



Township of St. Clair

**APPLICATION FOR CONSENT (SEVERANCE)
(Including Ont. Regulation 547/06)
INSTRUCTIONS AND INFORMATION TO APPLICANT**

Please complete the form accurately and completely, using a typewriter or a pen with dark ink. It is important that the information be complete and accurate.

If the application is signed by an agent or solicitor on behalf of the owner, the owner's written authorization must accompany the application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal must be affixed.

The applicant should consult Provincial Policy Statements and the local municipal Official Plan and Zoning By-law before completing application. This Committee has authority to grant minor variances related to a consent application in the Township of St. Clair. You may apply for related minor variances at the same time you apply for a Consent.

Each application **must** be accompanied by a sketch. Because we must copy and circulate the sketch, it must be clearly drawn in dark ink on a sheet of paper no larger than 8 1/2" x 14". Do not use colours, because they cannot be picked up by the copying machine.

The sketch should clearly show in metric units:

- 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,**
 - i) **are located on the subject land and on land that is adjacent to it, and**
 - ii) **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 name 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.**

The Secretary-Treasurer **need not accept an incomplete application**, or an application with an incomplete, unclear or uncopyable sketch.

The applicant shall file a complete, signed application, together with the sketch, and if applicable livestock data sheet, with the office of the Secretary-Treasurer of the St. Clair Township Committee of Adjustment together with an application fee of \$800.00 in cash or cheque payable to the Township of St. Clair. A stamping fee of \$200.00 is also payable when the deed is stamped.

In order to provide efficiencies to the public and streamline the review process of approvals under the Planning Act, the Conservation Authorities recommend that the County screen all applications received (as an approval authority) and send them only those applications in which the Authorities have an interest. **The Conservation Authorities also recommend that the County collect a fee for service of \$100.00** on their behalf, to prepare the requested comments.

If the property, which is the subject of this application, has a septic system or requires a new septic system a **fee of \$75.00 will be collected in order to prepare the necessary septic reports.** The applicant shall also complete the attached application for Assessment of Sewage Flows for Existing Private Sewage Disposal Systems. The Assessment Application must be filed together with the consent application.

A notice, which must be posted by the applicant (as set out in the Provincial Regulations), will be sent to you. If this notice is not posted at least 14 days before the meeting date, the decision made by the Committee on this application could be found to be null and void, should it be challenged because of lack of notice. Should it come to our attention that this notice was not posted properly, the Committee will not be able to proceed with the application and there will be additional costs to the applicant should an additional notice have to be issued for a new hearing date.

Applications received will not be circulated until deemed complete by the Secretary-Treasurer of the Committee of Adjustment or County Planner.

The Committee of Adjustment for the Township of St. Clair meets the first Monday of each month in the Council Chambers, St. Clair Township Civic Centre. This is a public meeting which the applicant should attend at the prescribed time to address any questions or concerns of the Committee of Adjustment members.

The creation of a new lot requires that all necessary services are installed by the applicant or sufficient funds collected to guarantee same before a separate deed can be stamped by the Committee of Adjustment secretary treasurer. Vacant farm land will not be required to pay for installing services at time of severance, unless the land is being developed. Frontage charges on vacant farm land will apply at time of severance. Servicing costs will vary according to individual lots and the need to extend services. **The Township Engineering Department should be consulted to determine servicing requirements.**

Services required as a condition of severance include water, sanitary, storm and a proper access. Conditions imposed by the Committee of Adjustment may also include a survey of the severed property including buildings, cash in lieu of Parkland fees and additional planning applications such as minor variance applications and or zoning by-law amendments.

To be completed by Planning Staff:

Date application received by the Committee of Adjustment _____

Date application accepted by Planning Staff as Complete _____

Signature of Secretary-Treasurer or Planner _____



Township of St. Clair

APPLICATION FOR CONSENT

APPLICATION NO _____

1. (A) **Name of Owner:** _____
Address: _____
E-mail address, if applicable. _____
Telephone _____ **Business** _____

(B) **Name, address and telephone of Owner's Solicitor or Authorized Agent if applicable:** _____
E-mail address, if applicable. _____

(C) **Please specify to whom communications should be sent:**
OWNER: () **SOLICITOR:** () **AGENT:** ()

2. (A) **TYPE AND PURPOSE OF APPLICATION:**
New Lot () Correction of Title ()
Addition to Existing Lot () Mortgage ()
Easement () Right-of-way ()
Charge () Other ()
Lease ()

(B) 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. **LOCATION OF LAND**
Geographic Municipality of: _____
a) Concession #: _____ Lot #: _____
b) Registered Plan #: _____ Lot #: _____
c) Reference Plan # 25R: _____ Part #: _____
d) Municipal Address _____

4. **DESCRIPTION OF LAND TO BE SEVERED:**
Definition: "Land to be Severed" refers to the land or interest in land you intend to convey, lease, mortgage, etc.
Frontage _____ Depth _____ Area _____
Existing Use: _____
Proposed Use: _____
Existing buildings and structure (specify): _____

Proposed buildings or structures (Specify): _____

5. **DESCRIPTION OF LAND TO BE RETAINED:**

Definition: "Land to be Retained" refers to the land or interest in land you intend to keep.

