



Consent Application Form

Pre-Consultation with Township Planning Staff is recommended to aid in determining the level of detail, types of studies, and number of copies required for a complete application. Advice will also be offered as to any other agencies which may be involved in reviewing the application and their requirements.

For a **standard consent application** the following should be submitted to the Secretary-Treasurer of the Committee of Adjustment:

- Complete Application Form**
 - Please sign and submit the attached application form in its entirety.
- Letter of Explanation**
 - A cover letter detailing the proposal must accompany the application.
- Site Plan/Sketch**
 - Appendix A of the Application Form provides additional information regarding requirements of the mandatory Site Sketch, as well as a sample sketch.
- Application Fee (\$1,100.00)**
 - Fee can be paid by cash, debit or cheque payable to "Township of Springwater".
- Additional Fee(s) (If Applicable)**
 - Septic Review Fee: \$100.00 (Payable to "Township of Springwater")
 - Nottawasaga Valley Conservation Authority (NVCA) Review Fee: \$100.00 (Payable to the "NVCA")

For a complete list of Committee of Adjustment meeting dates and schedule deadlines please refer to the Township of Springwater website. www.springwater.ca

Please note, the Secretary-Treasurer of the Committee of Adjustment will assign a file number for complete applications and this should be used in all communications.

If any questions may arise please feel free to contact the Planning Department.



Consent Application Form

Office Use Only	
Application No. B _____ Date Received: _____ Date Complete: _____ Roll No. _____	Consent Application Fee: \$1,100.00 Fee Received: _____ Date Received: _____ Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/>

1.0 General Information

1.1 Applicant(s) Name: _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

1.2 Owner(s) Name (If Different From Above): _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

1.3 Agent's Name & Firm: _____

Address: _____
PO Box Street Name & Number City Province Postal Code

Telephone: _____ Mobile: _____

Email: _____

Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors) if you wish.

1.4 The primary contact for all matters relating to this application (pick one)

- Applicant
- Owner
- Agent

1.5 Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

Mortgagee: _____

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

Holder of any other charge or encumbrance:

Address: _____
 PO Box Street Name & Number City Province Postal Code

Telephone: _____ Email: _____

2.0 Application Type & Property Details

2.1 Application Type:

- Creation of a new lot Easement A charge A lease
- Lot addition or boundary adjustment A correction of title
- Other: _____

2.2 Subject Property	
Legal Description	
Municipal Address	
Roll Number	

2.3 If known, please identify the **name of person** to whom the land or an interest in the land is to be transferred, charged or leased:

2.4 **Easements and Restrictive Covenants:**

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property? Yes No

If you answered **yes** above, please provide a description of each and its purpose:

2.5 Has any **land ever been severed** from the parcel originally acquired by the owner of the subject land? Yes No

If you answered **yes** above, please provide a description of each and its purpose:

Date of transfer _____ File No. (If Known): _____

Name of Transferee _____

Uses of the severed lands: _____

2.6 **Official Plan & Zoning By-law:**

Current Official Plan Designation of the subject lands: _____

Current Zoning of the subject lands: _____

3.0 Details of the Proposal

3.1 Frontage, Depth and Area of the severed and retained lands in metric units.

	Lot to be Retained	Lot to be Severed
Frontage (m)		
Depth (m)		
Area (m ²)		
Existing Uses of the lands:		
Proposed Uses of the lands:		

3.2 Access to the subject lands will be gained by:

Access Type	Lot to be Retained	Lot to be Severed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Township Road (Maintained year round)	<input type="checkbox"/>	<input type="checkbox"/>
Township Road (Maintained seasonally)	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

3.3 Water Service

	Lot to be Retained	Lot to be Severed
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Communal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Single	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

3.4 Sewer Service

	Lot to be Retained	Lot to be Severed
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Communal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Single	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

3.5 Storm Drainage

	Lot to be Retained	Lot to be Severed
Municipal Storm Sewers	<input type="checkbox"/>	<input type="checkbox"/>
Ditches	<input type="checkbox"/>	<input type="checkbox"/>
Swales	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

