



Town of Penetanguishene APPLICATION FOR CONSENT

APPLICATION CHECKLIST

It is recommended that you consult with the Town's Planning and Development Department prior to submitting your application.

*A Pre-Consultation fee of **\$100.00** will apply if additional Departments are required (fee can be deducted from application fee once application is submitted)*

Please ensure you have completed the following prior to submitting your application:

- Complete all sections of the application.
NOTE: One application form is required for each parcel to be severed.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fee (**\$1,500.00**) attached made payable to the Town of Penetanguishene.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of any studies and reports required to be submitted with your application.
- Two (2)** copies of the completed application form and accompanying sketch or site plan (in metric units). The copies will be used to consult with other ministries or agencies that may have an interest in the application. An electronic copy can also be sent to the email listed below.
- Notice Sign Deposit (**\$100.00**) attached made payable to the Town of Penetanguishene. Please see attached Notice Posting Policy, Municipal Costs Policy and the Notice Sign off form to be accompanied with the application.

If you require additional assistance regarding this application, please contact the Department of Planning and Development at:

Town of Penetanguishene
10 Robert Street West
P.O Box 5009
Penetanguishene, ON L9M 2G2
Ph: (705) 549-2673
Fax: (705) 549-3922
Email: abetty@penetanguishene.ca



Town of Penetanguishene
APPLICATION FOR CONSENT

OFFICE USE ONLY	
<input type="checkbox"/> NEW LOT(S) <input type="checkbox"/> LOT ADDITION <input type="checkbox"/> EASEMENT OR RIGHT-OF-WAY	
<input type="checkbox"/> OTHER: _____	
Application No.: B . /20	Date of Application:
Civic Address: _____	
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No
ROLL # 4372- _____ - _____ - _____ - 0000	

PREScribed INFORMATION AND MATERIAL TO BE PROVIDED PURSUANT TO SECTION 53 OF THE PLANNING ACT, R.S.O. 1990 AND ONTARIO REGULATION 197/96.

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Owner's authorization is required, if the applicant is not the owner.

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS:

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____ Part(s): _____

e) Geographic Township (former municipality): _____

f) Civic Address: _____

g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) Official Plan (current designation of subject lands) : _____

i) Zoning (current zoning of subject lands) : _____

j) Are there any easements or rights-of-way affecting the subject lands?

- Yes No

If yes, indicate and describe the purpose of the easement or right-of-way:

3. CONSENT:

a) Purpose of the Consent:

- Transfer** Creation of new lot Addition to a lot An easement Other
- Other** A charge A lease A correction of title

b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

Name(s): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

- c) If a lot addition, identify the lands to which the parcel will be added.

- d) Dimensions and uses of lands pertaining to the application:

LANDS	Frontage (m)	Depth (m)	Area (sq.m)	Existing use	Proposed Use
RETAINED					
LOT ADDITION					
SEVERED Lot 1					
SEVERED Lot 2					
SEVERED Lot 3					

**Attach an additional sheet if necessary.*

4. HISTORY OF THE SUBJECT LANDS:

- a) Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? Yes No

If **yes**, and if known, provide the Application File number and the decision made on the application:

- b) Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No

If **yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

5. EXISTING AND PROPOSED USES:

a) Date the subject land was acquired by the current Owner: _____

b) Existing use(s) of the subject land:

c) Length of time that the existing uses have continued: _____

d) Proposed use(s) of the subject land:

** Attach a separate description if necessary*

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of Building/ Structure	Date Constructed
1.	
2.	
3.	
4.	

f) Location and Dimensions of all **existing** buildings and/or structures on the subject land (metric)*:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**Attach separate sheet if more than 4 existing or proposed structures*

g) What are the adjacent land uses:

To the north: _____

To the west: _____

To the south: _____

To the east: _____

6. SOUTHERN GEORGIAN BAY LAKE SIMCOE SOURCE PROTECTION PLAN:

a) Is the subject land within a Wellhead Protection Area (WHPA) or an Issue Contributing Area (ICA)?

Yes No

b) If yes, please identify the WHPA/ICA?

c) If yes, do you have an Approved Risk Management Plan (RMP) and/or a Section 59 Notice to Proceed from the Risk Management Official (RMO)? (Please attach the document you have).

Yes No

7. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES:

- a) Water is provided to the subject land by:
 - Town water
 - Private well
 - Privately owned/operated communal well
 - Lake or other water body
 - Other: _____

- b) Sewage disposal is provided to the subject land by:
 - Town sewer
 - Private sewage system
 - Private communal sewage system
 - Other: _____

- c) Storm drainage is provided to the subject land by:
 - Town storm sewers
 - Ditches
 - Swales
 - Natural
 - Other: _____

9. OTHER APPLICATIONS:

Indicate if the subject land is the subject to any other applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

10. PLANS REQUIRED

Please attach **2** copies of the sketch, site plan or survey **drawn to scale, in metric**. One reduced size copy (8.5" x 11") and a digital copy in Adobe Acrobat .pdf format must also be submitted.

