

## SEVERANCE

The severance process creates lots, adjusts lot lines, and creates easements. An application is made to the Committee of Consent for these processes. In addition, more than one application may be necessary. For example, only one application is required to sever a property in half to create a new lot retaining the remaining half, anything beyond this example will require more than one application. The Committee of Consent (COC) can deny a severance and recommend that multiple severances be dealt with under the subdivision process.

### SEVERANCE PROCESS SUMMARY

The completed application is to be submitted with a surveyor's sketch attached to the application (must show both the parcel to be severed and the parcel(s) to be retained). The survey sketch should show all existing buildings and structures on or abutting the property including driveways, concrete pads, wells, water sewer connections and utilities.

#### Committee of Consent meeting

- Applicant or Agent must attend
- Committee generally meets once a month
- Notice to neighbouring property owners within 200 feet, 14 days prior to the public meeting
- Decision is usually made that evening if no outstanding concerns

Resolve any outstanding concerns if the matter is deferred

#### Notice of Decision

- Notice to neighbouring property owners with a 20 day appeal period

If no appeal, the conditions of the consent are to be fulfilled within one year of the decision, or a new application will be required - **ABSOLUTELY NO EXTENSIONS.**

Survey to be registered by your Surveyor/Solicitor.

Deeds to be prepared from the registered survey by your Solicitor.

Deeds to be reviewed by the Municipality and stamped by the Municipal Planner for the Town of Wasaga Beach.

Deeds to be registered at the Registry Office by the Applicant or their Solicitor (must be registered within two years of deed being stamped).

The process is completed.

### CONDITIONS OFTEN ASSOCIATED IN THE GRANTING OF A SEVERANCE

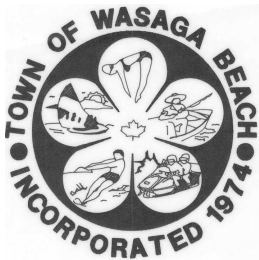
1. Development Charge for each lot created. Fee applicable at the Building Permit stage.
2. 5% cash in lieu of parkland as set by an accredited appraiser.
3. Payment of all outstanding Local Improvement charges.
4. Payment of any outstanding Municipal charges, i.e. taxes, etc.
5. Provision for installation of sewer and water laterals for lots to be created and lots to be retained. Said work to be carried out by a Town-approved licensed contractor.
6. Entranced culvert permit for installation, road reinstatement, etc. if applicable.
7. Any other conditions as set by the Committee of Consent.

#### APPLICABLE FEES

<b>Severance Fee</b>	<b>\$1,700.00</b>	<b>Boundary Adjustment/ Lot Addition</b>	<b>\$1,400.00</b>
<b>Consent Easement</b>	<b>\$1,300.00</b>	<b>Validation of Title</b>	<b>\$1,000.00</b>

**ALSO BE ADVISED** that a \$300.00 check payable to the Nottawasaga Valley Conservation Authority (NVCA) for their review and comment fee must also accompany this application if:

- The property is environmentally designated (e.g. Hazard Land) in the Official Plan;
- The property is environmentally zoned (e.g. "EP" or "OS") in the Zoning By-law;
- The property is in a natural heritage feature (e.g. woodland, wetland, etc);
- The property is located in proximity to natural hazardous lands (e.g. steep slopes);
- The property is traversed by a watercourse or abuts a watercourse;
- The property is located on the shoreline of Georgian Bay;
- The property is located in the flood plain or regulated area



**THE CORPORATION OF THE TOWN OF WASAGA BEACH**

**PLANNING DEPARTMENT**

**APPLICATION FOR CONSENT APPROVAL**

OFFICE USE ONLY			
<b>DATE RECEIVED:</b>		<b>FILE NO.:</b>	
<b>DATE APPLICATION DEEMED COMPLETE:</b>			
FEES			
<b>Severance application fee</b>	<b>\$1,700.00</b>		

The undersigned hereby applies to the Town of Wasaga Beach Committee of Consent, under section 53, of *the Planning Act*, R.S.O. 1990, c. P.13, for consent as described in this application form from the Town of Wasaga Beach:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Creation of a new lot | <input type="checkbox"/> Easement             | <input type="checkbox"/> A lease               |
| <input type="checkbox"/> Addition to a lot     | <input type="checkbox"/> Validation of title  | <input type="checkbox"/> Correction of title   |
| <input type="checkbox"/> Lot line adjustment   | <input type="checkbox"/> A charge of mortgage | <input type="checkbox"/> Other, please specify |

