

Consent Application Checklist



- Application Fee (see next page for more details)
- Application Form (all sections must be completed and signed) (Page #3)
- Property Owner Appointment and Authorization of Agent Form (all sections must be completed)
- Property Owner Acknowledgment of Public Information and Permission to Enter Property Form (all sections must be completed). (Page #7)
- Sworn Declaration Form (Page #6)
- One (1) digital copy of all sketches/plans prepared in METRIC UNITS, must be provided to the [Planning Online Submission Portal](#). All plans shall show the following, where applicable:
 - The boundaries and dimensions of any land abutting the subject property that is owned by the owner of the subject property;
 - The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
 - The boundaries and dimensions of the subject land, the severed and retained parcels must be noted on the plans and shown as "severed" and "retained";
 - The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - The approximate location of all natural and artificial features (i.e. buildings, railways, roads, watercourses, drainage ditches, banks of rivers and 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 applicants opinion, may affect the application;
 - The existing uses on adjacent land, such as residential, agricultural and commercial uses;
 - 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;
 - If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - The location and nature of any easement affecting the subject land;
 - If a natural or artificial feature is to be the proposed new property line or part thereof, identify the feature(s) as such on the sketch;
 - Provide a plan prepared by an Ontario Land Surveyor indicating the parcel to be severed and the parcel being retained.

NOTES:

The Committee of Adjustment requires that all properties subject to an application be properly identified in accordance with the following:

- a) All buildings shall have the street number clearly displayed and visible from the street;
- b) In the event that a unit within a building is the subject of an application, the unit number shall be clearly displayed on the door of the unit.

ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING
THE SECRETARY TREASURER:
cofa@wasagabeach.com (705) 429.3844 ext. 2281



Committee of Adjustment Consent Application

Town of Wasaga Beach, 120 Glenwood Drive, Wasaga Beach, ON L9Z 2K5

Tel. No.: (705) 429-3844 x 2281

Inquiries: planning@wasagabeach.com

Web address for downloading Committee of Adjustment Information, Forms and Agendas:

<https://www.wasagabeach.com/en/town-and-government/committee-of-adjustment.aspx>

Consent To Sever (One Lot Created)	\$2,550.00
Consent to Sever (Multiple Lots Created)	\$650.00 / per lot
Boundary Adjustment/Lot Addition	\$2,100.00
Consent – Easement	\$1,950.00
Consent To Mortgage	\$2,250.00
Consent To Discharge Mortgage	\$2,250.00
Cancellation Certificate	\$1,500.00
Validation of Title	\$1,500.00

Refer to [Schedule I](#) for more information on fees.

Fees may be paid in-person via the following methods: Cash, Debit, Cheque*, Visa, and MasterCard.

* for cheques, make payable to: "The Town of Wasaga Beach" & note consent application and municipal address.

WE ARE DIGITAL!

Applications are now required to be submitted through our [Online Portal](#).

For help with accessing the online portal click [here](#).

NOTICE TO ALL APPLICANTS OF CONSENT APPLICATIONS TO THE TOWN OF WASAGA BEACH COMMITTEE OF ADJUSTMENT

1. Before submitting your application to the Committee of Adjustment, it is strongly recommended that you verify the accuracy of the variances you are requesting either through the building permit, or site plan application processes. However, if these processes do not apply, you are encouraged to submit your plans for a preliminary zoning review at planning@wasagabeach.com
2. Consultation with the Planning, Building, Engineering and Public Works Departments, and the NVCA (if applicable) may also be helpful. It is also advisable to reach out to your neighbour's regarding your plans.
3. **The Nottawasaga Valley Conservation Authority (NVCA) may require that an application review fee be paid if the subject property is located within an area under their control. Please contact the appropriate conservation authority.**
4. Development Charges may be payable prior to the issuance of a Building Permit.



File No. "B" _____
Date: _____

For Office Use Only

The *Planning Act*, R.S.O. 1990, c.P.13, as amended
APPLICATION FOR CONSENT

NOTE: Pursuant to subsection 53(2) of the PLANNING ACT, the applicant shall provide the Committee of Adjustment with such information or material as the Committee of Adjustment may require. The Committee of Adjustment may refuse to accept or further consider the application until the prescribed information, material and the required fee(s) are received.

1. Description of the subject land ("subject land" means the land to be severed and the land to be retained):

Registered Plan Number: _____ Lot(s)/Block(s): _____

Reference Plan Number: _____ Part(s): _____

Concession Number: _____ Lot(s): _____

Municipal Address: _____ Tax Assessment Roll#: _____

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

No Yes (Specify): _____

3. The type and the purpose of the proposed transaction/application, such as a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title.