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth, area) of the subject land, the part(s) that is to be **severed** and the part that is to be **retained**. Label the lots numerically (i.e.: Lot 1, Lot 2)
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The approximate location of all natural and artificial features (*i.e. buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are adjacent to the subject land or that, in the opinion of the Applicant, may affect the application.
- The distance between the subject land and the nearest town lot line or landmark (*i.e.: bridge, or railway crossing, etc.*).
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The current uses of the adjacent land (*i.e. residential, commercial, industrial, etc.*)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

11. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company’s by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner _____
Date
(If Corporation, I have the authority to bind the Corporation)

12. FREEDOM OF INFORMATION AND PRIVACY:

Personal information contained in this form, collected and maintained pursuant to Section 45 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Department of Planning and Development at the Town of Penetanguishene at (705) 549-2673.

Signature of Owner _____
Date

Signature of Owner _____
Date

Signature of Witness _____
Date



13. DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the
_____ of _____ in the
(Town/Township/City)
County/District/Regional Municipality of _____

do solemnly declare that all of the statements contained in this Application 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 if made under oath and by virtue of the *Canada Evidence Act*.

DECLARED before me at the

_____ of _____ in the County/District/Regional
(Town/Township/City)

Municipality of _____ this ____ day of _____, 20____.

Signature of Owner

Signature of Agent (if applicable)

Signature of Commissioner

Commissioner's Stamp

Please submit this application to the Town of Penetanguishene's Department of Planning and Development at:

**Town of Penetanguishene
10 Robert Street West
P.O. Box 5009
Penetanguishene, ON L9M 2G2
Ph: (705) 549-2673
Fax: (705) 549-3922
Email: abetty@penetanguishene.ca**



POSTING OF PLANNING ACT APPLICATION ADVISORY SIGN

MINOR VARIANCE/CONSENT

Applicants must post an advisory sign on each property under application.

A sign will be made available to applicants upon submission of an application. Applicants will be required to pay a **\$100.00** deposit per sign, which will be refunded upon the return of the sign. The deposit will automatically be **forfeited** if the sign is lost, damaged or not returned within 60 days of the date of decision for the application.

The sign should be placed so that it is legible from the roadway. In most cases the sign should be posted in the same manner as a “real estate” type sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance (outside). The applicant must post Notice Sign(s), provide photographic proof that the Notice Sign has been posted via email to abetty@penetanguishene.ca. Failure to do so will result in the deferral of the application to the next applicable meeting date.

The sign must remain posted beginning **14 days** prior to the Hearing until the day of the Hearing, after which time the sign is to be returned for a refund of the deposit. Please fill in the form below indicating your agreement to post the sign as required. Failure to post the sign as required may result in the deferral of the application.

Thank you for your co-operation.

Planning and Community Development Department

Town of Penetanguishene

OWNER/AGENT: _____

PROPERTY: _____

I understand that each sign must be posted at least **14 days** before the Hearing, and must remain posted and be replaced if necessary, until the day of the Hearing.

I acknowledge that the Planning and Community Development Department has confirmed these requirements with me.

Signature (Owner/Agent)

Date



MUNICIPAL COSTS POLICY – APPLICANT’S ACKNOWLEDGEMENT

1. MUNICIPAL POLICY

It is the policy of the Town of Penetanguishene that Applicants pay for professional assistance that the Municipality may require to process a development application. Professional assistance may include, but is not limited to, Solicitor, Engineer, Consulting Land Use Planner, Landscape Architect, Environmental Consultant or other similar consultants and also includes the Severn Sound Environmental Association as a review agency.

2. PROFESSIONAL SERVICES

At an appropriate juncture of the approval process as determined by the Municipality, the Municipality may engage the aforementioned professional services it deems appropriate to process the application on the understanding that the Applicant will be responsible for the cost of these services as per the Undertaking below. The professional engaged may include an employee/independent contractor of the Municipality.

3. DEVELOPER ACCOUNTS

- a. The Applicant agrees to submit the initial deposit and any subsequent deposits as required by the Town’s Composite Fees By-law when requested by the Municipality.
- b. The Town will place funds deposited by the Applicant for planning approvals in a separate General Ledger account for each development or phases thereof. No co-mingling or transfer of funds between Developer Accounts is permitted.
- c. The Town will issue invoices to the Applicant when the initial and/or subsequent deposit has been drawn down to pay for professional fees incurred by the Municipality. Copies of all invoices paid by the Municipality for expenses incurred from engaging professional services and/or summary of costs incurred by the Town Engineer on the development will be provided to the Applicant at the time of invoice. The invoice may include the Municipality’s requirement for a subsequent deposit under the Town’s Composite Fees By-law.



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d. If the Applicant does not pay an invoice within 30 days of the date of invoice, the Town may charge interest on unpaid accounts at the rate of 1.25% percent per month. In the event that the applicant has entered into a Development Agreement with the Town, the Municipality may collect unpaid accounts in accordance with the terms of the agreement.

e. Where such invoices remain outstanding or unpaid by the Applicant, no further time will be spent on the file by the Town staff or professionals working on behalf of the Municipality until payment is received in full including any supplementary deposit.

f. When the Applicant withdraws their application or when all works required by the Applicant under a Development Agreement have been completed and accepted by the Municipality, any surplus amount on deposit with the Municipality shall be returned to the Applicant.

4. APPLICANT'S UNDERTAKING

THE APPLICANT HEREBY ACKNOWLEDGES AND AGREES that the Applicant is responsible for Municipal Costs for professional services as outlined in this Policy and that the Applicant agrees to submit the initial deposit and any subsequent deposits when requested by the Municipality.

Dated this _____ day of _____, 20__.

Signature of Applicant