Frontage _____ Depth _____ Area _____

Existing Use: _____

Proposed Use _____

Existing buildings and structure (specify): _____

Proposed buildings or structures (Specify): _____

6. Number of new lots (not including retained lot) proposed: _____

7. Are there any easements or restrictive covenants which affect the subject land? Yes() No()

If yes, please provide a description of the easement or restrictive covenant and its effect on the land.

8. **ACCESS: (A separate access is required for the severed and retained parcel)**

a) <u>Type of Access Installed</u>	<u>Severed</u>	<u>Retained</u>
Provincial Highway	()	()
A Municipal Road that is maintained year round	()	()
A Municipal Road that is maintained seasonally	()	()
A Right-of-way	()	()
b) New access required	()	()
An estimated cost estimate is required, please discuss with the municipal Coordinator of Public Works. Estimated cost estimate for new access _____ Actual Cost will apply		
b)	If the access to the subject land is by water only, please state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.	

9. **WATER SUPPLY**

What type of water supply is proposed? (Check appropriate Space)

<u>TYPE</u>	<u>PROPOSED LOT(S)</u>	<u>RETAINED LOT(S)</u>
Publicly owned & operated piped water supply	()	()
Privately owned and operated individual or communal well	()	()
Lake or other water body	()	()
Other (Specify)	()	()

The municipal Coordinator of Operations of must be consulted on the provision of water to the proposed and retained lots. **Actual Costs will apply for the provision of services**

Estimated Connection/Service Fee _____ () ()

Water Metre Cost _____

Applicable Frontage Charge _____

10. **STORM WATER MANAGEMENT**

The municipal Coordinator of Operations must be consulted on the provision of storm water management to the proposed and retained lots. **Actual Costs will apply for the provision of services**

All lots must drain to a legal outlet. (Check appropriate Space)

<u>TYPE</u>	<u>PROPOSED LOT(S)</u>	<u>RETAINED LOT(S)</u>
Municipal Storm Sewers	()	()
Municipal Drain	()	()
Mutual Agreement Drain	()	()
Private drain on an Easement	()	()
Other (Specify)	()	()

Is there an applicable connection fee to connect to the municipal storm sewer? _____
 Connection Fee _____

Name of Municipal Drain _____ to be pro-rated until new Engineer's report received.

If the storm sewer needs to be extended has the municipal engineering department been consulted _____

Specify: _____

11. **SEWAGE DISPOSAL:**

What type of sewage disposal is proposed? (Check appropriate Space)

<u>TYPE</u>	<u>PROPOSED LOT(S)</u>	<u>RETAINED LOT(S)</u>
Public owned and operated sanitary sewage system	()	()
Privately owned and operated individual or communal septic system	()	()
If a private system is proposed, has a certificate of approval been issued by the County of Lambton	Yes ()	No ()
Pit Privy	()	()
Other (Specify)	()	()

When will sewage disposal services be available?

12. If known, state whether the subject land is the subject of any other application under the Act, such as an application for approval of an official plan or plan amendment, a zoning by-law amendment, a Minister's zoning order amendment, a minor variance, a consent (severance) or approval of a plan of subdivision.

Please provide the file # of the application and the status of the application.

File #: _____ Status: _____

13. If known, state whether the subject land has ever been the subject of an application for approval of a plan of subdivision, under Section 51 of the Act, or a consent (severance), under Section 53 of the Act.

File #: _____ Status: _____

14. Is the subject land within an area of land designated under any provincial plan or plans. _____

If the answer to the above is yes, does the application conform to or does it conflict with the applicable provincial plan or plans. _____

15. The current zoning by-law provisions applying to the subject land _____

16. The current designation of the subject land in the official plan. _____

17. Has any land been severed from the parcel originally acquired by the owner of the subject land?

If yes – date of transfer _____ Name of the transferee _____

Uses of the severed land _____

18. **SEVERANCES IN RURAL AREAS:**

Note: This section is to be completed only for applications in Agricultural Areas.

a) Is the severance a surplus farm dwelling? Yes() No()

Home farm location _____

Additional properties owned by the applicant
Geographic Township _____

Description: Conc. Lot or Part

b) Are there any barns located on the holding that is the subject of this application?
Severed Portion Yes () No()
Retained Portion Yes () No()

If the answer is "yes", are these barns:

i) Now used for livestock? Yes() No()
ii) Capable of being used for livestock? Yes() No()

c) How far is the nearest livestock barn from the proposed residential lot? _____

d) Has the minimum distance separation been calculated for the nearest livestock barn from the proposed residential lot

19. If the applicant is not the owner of the subject land, the owner's written authorization to the applicant to make the application is required.

