



## CONSENT APPLICATION FORM

For Office Use Only		
File No:	Date Received:	Fee Paid:

For additional details on the application process, please contact:

Planning Department  
 Municipality of Port Hope  
 56 Queen Street,  
 Port Hope, ON L1A 3Z9

Tel. 905-885-2415  
 Fax. 905-885-5521

Email. [planning@porthope.ca](mailto:planning@porthope.ca)

### A complete application consists of:

1. Application Fee – cheques can be made payable to the Municipality of Port Hope – please note that there will be other fees imposed by other agencies for their review
2. One (1) completed and signed original Application Form
3. One (1) completed Minimum Distance Separation Data Sheet if the subject lands are within 300 metres of an agricultural use
4. Appropriate Plans/Drawings to scale (preferably a survey or draft reference plan) in a format no larger than 11-inches x 17-inches in a format that can be easily copied for circulation purposes. Rough sketches will not be accepted. The plans/drawing shall include elements outlined as follows:
  - o Boundaries and dimensions of the subject lands and any other abutting lands within the same ownership
  - o Applications for consent must clearly and accurately depict the lands to be severed and the lands to be retained
  - o Location, size and use of all buildings and structures (existing and proposed) on the lands including accurate and detailed measurements with respect to:
    - Lot frontage
    - Lot area
    - Front yard setback(s)
    - Rear yard setback(s)
    - Interior side yard setback(s)

- Exterior side yard setback(s)
  - Lot coverage (buildings:lot)
  - Details of lands previously severed from the parcel originally acquired by the current owner of the subject land
  - Distances from the subject lands to the nearest landmark or feature, including details of all natural and artificial features on the subject lands and adjacent lands that may have a bearing on the application:
    - Buildings
    - Wells & Septic Tanks
    - Sanitary sewer laterals & Water lines
    - Railways
    - Pipelines/hydro corridors
    - Roads and access
    - Watercourses
    - Ditches
    - Rivers/streams and banks
    - Wetlands
    - Woodlands
  - The location and nature of any easement affecting the subject land
5. Any other possible requirements necessary for Staff and/or agencies to undertake an adequate level of review that may be identified during a pre-consultation meeting

<b>Consent Fee Schedule</b>	
For each new parcel of land being created	\$1,125.00
Boundary adjustment, easement or correction of title, leases, right-of-way or easements if such extend beyond a period of 21 years and to partially mortgage or partially discharge a mortgage on a parcel of land	\$950.00
Change to conditional Approval	\$250.00

<b>Owner/Applicant/Agent Information</b> <i>Particulars on the individual(s) involved in the application</i>		
<b>Owner of Subject Lands:</b>		
Mailing Address:		
Telephone:	Fax:	Email:
<b>Applicant:</b> <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:
<b>Agent:</b> <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

<b>Notification</b> <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

<b>Location of the Subject Lands</b> <i>Complete applicable lines</i>			
<input type="checkbox"/> Ward 1 (former Town of Port Hope)			
<input type="checkbox"/> Ward 2 (former Township of Hope)			
Municipal Number:		Street Name:	
Lot Number(s):		Concession:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

<b>Length of Ownership</b> <i>Number of years subject lands have been owned in its current form by the present owner</i>

<b>Encumbrances (Existing Easements, Right-of-Ways, Restrictive Covenants)</b> <i>Are there any encumbrances affecting the subject lands?</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe:	

<b>Purpose of this Application</b> <i>Check appropriate space based on the type and purpose of the proposed transaction</i>	
<input type="checkbox"/> Creation of a new lot	<input type="checkbox"/> Addition to a lot
<input type="checkbox"/> Mortgage or Charge	<input type="checkbox"/> Easement/Right-of-Way
<input type="checkbox"/> Lease	<input type="checkbox"/> Correction of Title
<input type="checkbox"/> Other, please describe:	

<b>Number of Lots</b> <i>Total number of Lots, including the retained lot, which are subject to this application</i>

<b>Purchaser/Lessee/Mortgagee etc.</b> <i>Name of person(s), if known, to whom land or interest in land is to be conveyed, leased or mortgaged</i>	
Name:	Relationship to Owner (if any):

<b>Lot Addition</b> <i>If this application is for a Lot Addition, identify the lands to which the parcel will be added</i>

<p><b>Easement/Right-of-Way</b>  <i>If this application is for an Easement/Right-of-way, please describe</i></p>

<p><b>Retirement Lot</b>  <i>If this application is for a Farm Retirement Lot, please indicate</i></p>		
<table border="1"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<p><b>Description of lands to be SEVERED</b>  <i>Complete applicable lines</i></p>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

<p><b>Description of lands to be RETAINED</b>  <i>Complete applicable lines</i></p>			
Frontage:		Area:	
Average Width:		Average Depth:	
Existing Use(s):			
Proposed Use(s):			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			

<b>Access</b>		
<i>Access to lands intended to be severed and retained (Check appropriate space)</i>		
	Severed	Retained
Unopened road allowance		
Open Municipal Road/Street		
County Road		
Provincial Highway		
Other Public Road/Street		
Existing Right-of-Way		
Name of Road/Street		
If there is no access by public road or street, what means of access is proposed?		

