File #

Consent / Severance Application

Corporation of the

Township of Alberton

Committee of Adjustment

Section 53 of the *Planning Act*

Notice of Public Record

Information and material required in support of your application must be made available to the public pursuant to the Planning Act. Also, pursuant to the Municipal Freedom of Information and Protection of Privacy Act, personal information on this form is collected under the authority of the Planning Act and will be used to process the application. Questions regarding this collection may be directed to the CAO/Clerk-Treasurer, Township of Alberton, 3 Highway 611 S., B2 RR#1, Fort Frances, Ontario, P9A 3M2, or (807) 274-6053.

Committee staff are available by appointment to review an application before filing. Applications will be placed on hold if required information is not provided.

Section 1: Pre-application consultation checklist

Indicate who you consulted before filing your application.

☐ A solicitor (Consent Applications involve legal processes)
☐ Planning Committee Secretary
☐ Conservative Authority (if applicable)
☐ Local Community Association(s)
☐ Neighbours
☐ Ministry of Transportation (MTO)
☐ Northwestern Health Unit (private septic / well)

Section 2: Submission requirements

1. A completed, and signed **Application Form** (original or digital), including a **detailed map** or **sketch** (one per parcel to be severed) – **1 copy**
2. A **detailed cover letter** explaining your proposal and addressing the statutory test under section 45 of the *Planning Act* and including all planning evidence necessary to support your application – **1 copy**
3. An up-to-date **survey plan** of the subject property – **1 copy**
4. A **site plan** of the proposed retained and severed lots showing all existing building and structure locations, and their distances from the adjacent proposed lot lines (**metric only**). We suggest using Google Maps. Follow this link to a map of the Township of Alberton https://maps.app.goo.gl/GfrLSa4iwuhso8fj8– **1 full size sketch or pdf**
5. A current copy of the **Parcel Abstract – 1 copy**
6. Copy of **comments of local Health Unit – 1 copy**
7. The **application fee**; payable to Township of Alberton

Section 3: Subject Property (Severed and Retained)

1. Location

a) Municipality	Alberton
b) Township	☐ Crozier ☐ Roddick
c) Property Roll No.	
d) Property Descriptor	
e) Lot / Section No.	
f) Part No.	
g) Reference Plan no.	
h) Other information (parcel #, etc.)	
i) Registered Plan No.	

Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☐ No If yes, describe each easement or covenant and its effect.

Section 4: Application details

1. **Purpose of application**: (e.g., severance to create a new lot for residential development)

2. Type of transaction for which consent is requested: (check all that apply)

   ☐ Conveyance for lot creation (severance)
   ☐ Conveyance for a lot line adjustment
   ☐ Mortgage / partial discharge of mortgage
   ☐ Joint-use and maintenance agreement
   ☐ Easement / Right-of-way
   ☐ Long-term lease
   ☐ Other

3. If a lot line adjustment, the lot to which the severed land will be added and the name of the person(s) to whom the land or interest in land is to be transferred, charged, or leased:

4. Existing easements or restrictive covenants

Are there any **existing easements or restrictive covenants** affecting the subject land? If so, describe the existing easement or covenant and its effect:

5. Proposed conveyance:

Lot	Severed	Retained
Parts on draft Reference Plan		
Frontage (m) – include all frontages		
Depth (m) – indicate if irregular		
Area (m² or ha)		
This lot fronts on (Name of St./Rd)		

6. Certificate for retained land (not applicable to lot line adjustments)

Does this application include a request for a certificate for the retained land as referred to in clause 53 (42.1) (a) of the *Planning Act*? ☐ Yes ☐ No

If yes, *Planning Act* regulations require a statement from an Ontario solicitor in good standing indicating that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. If the application is approved, a registrable legal description for the retained land will also be required.

7. Proposed easement / right-of-way

If no severance is proposed, indicate the Part(s), dimensions and purpose of the proposed easement / right-of-way on the existing lot. If a severance is proposed, easements / rights-of-way on the retained land require a secondary application.

Lot	Severed or Existing
Parts on draft Reference Plan	
Frontage (m) – (include all frontages on open roadways)	
Depth (m) – (indicate if depth is irregular)	
Area (m² or ha)	
Purpose (e.g., Access, servicing)	

8. Use of property

Lot	Severed	Retained
Existing use(s)		
Proposed use(s)		

9. Buildings / structures (e.g., Detached, semi-detached, vacant)

Lot	Severed	Retained
Existing		
Date of construction		
Address of existing building(s)		
Proposed		

10. Water, sewage, and stormwater (existing & proposed)

Lot	Severed	Retained
Existing Water supply (e.g., City water, private well, lake or water body)		
Proposed water supply		
Existing sewage disposal (e.g., City sanitary sewer, private septic, privy)		
Proposed sewage disposal		
Existing stormwater drainage (e.g., city storm sewer, roadside ditch, lot swale, etc.)		
Proposed stormwater drainage		

11. Access

Lot	Severed	Retained
Type of Access (e.g., municipal road, regional road, right-of-way)		

1. Are there any agriculture operations, abattoirs, livestock operations, stockyards, kennels, and/or aggregate operations (sand/gravel pit and/or quarry) location within 1000 metres of the subject lands? ☐ Yes ☐ No

   If yes, please provide the municipal address below and illustrate on a sketch and complete the Ontario Ministry of Agriculture, Food and Rural Affairs **Minimum Distance Separation (MDS)** form found in Schedule A: Rural Consent Additional Application Information.

