



Town of Penetanguishene APPLICATION FOR CONSENT

APPLICATION CHECKLIST

(It is recommended that you consult with the Town's Planning and Development Department prior to submitting your application.)

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application. **NOTE: One application form is required for each parcel to be severed.**
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fee **(\$1,000.00)** attached made payable to the Town of Penetanguishene.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of any studies and reports required to be submitted with your application.
- Ten (10)** copies of the completed application form and accompanying sketch or site plan (in metric units). The copies will be used to consult with other ministries or agencies that may have an interest in the application.
- Notice Sign Deposit **(\$60.00)** attached made payable to the Town of Penetanguishene. Please see attached Notice Posting Policy.

If you require additional assistance regarding this application, please contact the Department of Planning and Development at:

**Town of Penetanguishene
10 Robert Street West
Penetanguishene, ON L9M 2G2
Ph: (705) 549-2673
Fax: (705) 549-3922**



Town of Penetanguishene
APPLICATION FOR CONSENT

OFFICE USE ONLY		
<input type="checkbox"/> NEW LOT(S) <input type="checkbox"/> LOT ADDITION <input type="checkbox"/> EASEMENT OR RIGHT-OF-WAY <input type="checkbox"/> OTHER: _____		
Application No.: B . /20 Civic Address: _____	Date of Application: _____	
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
ROLL # 4372- _____ - _____ - _____ - 0000		

PRESCRIBED INFORMATION AND MATERIAL TO BE PROVIDED PURSUANT TO SECTION 53 OF THE PLANNING ACT, R.S.O. 1990 AND ONTARIO REGULATION 197/96.

1. CONTACT INFORMATION:

All communication will be directed to the Primary Contact only.

Primary Contact: _____

a) Registered Owner(s): _____

(List all owners and contact information if multiple exist)

Owner's authorization is required, if the applicant is not the owner.

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. DESCRIPTION OF SUBJECT LANDS:

- a) Concession(s): _____
- b) Lot(s): _____
- c) Registered Plan No. : _____ Lot(s)/Block(s): _____
- d) Reference Plan No. : _____ Part(s): _____
- e) Geographic Township (former municipality): _____
- f) Civic Address: _____
- g) Dimensions of subject lands:

Frontage (m)	Depth (m)	Area (ha)

- h) Official Plan (current designation of subject lands) : _____
- i) Zoning (current zoning of subject lands) : _____
- j) Are there any easements or rights-of-way affecting the subject lands?
 Yes No

If yes, indicate and describe the purpose of the easement or right-of-way:

3. CONSENT:

- a) Purpose of the Consent:

- Transfer** Creation of new lot Addition to a lot An easement Other
- Other** A charge A lease A correction of title

- b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

Name(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

- c) If a lot addition, identify the lands to which the parcel will be added.

- d) Dimensions and uses of lands pertaining to the application:

LANDS	Frontage (m)	Depth (m)	Area (sq.m)	Existing use	Proposed Use
RETAINED					
LOT ADDITION					
SEVERED Lot 1					
SEVERED Lot 2					
SEVERED Lot 3					

**Attach an additional sheet if necessary.*

4. HISTORY OF THE SUBJECT LANDS:

- a) Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? Yes No

If **yes**, and if known, provide the Application File number and the decision made on the application:

- b) Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No

If **yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

5. EXISTING AND PROPOSED USES:

a) Date the subject land was acquired by the current Owner: _____

b) Existing use(s) of the subject land:

c) Length of time that the existing uses have continued: _____

d) Proposed use(s) of the subject land:

** Attach a separate description if necessary*

e) Date the existing building(s) or structure(s) on the subject land were constructed:

Type of Building/ Structure	Date Constructed
1.	
2.	
3.	
4.	

f) Location and Dimensions of all **existing** buildings and/or structures on the subject land (metric)*:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**Attach separate sheet if more than 4 existing or proposed structures*

g) What are the adjacent land uses:

To the north: _____ To the west: _____

To the south: _____ To the east: _____

6. SOUTHERN GEORGIAN BAY LAKE SIMCOE SOURCE PROTECTION PLAN:

a) Is the subject land within a Wellhead Protection Area (WHPA) or an Issue Contributing Area (ICA)?