<b>Proposed Services</b>		
<i>Description of services intended for severed and retained lands (Check appropriate space)</i>		
	Yes	No
Municipal Water & Sewer		
Municipal Water & Private Sewage System		
Municipal Sewer & Well		
Well & Private Sewage System		
Other (specify)		
When will proposed services be available?		

<b>Land Use</b>		
<i>Indicate designation of severed and retained lands in the applicable space below</i>		
	Severed	Retained
Official Plan Designation		
Zoning By-law Designation		

**Inventory of Uses and Features**

*Are any of the following uses or features on or proposed on the subject lands to severed and retained, or within 500 metres of the subject lands (Please check the appropriate space and indicate the approximate distance within 500 metres of the subject lands)*

Use or Feature	Severed Lands		Retained Lands	
	On Severed lands	Within 500 metres	On Retained lands	Within 500 metres
Commercial Use				
Tourist Recreational				
Residential				
Agricultural Operation				
Institutional				
Rural Residential				
Industrial Use				
Parklands				
Community Facility				
Woodland				
Utility ie Hydro, Pipeline				
Landfill				
Provincially Significant Wetland				
Flood Plain				
Rehabilitated or Active Pit				
Other (specify				

*Elaborate with particulars of any items designated above. If additional space is required, please attach a separate sheet to this application*

<i>Characteristics of the subject lands (Check the appropriate space)</i>				
	Severed Lands		Retained Lands	
	Yes	No	Yes	No
Is the land subject to flooding from a river, lake or other watercourse or body of water?				
Is any part of the land swampy?				
Explain other physical or environmental characteristics that should be considered such as steep slopes, erosion areas etc.				

<b>History of the Subject Lands</b> <i>(Check appropriate space)</i>		
	Yes	No
Has the owner previously severed any land from the land holdings which the land to be severed is situate?		
If yes, and known, provide the application file number(s) or date when parcels were created.		
	Yes	No
Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?		
If yes, and known, provide the previous application file number and the decision made on the application.		
If this is a re-submission of a previous consent application, describe how it has been changed from the original application.		

<b>Current Applications</b> <i>(Check appropriate space)</i>		
	Yes	No
Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Municipality of Port Hope for approval?		
If yes, and known, provide the application file number(s) and status of the application.		
	Yes	No
Is the subject land the subject of an application for a zoning by-law amendment, minor variance, consent or approval of a plan of subdivision?		
If yes, and known, provide the application file number(s) and status of the application.		
	Yes	No
Is the owner, solicitor or agent applying for any additional consents for the owner simultaneously to this application or considering applying for additional consents in the future?		
Is the owner, solicitor or agent applying for any minor variance or permission to extend or enlarge under the Planning Act in relation to any land that is the subject of this application?		

<b>Affidavit</b>					
I,				of the	
			of		
in the			of		
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany 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.</p>					
Sworn (or declared) before me at					
the			of		
in the			of		
this			day of		20
A Commissioner of Oaths, etc.			Stamp here		
Applicant's Signature	x				

<b>Authorization of Owner for Applicant/Agent to Make the Application</b>	
<i>If the applicant/agent is not the owner of the land that is subject to this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i>	
I,	
Am the owner of the land that is the subject of this application for a consent and I authorize:	
Applicant/Agent (Please Print)	
to make this application on my behalf.	
Owner's Signature	x
Date	

<b>Authorization of Owner for Applicant/Agent to Provide Personal Information</b>	
<i>If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
Am the owner of the land that is the subject of this application for a consent and for the purposes of the <u>Freedom of Information and Privacy Act</u> I authorize:	
Applicant/Agent (Please Print)	
As my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature	x
Date	

**Consent of Owner to the Use and Disclosure of Personal Information**

*If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.*

I,	
Am the owner of the land that is the subject of this application for a consent and for the purposes of the <u>Freedom of Information and Privacy Act</u> I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the <u>Planning Act</u> for the purposes of processing this application.	
Owner's Signature	x
Date	