**1. CONTACT INFORMATION**

**Applicant Information**

Name of applicant:							
Mailing Address:							
Telephone No:				Cell No:			
E-Mail:				Fax No:			

**Owner Information (if different from Applicant)**

Name of Owner:							
Mailing Address:							
Telephone No:				Cell No:			
E-Mail:				Fax No:			

**Agent Information (if applicable)**

Name of Agent:							
Mailing Address:							
Telephone No:				Cell No:			
E-Mail:				Fax No:			

Communications should be sent to     Applicant         Owner         Agent

**2. LOCATION AND DESCRIPTION OF THE SUBJECT LANDS**

**Location of Subject Property (complete applicable lines)**

Street & Number:							
Tax Roll #:							
Lot No.:				Concession:			
Part No.:				Plan No.:			

**Easements or Restrictive Covenants**

Are there any easements or restrictive covenants affecting the subject lands?

If yes, Describe the easement or covenant and its effect:

**Dimensions of Subject Property (in metric units)**

Frontage		metres
Average Width		metres
Depth		metres
Area		square metres

**3. EXISTING LAND USES & ZONING**

**Existing Use and Zoning**

Describe the existing uses on the subject land:			
The length of time that the existing uses on the subject land have continued:			
Describe the existing uses on the abutting lands:			
Current Land Use Designation in Official Plan:			
Current Zoning:			
Current Land Use Designation of abutting lands:			
North		South	
East		West	
Current Zoning of abutting lands:			
North		South	
East		West	

**4. DESCRIPTION OF SUBJECT LANDS AND SERVICING INFORMATION FOR SEVERED LANDS**

Description of lands intended to be severed (Part __) on the survey provided:					
Frontage:		Depth:		Area:	
Existing use:		Proposed use:			
Existing building(s) or structure(s):					
Proposed building(s) or structure(s):					

Type of Access	Existing	Proposed
Provincial highway		
Municipal road, maintained year round		
Municipal road, maintained seasonally other public road		
Other public road		
Please specify:		
Water access		
Please describe the parking and docking facilities and the approximate distances of these		

facilities from the subject land and the nearest public road		
<b>Type of Water Supply</b>	<b>Existing</b>	<b>Proposed</b>
Municipally operated piped water system		
Privately owned/operated individual well		
Privately owned/operated communal well		
Lake or water body		
Please specify		
Other means		
Please specify		
<b>Type of Storm Water Control</b>	<b>Existing</b>	<b>Proposed</b>
Storm drainage sewer		
Ditch		
Swale		
Other means		
Please specify		
<b>Type of Sewage Disposal</b>	<b>Existing</b>	<b>Proposed</b>
Municipally operated sanitary sewers		
Privately owned/operated individual septic		
Privately owned/operated communal septic		
Privy		
Other means		
Please specify		
<b>Utilities</b>	<b>Existing</b>	<b>Proposed</b>
Hydro		
Natural gas		
Telecommunications		

**5. DESCRIPTION OF SUBJECT LANDS AND SERVICING INFORMATION FOR RETAINED LANDS**

Description of lands intended to be retained (Part __) on the survey provided:					
Frontage:		Depth:		Area:	
Existing use:			Proposed use:		
Existing building(s) or structure(s):					
Proposed building(s) or structure(s):					

<b>Type of Access</b>	<b>Existing</b>	<b>Proposed</b>
Provincial highway		

Municipal road, maintained year round		
Municipal road, maintained seasonally other public road		
Other public road		
Please specify:		
Water access		
Please describe the parking and docking facilities and the approximate distances of these facilities from the subject land and the nearest public road		
<b>Type of Water Supply</b>	<b>Existing</b>	<b>Proposed</b>
Municipally operated piped water system		
Privately owned/operated individual well		
Privately owned/operated communal well		
Lake or water body		
Please specify		
Other means		
Please specify		
<b>Type of Storm Water Control</b>	<b>Existing</b>	<b>Proposed</b>
Storm drainage sewer		
Ditch		
Swale		
Other means		
Please specify		
<b>Type of Sewage Disposal</b>	<b>Existing</b>	<b>Proposed</b>
Municipally operated sanitary sewers		
Privately owned/operated individual septic		
Privately owned/operated communal septic		
Privy		
Other means		
Please specify		
<b>Utilities</b>	<b>Existing</b>	<b>Proposed</b>
Hydro		
Natural gas		
Telecommunications		

If a lot addition, identify the lands to which the parcel will be added. Part (\_\_\_) on the survey provided.