3.6 Past and present uses on and around the subject lands:

Does the subject land or any adjacent properties contain any known archeological resources or areas of archaeological potential? Yes No Unknown

Has there ever been an industrial or commercial use, including a storage of gasoline or other fuels on the or adjacent to the subject property? Yes No Unknown

Has there ever been an underground storage tank on the subject lands? Yes No Unknown

Has the subject land or any lands within 500 metres ever been used for the storage/disposal of hazardous materials or waste? Yes No Unknown

Is there any reason to believe that subject lands have been contaminated by former uses on the subject lands? Yes No Unknown

3.7 What type of uses are currently occurring within 500 metres of the subject lands?	
North:	
South:	
East:	
West:	

4.0 Buildings & Structures

Details of the existing structures on the subject lands (If additional space is required to list structures please attach the information to the application):

Please note, that a plan showing the dimensions of the subject lands and all existing and proposed buildings thereon (including setbacks to property lines) must be submitted along with this application form. Refer to Appendix A for additional information.

Retained			
Building/Structure Type:			
Date of Construction:			
Ground floor area (m²)			
Gross floor area (m²)			
Building height:			
Number of storeys:			
Front yard setback (m):			
Rear yard setback (m):			
Side yard setback (m):			
Side yard setback (m):			

Severed			
Building/Structure Type:			
Date of Construction:			
Ground floor area (m²)			
Gross floor area (m²)			
Building height:			
Number of storeys:			
Front yard setback (m):			
Rear yard setback (m):			
Side yard setback (m):			
Side yard setback (m):			

5.0 Planning Policy Framework & Other Approvals

5.1 Is the subject land currently or has it been the subject of an application for approval of any of the following:

- Plan of Subdivision/Condominium Consent Minor Variance
- Zoning By-law Amendment Minister’s Zoning Order Official Plan Amendment

If you checked any of the above, please complete the fields below for all **past and concurrent** Applications:

Application One

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Application Two

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

Application Three

Application type: _____ File No. _____ Status: _____

Approval Authority: _____ Land Affected: _____

Purpose of the application: _____

5.2 Is the requested consent consistent with the **Provincial Policy Statement**? Yes No

5.3 Does the requested consent conform to the **Growth Plan for the Greater Golden Horseshoe**? Yes No

5.4 Does the requested consent conform to the County of Simcoe Official Plan? Yes No

5.5 Is the subject land located within the regulation limits of the **Nottawasaga Valley Conservation Authority (NVCA)**? Yes No

6.0 Checklist of Submission Materials

Please use the space provided below to list all of the reports and plans that are included with your submission. Alternatively, a complete list of all materials can be attached to this application form.

Title	Date	Author

PLEASE NOTE:
The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that sufficient wire-line **communication/telecommunication infrastructure** is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services).

7.0 Agreement of Owner/Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notice sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby declare that I have read and understand the information set out in Section 7.0 of this application.

Date: _____

Signature of Owner

Signature of Agent

8.0 Declaration

I [the Owner/Agent], _____ of the Township of Springwater (or other) _____ of the County of Simcoe (or other) _____ do solemnly declare that all above statements and contained in all of the exhibits submitted herewith are true, and I make this solemn declaration conscientiously believing it to be true and knowing it has the same force and effect as if made under oath and by virtue of the “**Canada Evidence Act**”.

Signature of Owner or Agent

Declared before me at:
The Township of Springwater
in the County of Simcoe
this _____ day of _____, 20_____.

or

Declared before me at:

Commissioner of Oaths

9.0 Authorization

Authorization of Owner for Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf, and to provide any of my personal information that will be included in this application or collected during the processing of the application under the **Freedom of Information and Protection of Privacy Act**.

Date: _____

Signature of Owner

Appendix A – Site Plan Requirements & Example

- a) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- b) The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- c) The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained.
- d) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- e) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks), that,
 - Are located on the subject land and on land that is adjacent to it, and
 - In the applicant's opinion, may affect the application.
- f) The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial).
- g) The location, width and names of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- h) If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i) The location and nature of any easement affecting the subject land.