New Lot Easement Lot Addition Other (Specify): _____

4. Owner Information

Property Owner: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____

Email: _____

5. Authorized Agent Information

Authorized Agent: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____

Email: _____

6. Description of land intended to be SEVERED. Please specify:

Frontage/Width:	m	Required Frontage:	m	Depth:	m	Area:	sq. m
Existing Use:			Proposed Use:				
Number of Buildings/Structures:	Existing:		To Remain:		Proposed:		
Access: Municipal Road <input type="checkbox"/>		Regional Road <input type="checkbox"/>	Provincial Highway <input type="checkbox"/>	Other (Specify):			
Is water provided by publicly owned and operated water system? Yes <input type="checkbox"/>							
No <input type="checkbox"/> (Specify):							
Is sewage disposal provided by publicly owned and operated sanitary sewage system? Yes <input type="checkbox"/>							
No <input type="checkbox"/> (Specify):							

7. Description of land intended to be RETAINED. Please specify:

Frontage/Width:	m	Required Frontage:	m	Depth:	m	Area:	m
Existing Use:			Proposed Use:				
Number of Buildings/Structures:	Existing:		To Remain:		Proposed:		
Access: Municipal Road <input type="checkbox"/>		Regional Road <input type="checkbox"/>	Provincial Highway <input type="checkbox"/>	Other (Specify):			
Is water provided by publicly owned and operated water system? Yes <input type="checkbox"/>							
No <input type="checkbox"/> (Specify):							
Is sewage disposal provided by publicly owned and operated sanitary sewage system? Yes <input type="checkbox"/>							
No <input type="checkbox"/> (Specify):							

8. Previous Transfers/Adjacent Lands

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

No Yes Date of Transfer: Land Use:

Does the property owner own a parcel of land that shares a lot line or portion thereof? Yes No

If yes to either of the above, how was the property severed/split from the original parcel?:

9. If known, the name of the person to whom the land, or an interest in the land is to be transferred, charged or leased.

10. Nottawasaga Valley Conservation Authority Review Information

Is the property within the regulated area of the Nottawasaga Valley Conservation Authority?*

*If yes, separate payment shall be made directly to the NVCA.

Yes No Not Applicable (as determined by the relevant Conservation Authority)

Has the Conservation Authority review fee been paid? Yes No

11. Property Information

	Land to be Severed	Land to be Retained
Zoning Category:		
Official Plan Designation:		
How is the proposed application consistent with the Official Plan designation and Provincial Policy Statement?:		

12. Other Planning Applications

*If known, is or was the subject land the subject of any of the following development type applications:

Official Plan Amendment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Zoning By-law Amendment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Minister's Zoning Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Site Development Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Minor Variance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Plan of Subdivision	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Consent	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.

13. Other Applications and/or Infractions:

If known, is or was the subject land the subject of any of the following development type applications:

Building Permit Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
NVCA Application No	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
By-law Infractions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.

Is a second Certificate of Consent requested for the retained lands? (For creation of a new lot only)

Yes No

If yes, a written statement from an Ontario Solicitor in good standing is required to confirm that there is no land abutting the subject land that is owned by the owner of the subject land, other than the land that could be conveyed without contravening Section 50 of the *Planning Act*.



Sworn Declaration

I _____, of _____
(Name and Company) (Full Address and Postal Code)

Solemnly Declare:

- The information contained in this application and the information contained in the documents that accompany this application are true.
- This application does not include any lands that may be owned by the Town of Wasaga Beach.
- This application does include lands that may be owned by the Town of Wasaga Beach.*

Signature of Applicant or Authorized Agent: _____

* *Please Note: If this application includes any lands that may be owned by the Town of Wasaga Beach, a letter of consent from the Town of Wasaga Beach, in its capacity as land owner, must be requested. If the Town of Wasaga Beach grants its consent, the letter of consent from the Town of Wasaga Beach must be submitted with this application.*



Property Owner Appointment and Authorization of Agent

(TO BE SIGNED BY ALL REGISTERED OWNERS OF THE PROPERTY)

PROPERTY INFORMATION:

Address/Legal Description:

PROPERTY OWNER APPOINTMENT AND AUTHORIZATION OF AGENT:

I/We, the undersigned, being the registered property owner(s) of the above noted property hereby authorize

Authorized Agent's Name / Company

as my agent for the purpose of submitting this application to the Committee of Adjustment and acting on my/our behalf in relation to the application. The authority granted by this Agent Appointment and Authorization shall continue until I/we shall have revoked such authority in writing, and delivered such written revocation to the Town of Wasaga Beach's Committee of Adjustment. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the Town of Wasaga Beach, Committee of Adjustment received such written revocation.

Dated this _____ day of _____ 20 _____.

I have the authority to bind the Corporation or Partnership, if applicable

Signature of Property Owner or Signing Officer

Name or Property Owner or Signing Officer

I have the authority to bind the Corporation or Partnership, if applicable

Signature of Property Owner or Signing Officer

Name or Property Owner or Signing Officer

NOTES:

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto);
2. If the agent is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.



Property Owner Acknowledgement of Public Information and Permission to Enter Property

PROPERTY INFORMATION:

Address/Legal Description:

PROPERTY OWNER ACKNOWLEDGEMENT OF PUBLIC INFORMATION:

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the Town of Wasaga Beach, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the application, whether included with the application or submitted at any time subsequent to the filing of the application, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the Town of Wasaga Beach making this request and its supporting documentation available to the general public, including copying, posting on the Town's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the Town releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

I have the authority to bind the Corporation or Partnership, if applicable.

Name or Property Owner or Signing Officer

Signature of Property Owner or Signing Officer

PROPERTY OWNER PERMISSION TO ENTER PROPERTY:

I, the undersigned, being the registered property owner of the above noted property hereby irrevocably authorize and consent to the Committee of Adjustment Members, Town of Wasaga Beach staff to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

I have the authority to bind the Corporation or Partnership, if applicable.

Name or Property Owner or Signing Officer

Signature of Property Owner or Signing Officer