Frontage:		Depth:		Area:	
Existing building(s) or structure(s):					
Proposed building(s) or structure(s):					

## 6. PLANNING HISTORY OF THE SUBJECT LAND

Date of acquisition of the subject land:			
Has the owner previously applied for relief with respect to the subject land:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:			
If known whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or consent.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
If yes, please specify the file number and the status of the file:			
If known, has the subject land ever been the subject of an application under Section 45 of the Planning Act.			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	
If yes, please specify:			
Has there ever been an industrial or commercial use, including gas station on the subject land or adjacent lands?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please specify:			
Is there a reason to believe the subject lands have been contaminated by former uses on the subject land or adjacent lands?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please specify:			
Has there ever been waste disposal on the subject land or adjacent lands?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, please specify:			

## 7. ADDITIONAL REQUIREMENTS

### **The application shall be accompanied by a survey showing the following:**

A survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of this application.

1. The boundaries and dimensions of the subject land;
2. The boundaries and dimensions of any land abutting the subject land that is owned by the Owner of the subject land;
3. The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
4. 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 yard lot line, rear yard lot line and the side yard lot lines.
5. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
6. The approximate location of all natural and artificial features on the subject land (for example, buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to the subject land and in the opinion of the applicant, may affect the application;
7. The current uses on land that is adjacent to the subject land;
8. 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;
9. If access to the subject land is by water only, the location of the parking and docking facilities to be used; and,
10. The location and nature of any easement affecting the subject land;

## 8. OTHER INFORMATION

Is there any other information that you think may be useful to the Municipality or other agencies in reviewing the application? If so, explain on the space provided or attach on a separate page:

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Enclosed herewith is the applicable fee and I/We hereby agree to pay further costs and expenses incurred by the Municipality for legal, planning, engineering and/or other costs incidental to this application to the completion of all appeals or Ontario Municipal Board hearings, should they arise.

***Be advised that the Applicant or a Representative is required to appear at the Committee of Consent meeting and any other meetings that are required to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.***

The Applicant shall provide any other material or studies requested by an official representing the Corporation of the Town of Wasaga Beach in order for the Municipality to review the application. This could include special topic studies (Examples include but are not limited to, Noise Studies, Environmental Impact Studies, Traffic Studies, D-4 Studies, Golf Ball Scatter Studies, etc.) and could further include peer review of the studies as requested by the Municipality. Five copies of each plan (including 11x17 reduction of each plan) and three copies of any reports or studies including a digital copy of each drawing and report prepared in support of this application, is required.

**9. PERMISSION TO ENTER**

Consent is given to the Town of Wasaga Beach, its employees and authorized representatives to enter onto the above noted property, solely for the purpose of obtaining information to assist in the evaluation of this application.

The owner acknowledges that employees or authorized representatives of the Town may enter onto the subject property at any reasonable time and only for the purposes set out above.

Date:		Signature of Owner:	
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**10. AUTHORIZATION OF OWNER**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**11. AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION AND TO PROVIDE PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land this is the subject of this application for consent and for purposes of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M. 56.

I authorize \_\_\_\_\_ 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 the application.

Date:		Signature of Owner:	
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**12. CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this consent application and for the purposes of the Municipal *Freedom of Information and Privacy Act, R.S.O. 1990, c.M. 56*, 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 Planning Act for the purposes of processing this application.

Personal information contained in this form, collected and maintained pursuant to *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 Clerk of the Town of Wasaga Beach, 705-429-3844, ex 2223.

Date:		Signature of Owner:	
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**13. AFFIDAVIT OR SWORN DECLARATION OF OWNER/AGENT**

**Declaration for the Prescribed and Requested Information**

I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_

do solemnly declare that all of the above statements and all attachments are true, and I make this oath 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 \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
A Commissioner, etc.

**Please submit your complete application to:**

**The Town of Wasaga Beach  
Planning Department  
30 Lewis Street  
Wasaga Beach, ON L9Z 1A1**

**Regular business hours: Monday to Friday from 8:30 a.m. to 4:30 p.m.**