13. Current or past applications:

Official plan amendment			
Zoning by-law amendment			
Sub-division application			
Site Plan application			
Consent application			
Minor variance application			
Building permit application			
Other (i.e., Road opening, Tree permit)			

Section 5: Affidavit / Declaration

I, _____ of the _____

of _____ in the _____ of,

_____ make oath and say OR solemnly declare that the information required by Ont. Regulation 197/96 and all other information required in this application, including supporting documentation is true and I make this solemn declaration conscientiously believing it to be true knowing that it is of the same force and effect as if made under oath and by virtue of the **Canada Evidence Act**.

Sworn / Declared before me at the Township of Alberton, in the district of Rainy River,

this _____ day of _____, 20_____.

_____ _____

Commissioner for Oaths, etc. Applicant

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Section 6: Authorization of owner for agent to make the application

If the application is to be signed by an agent / solicitor on behalf of the owner, one of the following authorizations must be completed or the owner must submit a letter of authorization. Authorization must be signed by all Registered Owners.

A) Where the property is owned by one or more natural persons:

I _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

_____ _____

Date Signature of Owner

B) Where the property is owned by a corporation:

I _____, having signing authority for _____ (name of corporation or number company) that is the owner of the land that is the subject of this application, authorize _____ to make this application on the corporation's behalf.

_____ _____

Date Signature of signing officer

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Application Checklist

The Township of Alberton will assign a File Number to complete applications. Please reference this File Number in all communications.

Applicants Checklist:

- ☐ Detailed map / sketch
- ☐ Copy of comments from Northwestern Health Unit
- ☐ Current copy of Parcel abstract
- ☐ The required fee, payable to Township of Alberton

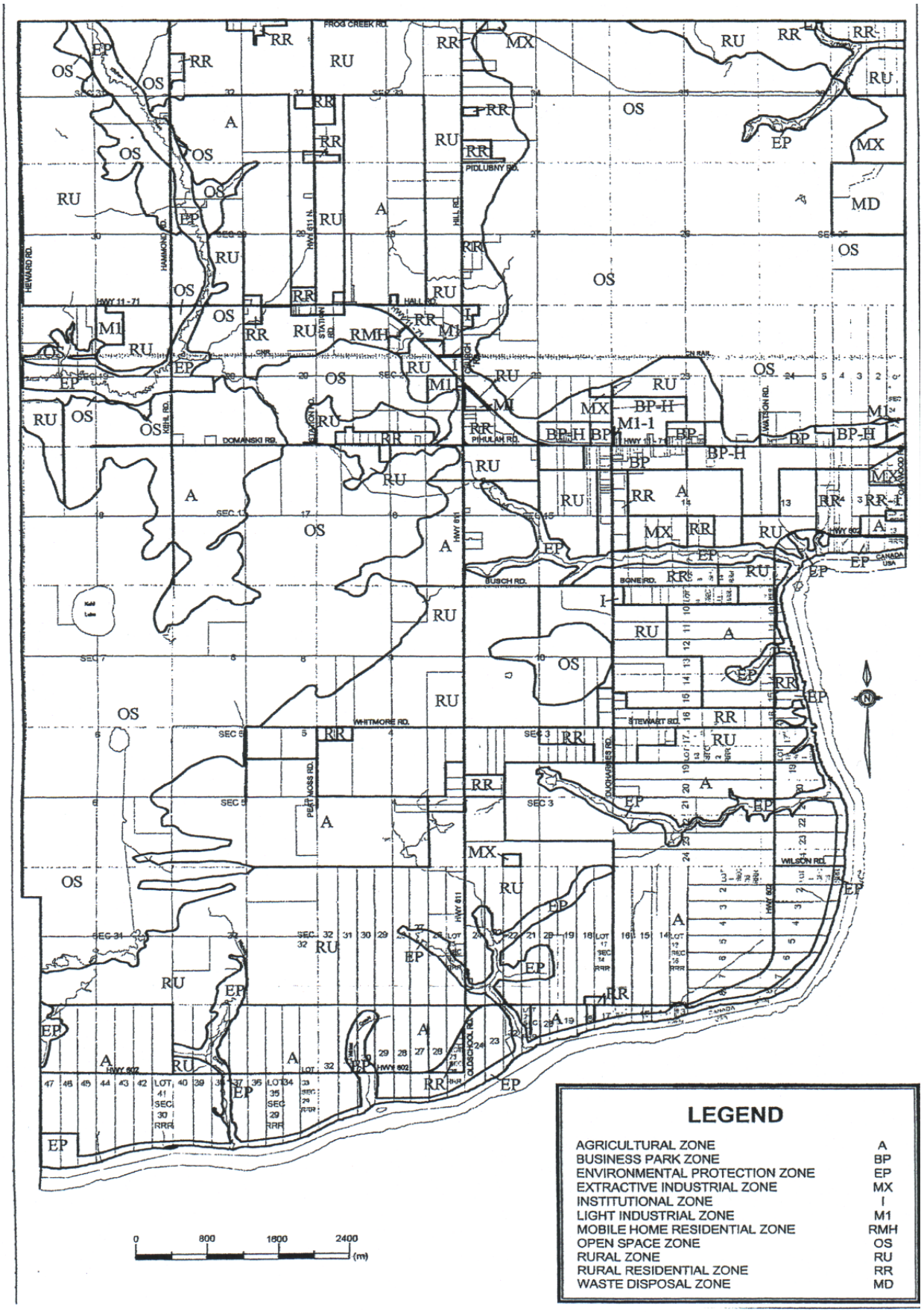
Forward completed application to:

Township of Alberton
RR#1 – B2
Fort Frances, Ontario P9A 3M2

To make an appointment, and for all inquiries, please call:

(807) 274-6053

KEY MAP



The land to be **severed** must be outlined in **yellow and labeled**; and the land to be **retained** must be outlined in **green and labeled**. Rights-of-way must be shown in **red.**

IF YOU HAVE DETERMINED THAT YOU WISH TO PROCEED WITH AN APPLICATION, PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW CAREFULLY. If the documentation is not complete, it may be necessary to return documents or delay setting a hearing date until all requirements are met.

1. Submit the originally signed Application for Consent to Sever form **OR**,
   1 electronic copy of the complete, originally signed application in pdf format.
   This must be filed with the Secretary of the Committee of Adjustment.

2. An application **fee of $500.00** must be submitted with the application. This payment can be made in cash or by cheque made payable to the "Township of Alberton".

3. A sketch or plan is required and must be coloured as follows:

   The land to be **severed** must be outlined in **yellow and labeled**; and the land to be **retained** must be outlined in **green and labeled**. rights-of-way must be shown in **red.**

   The sketch/plan should be letter size (8½ x 11, the same size as the application form) and drawn with **"North"** indicated at the top of the page. Copies are distributed to those agencies required to give comments (e.g., regional, and municipal agencies). For further information, see "Sketch or Plan Requirements" below.

   A key area map is required so you may indicate the property location in relationship to the entire township. A map is attached that you can use for this purpose.

4. Proof of ownership in the form of a **current** copy of the parcel abstract must accompany your application - a copy can be obtained from the Land Registry Office. You must have the parcel number and Township name (Crozier/Roddick) in order to obtain a copy of the parcel.

APPLICATION FORM REQUIREMENTS:

a) The application form is to be completed by the property owner or the owner's authorized agent and must be typed or printed legibly in black or blue ink only.

b) Where an Agent is applying on behalf of the owner, the written authorization of the property owner must accompany the application.

c) If the property is jointly owned, the application must be signed by **all** owners or written authorization of the joint owner(s) not signing must accompany the application.

d) If the Applicant is a corporation acting without an Agent or Solicitor, the application form must be signed by an Officer of the Corporation and the Corporation seal (if any) must be affixed.

e) The Application can only be signed before a Commissioner for taking Affidavits. Any lawyer, municipal clerk, Mayor, or Reeve is authorized in this regard. If the Application is signed but is not commissioned, it *cannot* be accepted.

SKETCH OR PLAN REQUIREMENTS:

a) The sketch or plan must be neat and accurate.

b) Sketch/plan must be coloured and labeled as noted above.

c) When a reduction of a sketch or plan is used, please include one copy of the full-size drawing for reference purposes.

d) The location of all natural and artificial features on the subject land (e.g., lot and concession, plan numbers, road allowances, roadways, rights-of-way, railways, easements or restrictive covenants, buildings, wells and septic systems, municipal addresses, watercourses, flood and fill lines, drainage ditches, banks, slopes, swamps, and wooded areas) and the location of any of these features on adjacent lands which may affect the application. Sketch requirements are indicated in Section 8 of the application.

e) All dimensions **MUST BE** shown in meters, including lot measurements, dimensions of all existing buildings, wells and septic systems, and present and proposed setbacks.

NOTE: A site inspection may be necessary before and/or after the hearing.

If you have questions about your application or require further assistance, please call, or e-mail the Secretary - Alberton Committee of Adjustments at (807)274-6053 or email albertonadmin@alberton.ca