



**TOWNSHIP OF WOOLWICH
COMMITTEE OF ADJUSTMENT**

APPLICATION FOR CONSENT (SEVERANCE)

The application must be submitted to the TOWNSHIP with:

- A SITE PLAN (1 copy)
 APPLICATION FEE \$ _____ (made payable to the Township of Woolwich)
 GRCA FEE \$ _____ (made payable to the Grand River Conservation Authority)

Owner:

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email address: _____

Agent (where applicable):

Agent's Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email address: _____

Date of application: _____

1. The type and purpose of the proposed consent:

- Creation of a new lot An easement
 Addition to a lot Other (specify): _____

2. If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased: _____

3. Property Description:

a) Municipal Address: _____

b) Legal Description (as applicable):

Reference Plan No./Part(s): _____ Registered Plan No./Part(s): _____

Tract/Concession: _____ Lot No.: _____

4. Are there any easements or restrictive covenants affecting the subject lands? YES NO
If yes, specify: _____

5. Date the property was acquired: _____

6. Dimensions of the lands:

	Severed	Retained
Frontage (metres)		
Depth (metres)		
Area (ha. or sq.m.)		

7. List all Buildings and structures on Severed and Retained Lands:

	Severed Dimensions, Use	Retained Dimensions, Use
Building/Structure		
Building/Structure		
Building/Structure		
Building/Structure		
Building/Structure		
Building/Structure		

8. Water Supply, Existing and/or Proposed:**Severed**

- Municipal
 Communal
 Individual
 Other (specify): _____

Retained

- Municipal
 Communal
 Individual
 Other (specify): _____

9. Sewage Disposal, Existing and/or Proposed:**Severed**

- Municipal
 Communal
 Individual
 Other (specify): _____

Retained

- Municipal
 Communal
 Individual
 Other (specify): _____

10. Storm Drainage, Existing and/or Proposed:**Severed**

- Sewers
 Ditches
 Swales
 Other (specify): _____

Retained

- Sewers
 Ditches
 Swales
 Other (specify): _____

11. Use of the Property:

	Severed	Retained
Current Use		
Proposed Use		

12. Zoning: (consult with Township Staff)

	Severed	Retained
Current		
Proposed		

13. Current Official Plan designation of the Property: (consult with Township Staff)

	Severed	Retained
Current		
Proposed		

14. Has the property been subject to an application for approval of a Plan of Subdivision or Consent (Severance): Yes No

If yes, please explain _____

15. Has the property been subject to a previous Minor Variance application: Yes No

If yes, please explain _____

16. Provide information as to whether the application is consistent with the applicable Provincial Policy Statements? _____

17. The property is subject to a provincial plan or plans through the Places to Grow plan. Does the application conform or conflict with the applicable provincial plan (Places to Grow)

18. Provide a sketch, in metric units, showing:

- a) the boundaries and dimensions of the subject land and the adjacent lands;
- b) the location, size, and type of all existing and proposed buildings and structures on the subject land, indicating the distance from the front lot line, rear lot line, and side lot lines;
- c) approximate location of natural and artificial features (e.g., buildings, railways, roads, watercourses, drainage ditches, fields, banks of river or stream, wetlands, wooded areas, wells, and septic tanks) that:
 - i. are located on the subject land and land that is adjacent to it, and
 - ii. in the applicant’s opinion may affect the application;
- d) location of any previously severed parcel;
- e) the current uses of the land that is adjacent to the subject land;
- f) the location, width, and name of any roads within or abutting the subject land, indicating whether it is an open or unopened road allowance, a public travelled road, a private road or a right of way;
- g) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- h) the location and nature of any easement affecting the subject land.

Sketch must be scaled and legible on an 8.5 by 11 paper.

BE ADVISED THAT ALL APPLICATIONS AND ACCOMPANYING REPORTS ARE CONSIDERED PUBLIC DOCUMENTS AND ARE MADE AVIALABLE TO THE PUBLIC. THIS MAY INCLUDE PROVIDING COPIES OF THE SAME ON THE TOWNSHIP WEBSITE.

