)
		Industrial (give detai	ls below as to type of use	e)
		Addition to abutting	lands (give details below	)
		Grant of Right-of-Wa	ay or Easement	
		Other (specify)		
	II S OF ABOVE	IF NECESSARY:		

		CCESS:						
l	TYPE OF ACCESS FOR PROPOSED SEVERED LOT:							
		☐ Municipal Road Year Round Maintained				Provincial Highway		
		Municipal Road	d Seasonally l	Maintained		District Road		
		Private Road	- Existing			Water Only		
			- Proposed			Other (specify)		
	Nam	ne of Street or Road	d					
	TYPE OF ACCESS FOR PROPOSED RETAINED LOT(S):							
		Municipal Road	d Year Round	Maintained		Provincial Highway		
		Municipal Road	d Seasonally	Maintained		District Road		
		Private Road	- Existing			Water Only		
			- Proposed			Other (specify)		
	SER	SERVICING INFORMATION:  TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL PROPOSED FOR THE SEVERED LOT:						
	TYP			EWAGE DISPOS	AL PROPOSED	FOR THE SEVERED LO	T:	
	TYP <u>Wate</u>	E OF WATER SU		EWAGE DISPOS	AL PROPOSED <u>Sewa</u> g		T:	
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	Wate	E OF WATER SUI er		EWAGE DISPOS	<u>Sewa</u>	<u>qe</u>	_	
	Wate a) I b) I	<b>E OF WATER SUI</b> <u>er</u> Municipal water		EWAGE DISPOS	<u>Sewa</u> g	<b>ge</b> Municipal sewer		
	wate a) I b) I c) I	<b>E OF WATER SUI</b> er Municipal water Lake	PPLY AND SI	EWAGE DISPOS	<b>Sewa</b> g a) b)	Municipal sewer Septic tank & tile bed Pit privy		
	a)   b)   c)   d) (d)   fF Pl	E OF WATER SUI er Municipal water Lake Private well Other (specify)	PPLY AND SI		Sewag a) b) c) d)	Municipal sewer Septic tank & tile bed Pit privy		
	a)   b)   c)   d) (d)   fF Pl	E OF WATER SUI er Municipal water Lake Private well Other (specify) RIVATE SEWAGE DRMATION:	PPLY AND SI		Sewag a) b) c) d) UIRED, PLEASE	Municipal sewer Septic tank & tile bed Pit privy Other (specify) PROVIDE THE FOLLOW		
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	(a) (b) (b) (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d	er  Municipal water  Lake  Private well  Other (specify)  RIVATE SEWAGE  DRMATION:  Existing or proportion	PPLY AND SI	SYSTEM IS REQU	Sewage a) b) c) d) UIRED, PLEASE	Municipal sewer Septic tank & tile bed Pit privy Other (specify) PROVIDE THE FOLLOW		

8

(Maximum).

consisting of: 4 Bedrooms, 20 Fixture Units (Maximum), & 200 Square Metres Finished Floor Area

#### TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL PROPOSED FOR THE RETAINED LOT(S): 6.2 Water Sewage a) Municipal water a) Municipal sewer □ b) Lake Septic tank & tile bed b) Private well c) Pit privy 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: Total number of plumbing fixtures: 6. (1) The provision of this information does not ensure the issuance of a septic approval permit. Note: (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 Telephone Garbage Collection School Busing 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:** Have the subject lands ever in the past been the subject of an application for severance or a Plan of Subdivision a) under the Planning Act? Has the present owner severed any land from the parcel originally acquired? Yes b) 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: **CURRENT APPLICATIONS:** 8. Are there any pending existing applications for approval of a Plan of Subdivision or another Consent application a) on this property? Unknown Yes No If YES, and if known, specify the appropriate file number and status of the application.

b)	Are you applying for a	additional C Yes	consents on th ☐	nis or neig No	hbouring lands	s simultaneously v	vith this application	?
c)	Is the property the su any minor variance, o						coning by-law amer	ndment,
		Yes		No				
	If YES, and if known,	specify the	appropriate f	ile numbe	er and status of	f the application.		
AUTH	IORIZATION OF OWN	ER(S) FOR	AGENT OR S	SOLICITO	OR TO MAKE	THIS APPLICATI	ON: (if applicable)	J
I/We,_				, am/a	re the register	ed owner(s) of the	e land that is the su	ıbject of
this ap	oplication for a consent	and I/we he	ereby authoriz	ze				
to mal	ke this application on m	y/our behal	f.					
	Date							
					Siç	gnature(s) of the Re	gistered Owner(s)	
			PERMI	SSION	TO ENTER			
Town	by authorize the member of Gravenhurst, to ente ation. This is their auth	r upon the	subject lands					
					_			
	Signature of Owner(	s) or Authoriz	zed Agent		<del>_</del>			

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 <u>Town / City</u> of	in the
District / Region / County of	, solemnly declare that the info	rmation contained
in this application and in the documents that accompa	any this application are true. I/We make this so	olemn declaration
conscientiously believing it to be true and knowing that	t it is of the same force and effect as if made u	inder oath and by
virtue of the CANADA EVIDENCE ACT.		
<b>DECLARED</b> before me at theTown / City		
of in the		
District / Region / County of	) <u>(0: 1                                   </u>	
this day of	) (Signature of Registered Owner(s), Solicitor ) Authorized Agent)	', or
20		
A COMMISSIONER, etc.	) )	
A COMMINICOTONER, BIG.	<i>)</i>	

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 the Fees By-law 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 the Town of Gravenhurst Fees By-law.

# 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, an official plan amendment, a consent application, or a deeming by-law; *AND* if the Ontario Land Tribunal is required, *THEN* a deposit of \$2,123.00 shall be submitted to the Town by the Applicant prior to the submission of the request for approval to the Ontario Land Tribunal (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 \$2,123.00, 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 the Ontario Land Tribunal, 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:

	) Per:
Witness	
	) ) Per:
Witness	Signature of Owner(s)
	)
Date	
	) The Corporation of the Town of Gravenhurst
	)
	) Per:
	) Director of Development Services
Date	