



CORPORATION OF THE TOWN OF GRAVENHURST

CONSENT APPLICATION

Effective: January 1, 2024

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:

\$1,224.00 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 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. 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 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).

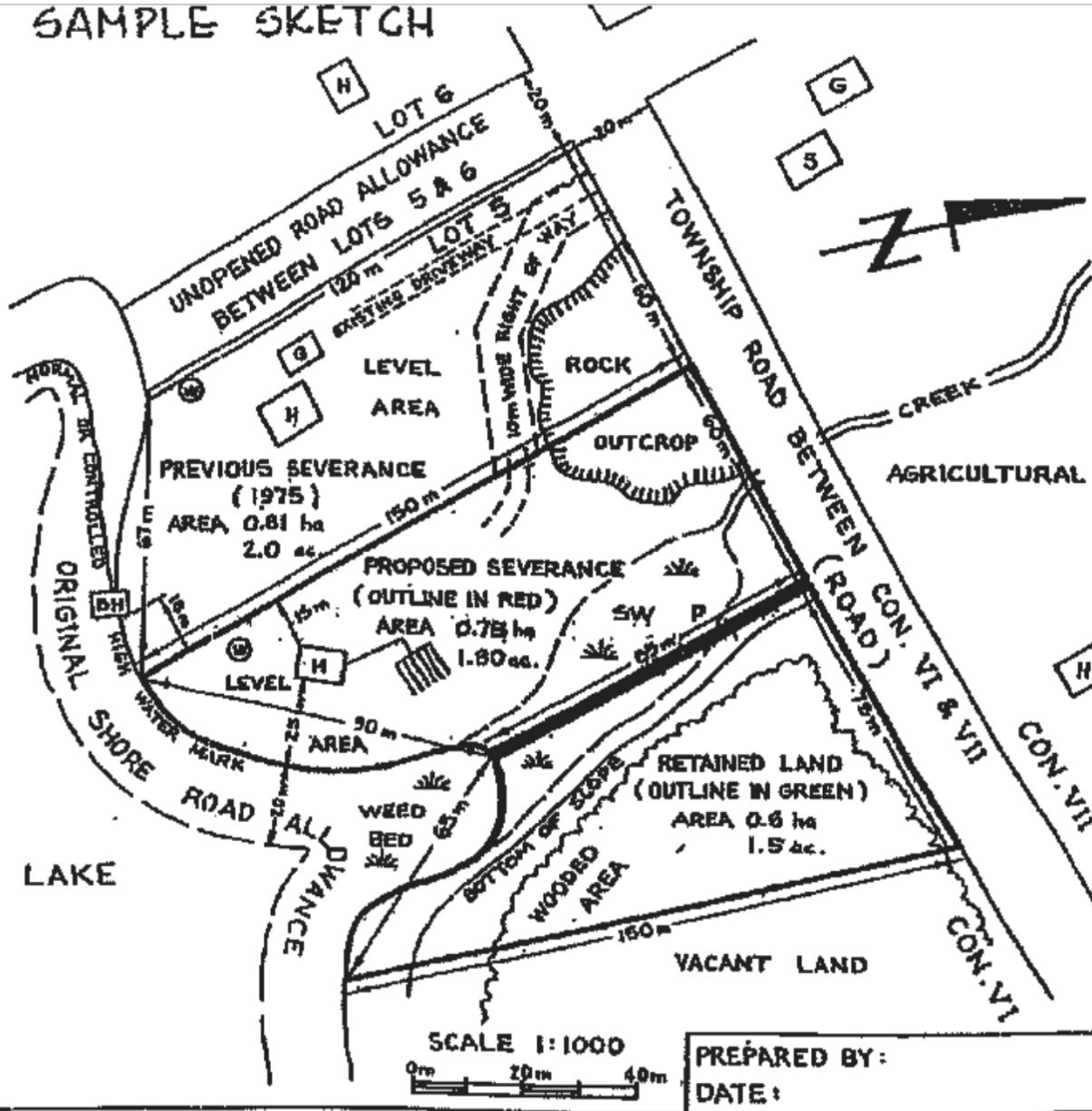
NOTE:

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.

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)

SAMPLE SKETCH



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 | [T] TILE FIELD |



**TOWN OF GRAVENHURST
COMMITTEE OF ADJUSTMENT**

APPLICATION FOR CONSENT (SEVERANCE)

APPLICATION FEE: _____	RECEIPT NUMBER: _____
APPLICATION NUMBER: _____	ASSIGNED: _____
DATE RECEIVED: _____	DATE ACCEPTED AS COMPLETE: _____
ASSESSMENT ROLL NUMBER: _____	OFFICIAL PLAN DESIGNATION: _____

1. APPLICANT INFORMATION:

1.1 NAME OF REGISTERED OWNER(S): _____

Mailing Address: _____

Phone (home): _____ (business): _____ (cell): _____

Fax: _____ Email: _____

1.2 NAME OF SOLICITOR/AUTHORIZED AGENT (if any): _____

Mailing Address: _____

Phone (home): _____ (business): _____ (cell): _____

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(S):** (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
<input type="checkbox"/>	<input type="checkbox"/>	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>	
<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
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____

(b) **ADDITIONAL DETAILS OF ABOVE, IF NECESSARY:** _____

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

Existing _____

Proposed _____

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

Water

- a) Municipal water
- b) Lake
- c) Private well
- d) Other (specify) _____

Sewage

- a) Municipal sewer
- b) Septic tank & tile bed
- c) Pit privy
- 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.

d) Does the proposal comply with the relevant policies of the Provincial Policy Statement, District of Muskoka Official Plan, and the Gravenhurst Official Plan?
Yes No Unknown

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____.)

A COMMISSIONER, etc.)
)

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

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: _____
Date)	Director of Development Services