BY MAKING AN APPLICATION TO THE TOWNSHIP UNDER THE PLANNING ACT YOU ACKNOWLEDGE THAT YOU ARE GRANTING TOWNSHIP STAFF OR ANY NECESSARY AGENCIES THE RIGHT TO ENTER ONTO THE LANDS TO REASONABLY REVIEW THE PROPERTY IN TERMS OF THE PROPOSED APPLICATION DURING REGULAR BUSINESS HOURS FOR THE PURPOSES OF THE APPLICATION AT HAND.

DECLARATION OF OWNER OR AUTHORIZED AGENT

I, _____ solemnly declare that all above statements and the statements contained in all of the exhibits transmitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath and by virtue of the CANADA EVIDENCE ACT.

Dated at the _____ of _____ this _____ day of _____ 20__ .

Signature of Owner or Agent

APPOINTMENT OF AUTHORIZED AGENT (WHERE APPLICABLE)

I, _____ hereby appoint _____ of _____ to act as my Agent for this application.

Witness

Signature of Owner

Date

**Should you have any questions with respect to the completion of this form please contact
Jeremy Vink, Township of Woolwich
Phone: 519-669-1647 or 519-664-2613 Ext. 6038
email: [jvink@ woolwich.ca](mailto:jvink@woolwich.ca)**

**Questions or comments regarding the Grand River Conservation Authority (GRCA) Fees
should be directed to the GRCA at 519-621-2763**

FOR OFFICE USE ONLY

DATE REC'D: _____

GRCA FEE REC'D: _____

TOWNSHIP FEE REC'D: _____

APPLICATION NO.: _____

RECEIPT NO.: _____

ROLL NO.: _____

SOME MATTERS USUALLY ADDRESSED

The Committee having regard to comments received, recommendations made, evidence presented, and the by-laws and policies of the Township of Woolwich may impose conditions on favourably considered applications.

Noted below are some of the matters typically addressed by the Committee through conditions:

1. Preparation of the reference (survey) plan, copy of which shall be provided to the Township.
2. Payment of money in lieu of conveyance of land for parks or other public recreational purposes.
3. Gratuitous conveyance of land for road widening.
4. Approval from the Conservation Authority (if required).
5. Provision of adequate services.

It is recommended that applicants review their application with representatives of the Engineering and Planning Services Department, the Grand River Conservation Authority, the Region of Waterloo, and any other appropriate commenting agencies; however, it is noted that the Committee of Adjustment will make a decision on the merits of the application.