20. Attached is a Checklist outlining material that may be relevant to your application and required for processing. The Secretary-Treasurer of the Committee of Adjustment and or County Planner will advise if additional Information is required for processing your application.

Dated at the _____ of _____ this _____ day of _____, 20 ____.

I/We.....of the..... in the County of Lambton solemnly declare that all the statements contained in this application are true, and I/We 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.

.....
(Signature) of applicant, solicitor or authorized agent)

.....
(Signature) of applicant

DECLARED before me at the of in the of this day of, 20.....

A Commissioner, etc.....

**ASSESSMENT OF SEWAGE FLOWS FOR
EXISTING PRIVATE SEWAGE DISPOSAL SYSTEMS**

Name of Property Owner: _____

Mailing Address: _____

Postal Code: _____ Telephone No: _____

Lot: _____ Concession: _____

Sub Lot No: _____ Plan No: _____

Municipal Address: _____

Municipality: _____

NOTE: When indicating the presence of a three piece bathroom group, please do not itemise **those** fixtures under the individual appliance count.

	Existing Structure	Office Use	Proposed Structure	Office Use
Appliance	Number	Fix. Unit	Number	Fix. Unit
Bedrooms				
Bathrooms (3 piece)				
Dishwashers				
Laundry Tub				
Shower Stalls				
Toilets				
Wash-up Sinks				
Kitchen Sinks				
Other				
Total				

Please answer the following questions:

1. Will any component of the existing sewage system be relocated or replaced?

_____ Yes _____ No

2. Will the proposed construction decrease the existing separation distance between the structure and the existing sewage system?

_____ Yes _____ No

3. Is the existing system malfunctioning or discharging sewage onto the ground or into surface water?

_____ Yes _____ No

4. What is the size of the existing septic tank? _____

5. What is the size of the existing leaching bed? _____

6. What is the **finished** floor area of the present dwelling? _____

7. What will the **finished** floor area be after construction? _____

I _____ CERTIFY THAT THE INFORMATION
(Print name in full)

CONTAINED HEREIN IS TRUE AND CORRECT.

Signature Owner _____ Agent _____

Date: _____

**ASSESSMENT OF REQUIREMENT
TO SUBMIT AN APPLICATION UNDER PART 8 OF THE ONTARIO BUILDING CODE**

The following circumstances dictate when an upgrade or replacement of an existing sewage system is necessary. An application for a sewage system permit is required when:

1. The performance level of the existing building is reduced. The Ontario Building Code states that the performance level of a dwelling is reduced where the total daily design sanitary sewage flow of the dwelling exceeds the capacity of any component of the sewage system. The capacity of the sewage system must be evaluated when the construction:
 - increases the number of bedrooms in the existing home;
 - exceeds 15% of the gross area of the dwelling unit or;
 - adds new plumbing fixtures to the existing home.
2. The proposed structure will decrease the separation distance to the existing sewage system.
3. The sewage system is malfunctioning or is discharging sewage onto the ground or into surface water (eg. septic connections to agricultural field tiles and drainage ditches are not permitted).
4. The owner/agent is unable to answer either question 1, 2 or 3.

On the attached graph paper, please provide a sketch of the subject property showing lot dimensions, the location(s) of all buildings and structures and the location of the septic tank and leaching bed (show as much detail regarding the bed as possible - ie. number of distribution pipes, length of tiles et cetera). If the size of the lot makes it impractical to show the entire property, focus on the area where the sewage system and dwelling are (to be) located.

This office will conduct an inspection of the subject property. An inspection/administrative fee of \$75.00 is therefore required of the applicant to cover the cost of the septic system evaluation/inspection. If it is necessary to make application for septic approval to replace or upgrade the existing sewage system, the evaluation fee will be applied to the cost of the septic permit.

LOT DIAGRAM AND SEWAGE SYSTEM PLAN: Draw to scale and indicate the direction of north.

- SHOW:**
- 1) Location of sewage system components (i.e. tanks, leaching beds)
 - 2) Horizontal distances from system to adjacent existing or proposed buildings, well water supplies (including neighbours'), existing on-site sewage systems, driveways, property lines, swimming pools and watercourses (including ditches).
 - 3) Lot dimensions, roads and topographic features (i.e. steep slopes, swamps)