Yes No

b) If yes, please identify the WHPA/ICA?

c) If yes, do you have an Approved Risk Management Plan (RMP) and/or a Section 59 Notice to Proceed from the Risk Management Official (RMO)? (Please attach the document you have).

Yes No

7. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:
Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES:

a) Water is provided to the subject land by:

- Town water
- Private well Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Town sewer
- Private sewage system Private communal sewage system
- Other: _____

c) Storm drainage is provided to the subject land by:

- Town storm sewers
- Ditches Swales Natural
- Other: _____

9. OTHER APPLICATIONS:

Indicate if the subject land is the subject to any other applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

9. PLANS REQUIRED:

Please attach **10** copies of the sketch, site plan or survey **drawn to scale, in metric**. *One reduced size copy (8.5" x 11") and a digital copy in Adobe Acrobat .pdf format must also be submitted.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth, area) of the subject land, the part(s) that is to be **severed** and the part that is to be **retained**. Label the lots numerically (i.e.: Lot 1, Lot 2)
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- 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 or streams, wetlands, wooded areas, wells and septic tanks*) that are adjacent to the subject land or that, in the opinion of the Applicant, may affect the application.
- The distance between the subject land and the nearest town lot line or landmark (*i.e.: bridge, or railway crossing, etc.*).
- 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 lot line, rear lot line and the side lot lines.
- The current uses of the adjacent land (*i.e. residential, commercial, industrial, etc.*)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public 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 docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

10. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company’s by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

Signature of Owner _____
Date
(If Corporation, I have the authority to bind the Corporation)

11. FREEDOM OF INFORMATION AND PRIVACY:

Personal information contained in this form, collected and maintained pursuant to Section 45 of *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 Department of Planning and Development at the Town of Penetanguishene at (705) 549-2673.

Signature of Owner _____
Date

Signature of Owner _____
Date

Signature of Witness _____
Date



Notice Posting Policy

12. DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the
_____ of _____ in the
(Town/Township/City)

County/District/Regional Municipality of _____

do solemnly declare that all of the statements contained in this Application are true and I 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*.

DECLARED before me at the

_____ of _____ in the County/District/Regional
(Town/Township/City)

Municipality of _____ this ____ day of _____, 20__.

Signature of Owner

Signature of Agent (if applicable)

Signature of Commissioner

Commissioner's Stamp

Please submit this application to the Town of Penetanguishene's Department of Planning and Development at:

**Town of Penetanguishene
10 Robert Street West
Penetanguishene, ON L9M 2G2
Ph: (705) 549-2673
Fax: (705) 549-3922**



Notice Posting Policy

A. Purpose

The Notice Posting Policy is intended to provide the requirements for posting notice and the process by which the posting of notice signs related to planning applications is to be carried out.

B. Definitions

“Notice Sign” refers to both *“Notice for Committee of Adjustment Applications”* and *“Notice for Planning Applications.”*

“Notice for Committee of Adjustment Applications” refers to notices for applications of minor variance and/or consent.

“Notice for Planning Applications” refers to notices for applications for Official Plan Amendments, Zoning By-law Amendments, and Plans of Subdivision/Condominium, erected in accordance with “Appendix 2”.

“Photographic Proof” refers to a dated photograph of the Notice Sign placed on the relevant property. The photograph should be taken from the road and provide evidence that the notice is completely visible from the road and is not interfered with by any surrounding objects.

“Posting” means the erecting of a sign on a property to display a public notice of a planning application to the public.

D. General

This Policy shall be administered by the Department of Planning & Community Development.

This Policy shall be referred to as the “Notice Posting Policy”.