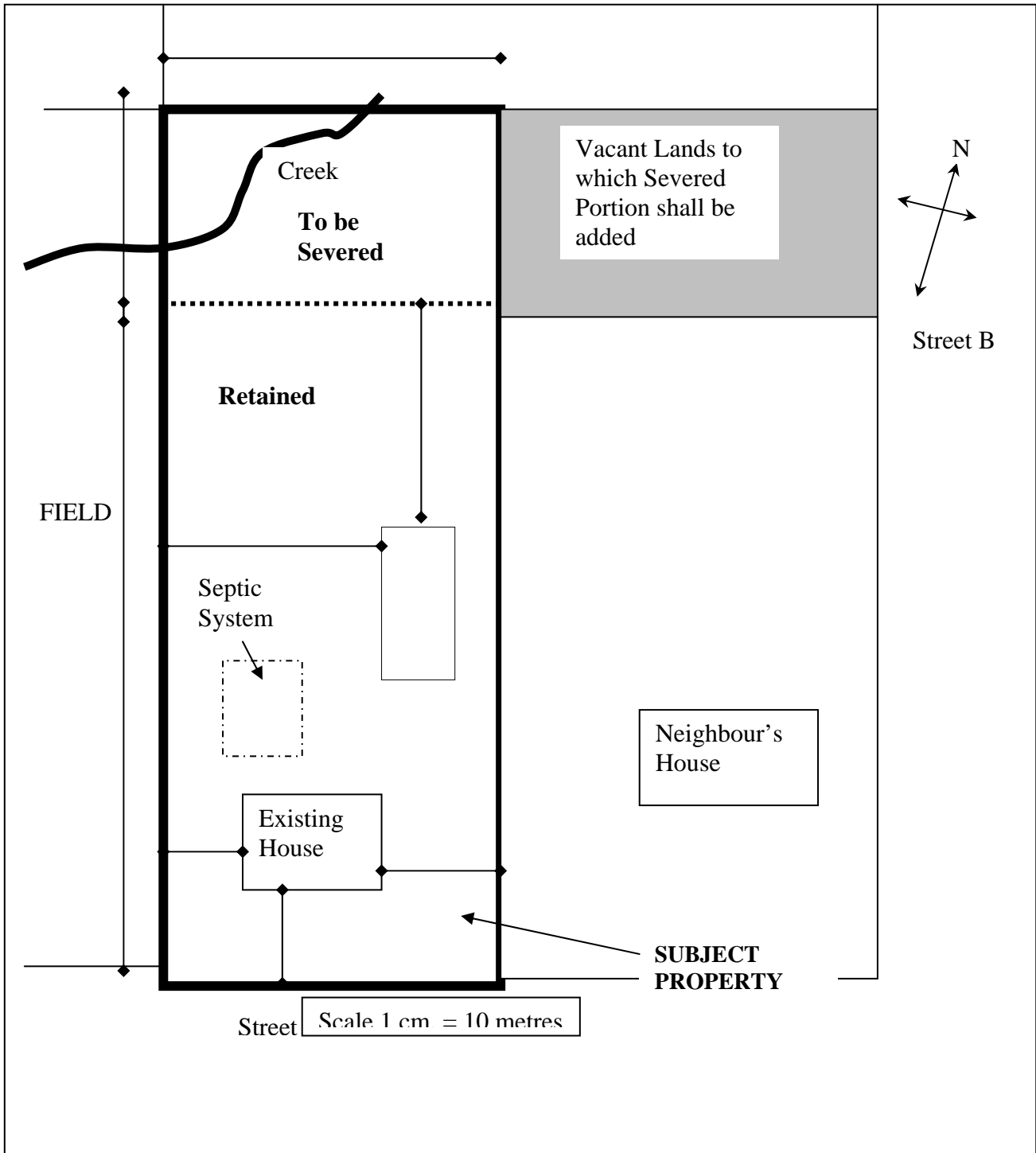
APPLICANT'S CHECKLIST

PRIOR TO SUBMITTING THE APPLICATION PLEASE ENSURE THAT:

- You have the applicable application fees in cash or cheque.
- You have one (1) original application form. All questions on the application form must be answered. Incomplete applications shall be returned to the applicant.
- If an application is being submitted by a limited company or corporation, signatures 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.
- The authorization from the property owner has been completed when the application is being signed by an agent.
- That you have one (1) copy of a site plan (8½" X 14" or smaller).
 - a. the boundaries and dimensions of the subject lands.
 - b. boundaries and dimensions of the severed lands and retained lands, clearly noting which is the severed and retained lands.
 - c. the location, size and type of all existing and proposed buildings and structures on the subject land, indicating distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
 - d. the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - e. the current uses on the land that is the subject of the application.
 - f. the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
 - g. the location and nature of any easements affecting the subject land.

See reverse for sample site plan/sketch

SAMPLE OF A SITE PLAN/SKETCH



FOR YOUR INFORMATION

- Your application will be heard on Monday, _____, at 5:30 p.m., you will receive a formal notice of the date and time of the hearing in the mail.
- Unless otherwise indicated on the notice, the Committee of Adjustment meeting will be held in the Council Chambers, 24 Church Street West, Elmira.
- The owner or the agent must attend this meeting and make a presentation to the Committee, or the application may be deferred.
- Typically there will be more than one application to be heard at a hearing. Applications are heard in the order they are received.

