

SEVERANCE PROCESS

The following information is provided to help guide you through the Severance Process and answer some commonly asked questions.

What is the cost to create a new lot?

The fee for an application for severance is \$1,700.00. If you wish to create more than one lot, for each lot you propose to create an application and fee of \$1,700.00 is required. For example if you begin with one lot and wish to create two new lots ending with a total of three lots, you will require two applications for severance. If your lands are regulated by the Nottawasaga Valley Conservation Authority (NVCA) then fee for their review of the application is applicable. A cheque in the amount of \$300.00 payable to the NVCA is to be included with your application for severance.

Other fees that you should be aware of are as follows:

- a. Fees for retaining the services of an Ontario Land Surveyor to prepare your survey or surveyor's sketch to accompany your application and, when approved, to register a Reference Plan.
- b. You should be aware that you will need to hire a lawyer to draft and register the new deed for your new parcel created. If you have a corner lot property, there may be a requirement to dedicate a site triangle to the municipality, the legal costs of which are also the applicant's responsibility.
- c. The requirement to provide a 5% cash in lieu parkland dedication. The value of the whole parcel of land subject to the application for severance is determined by an accredited appraiser. Five percent of that value is then payable to the municipality;
- d. Should you wish to create more than one parcel, the requirement to provide an overall lot grading and drainage plan may be applicable. This requires retaining the services of a qualified professional (ie engineering technician or engineer) to prepare the plan for review by municipal engineering staff;
- e. The payment of any outstanding fees, charges, taxes or local improvement charges outstanding for the lands.
- f. the cost for the installation of any additional water and sewer laterals if required

How long does it take to sever my lot? What is the process?

The Town of Wasaga Beach Committee of Adjustment/Consent (COA) is the approval authority for severances. The COA meets once a month to consider severance and minor variance applications. Provided your application is submitted at the deadline set for the next available Committee of Adjustment (COA) meeting, obtaining a decision on your application for severance and clearing the required 20 day appeal period for severances could take approximately 2 to 3 months.

The typical process is as follows:

1. Submit your completed severance application(s), fees, survey or surveyor's sketch to the Planning Department prior to the deadline for submissions. For details on the deadlines and dates of upcoming meetings please contact the Planning Department. The survey or surveyors sketch must accompany the application. Note that hand drawn sketches are not acceptable.
2. A public hearing is scheduled. The requirements for giving notice are mandated by *the Planning Act*. A Notice of Public Hearing is circulated to the public and includes the placement of the Notice of Public Hearing in the local newspaper no less than 14 days from the date of the hearing. Property owners within 60 metres (200 feet) of your property will also be circulated with the notice by regular mail.
3. Planning staff will prepare a Planning Report and agenda that is distributed to members of the COA prior to the hearing date.
4. You or your appointed agent must attend the Public Hearing at the appointed date and time to introduce the application and answer any questions that the public or the COA may have.
5. The COA will make a decision that evening and you will be informed of their decision at that time. The Committee may grant, deny or defer a decision on the application. Granted severances are typically given conditional approval. The conditions of approval must be completed no less than one year of the date of the decision as mandated by the *Planning Act* and no extensions are permitted. Failure to complete the conditions of approval within one year will result in the application lapsing, and the owner having to re-apply for severance approval. Conditions that are typically applied could include and are not limited to:
 - a. Providing water and sewer laterals to the lands to be severed and lands to be retained to the satisfaction of the Town of Wasaga Beach;
 - b. If more than one lot is created the submission of an overall lot grading plan prepared by a professional (ie engineering technician or engineer) to the satisfaction of the Town of Wasaga Beach;
 - c. If the subject lands are a corner lot, the dedication of a site triangle at the intersection of the street lines;
 - d. The submission of a registered reference plan to show all of the parcel to be severed and all of the parcel to be retained;
 - e. The payment of all outstanding taxes, charges, fees, and local improvement charges (which could include costs for water and sewer, drainage, street lights, roads etc);
 - f. The payment of a 5% cash in lieu of parkland dedication as provided by the Planning Act;
 - g. That all conditions of the decision be fulfilled and the documents (ie the new deed prepared by your solicitor) be presented to the Planning Department for issuance of the Certificate of Consent within a period not to exceed 12 months from the date of decision.

6. A Notice of Decision is mailed to all agencies and property owners within 60 metres (200 feet) of the subject lands. There is a 20 day appeal period calculated from the date of the mailing of the decision as provided by *the Planning Act*. During this time appeals to the decision of the Committee can be submitted. Should the municipality receive an appeal during this time the appeal is forwarded to the Ontario Municipal Board with the required information for a review/hearing and decision on the matter.

7. If no appeals are received, the applicant or owner may now start to clear the conditions of approval and finalize the consent. Following the completion of all conditions, the municipality will release a Certificate of Official to your solicitor in order that this certificate and the new deed for your newly created parcel can be registered at the registry office. As noted you have one year to complete the conditions of approval or the approval will lapse. Also note that, as per *the Planning Act*, your solicitor must register the new deed and effect the severance no later than 2 years from the date of the Certificate of Official or your severance will lapse.

Upon registration of the deed at the registry office, the severance process is complete and the development of the new lot can proceed.