What is an application for Consent?

The owner of land or a person authorized in writing by the owner who wishes to convey part of their land may apply to the Committee of Adjustment for "Consent" to convey the land. The *Planning Act* requires property owners to obtain "Consent" approval before conveying part of their property. Approval is also required when the terms of an agreement, such as a lease, easement or mortgage commits the land to a use for a period in excess of 21 years. The power under the *Planning Act* to give "Consent" has been delegated to the Committee of Adjustment, The Committee is composed of seven members who are appointed by the Council of the Township of Woolwich.

How do I Apply?

If you wish to apply to the Committee of Adjustment you should obtain and complete the "Consent" application form. The application form outlines the requirements for submitting the application. The requirements include a site plan or survey which will indicate the location of the property and the setbacks of all buildings and structures on the property. The number and size of the site plans is outlined on the application form. If you are an agent for the purposes of the application, authorization is required from the registered owner of the property. The application package is available at the Township of Woolwich Engineering and Planning Services Department:

How much will it cost?

The application fee is outlined on the application form, payable at the time an application is submitted. Fees made be paid by cash or cheque. If the fee is being paid by cheque, the cheque must be made payable to: "**Township of Woolwich**". A fee may also be required by the Grand River Conservation Authority, please contact Township or Conservation staff to determine fee required. Fees for the Conservation Authority must be made out to the "Grand River Conservation Authority", and can be submitted to Township staff as part of the application.

What happens then?

The Committee of Adjustment staff then prepares a Notice of Application which among other things describes the details of your request for "Consent" and the date and the time of the Public Meeting and the Committee hearing. A written notice is also mailed to every property owner within 60 m (200 ft.) of the subject lands at least 14 days in advance of the Committee Hearing, and a notice is placed in the newspaper. The notice is also distributed to Township Departments, other outside agencies, the property owner and the authorized agent (if any).

What happens at the Meeting?

At the meeting the applicant or their agent **will be required to make a verbal presentation** of

their request to the Committee. Presentations may also be made by any other interested parties in support of or in objection to your application. The Committee considers all presentations for and against the proposal and renders a verbal decision in the presence of all interested parties at the time of the Public Meeting. An approval of your application may be subject to such conditions as the Committee deems appropriate. If an individual wishes to receive a copy of the Committee's written decision, their request must be in writing to the Secretary/Treasurer of the Committee. A sign up sheet entitled "Request for Decision" is available at the meetings. To find out more about a particular application, call us for an appointment to visit our office and review the file.

What happens after the Meeting?

A written decision from the Committee will be sent to the applicant, agent and all persons that requested a copy of the decision by Mail within ten days from the date of the meeting. At the end of the twenty day appeal period, if there has been no appeal filed, the decision will become final and a notice to this effect will be issued. If the application is approved by the Committee of Adjustment all conditions must be fulfilled within one year of the mailing date of the decision. If the conditions are not fulfilled within this time period, the application is deemed to be refused and the decision will lapse.

Appeal Provisions

The decision of the Committee of Adjustment, or any condition imposed, is subject to appeal within the twenty days from the date of the mailing of the decision. During the appeal period any person may file an appeal of the Committee's decision or any condition to the Ontario Municipal Board. The notice of appeal is to be filed with the Secretary-Treasurer of the Committee of Adjustment. The notice of appeal must be in writing and outline the reasons for the appeal. A cheque in the amount of \$125.00 payable to "The Minister of Finance" must be included with a notice of an appeal. The notice of appeal, the fee and all required documents will be forwarded by the Secretary-Treasurer to the Ontario Municipal Board. All further enquiries will be handled by the staff of the Ontario Municipal Board. Once the Ontario Municipal Board has issued its Decision/Order to approve the severance and after all conditions imposed by the Ontario Municipal Board have been fulfilled within one year of the Board's Order, the Secretary- Treasurer of the Committee of Adjustment will issue a Certificate. (See "What happens after the meeting?" above.)