This Policy shall come into force and effect on the day of passage.

D. Authority

The authority for the Notice Posting Policy is through the endorsement of the Department of Planning & Community Development and by the approval of the Council of the Town of Penetanguishene.



ATTACHMENT A PROCEDURES FOR THE NOTICE POSTING POLICY

1) General

- (a) Notice Sign(s) must be posted in accordance with the provisions as outlined in the *Planning Act*, R.S.O. 1990, Chapter P.13.
- (b) Notice Sign(s) will be posted by the applicant, in accordance with the provisions in this policy and will be removed by the applicant upon expiry of the appeal period.

2) Timing

- (a) Notice Sign(s) must be installed within fourteen (14) days after the date on which the complete application was received by the Planning and Community Development Department or at the direction of the Planning and Community Development Department.
- (b) The applicant/owner must obtain approval from the Planning and Community Development Department of the proposed wording of the Notice for Planning Application prior to having the sign constructed.
- (c) If the Notice Sign(s) is damaged or removed from the subject lands, the owner/applicant is required to replace the sign within ten (10) days from notification by the Planning and Community Development Department.

3) Notice Location

- (a) The applicant is directed to post the Notice Sign(s) in a location that will be clearly visible to the public.
- (b) The location of each Notice Sign will depend on the surrounding structures on the property and the lot itself. The Notice Sign(s) shall be clearly visible from the abutting road and posted in such a manner so that no information on the notice is obstructed from public view due to blockage by vegetation, fencing or any other structures. The notice should be accessible to the public in order to provide an opportunity for the public to view the information and contact phone number provided on the notice in the event they would like to inquire further.
- (c) For corner lots, one Notice Sign should be posted on each yard which abuts a road so that the notice is visible from each road.
- (d) If the Notice Sign cannot be posted on the frontage of the subject property, it



may be posted on the exterior of a building as long as the Notice Sign is still legible from the roadway.

- (e) Failure to post and maintain the Notice Sign as required will result in a deferral of the application.
- (f) In all cases, should the Notice Sign be found missing or damaged, the applicant must contact the Department of Planning & Community Development to advise that the Notice Sign is absent, and immediately order or request a replacement. The absence of the sign may result in a deferral of the application.

4) Removal of Notice

- (a) Notice Sign(s) shall be removed from the property by the applicant within seven (7) days after any one of the following events:
 - i) the application(s) is/are approved or refused by the Town of Penetanguishene and there is no appeal; or lapses, or is withdrawn; or,
 - ii) the application(s) is/are approved by the County of Simcoe and/or the Ontario Municipal Board.
 - iii) Notice Sign(s) shall be amended accordingly within seven (7) days in the event that the ownership of the subject lands have changed and/or if the sign(s) is/are weathered and/or no longer legible.

5) Terms for Notice Posting Process

- (a) The applicant must post Notice Sign(s), provide photographic proof that the Notice Sign has been posted, and provide an original signed copy of the "Sign Declaration" as shown in Appendix 1. Failure to do so will result in the deferral of the application to the next applicable meeting date.

Applicants will deliver, fax or e-mail photographic proof to the following address by the date listed on Appendix 1:

Attention: Department of Planning and Community Development
Town of Penetanguishene
P.O. Box 5009, 10 Robert Street West
Penetanguishene ON
L9M 2G2
Telephone: (705) 549-7453
Fax: (705) 549-3743
planning@penetanguishene.ca



**APPENDIX 1
SIGN DECLARATION**

The applicant must post Planning Application notice(s), send photographic proof that the notice has been posted, and provide an original signed copy of this Sign Declaration to the Department of Planning and Community Development by the date indicated below:

_____ **(To be completed by staff)**

Failure to do so will result in the deferral of the application to the next applicable meeting date.

Acknowledgement

I _____ (Print Full Name),

Applicant of planning application(s): _____ (File Number(s)), have read the above Notice Posting Policy and fully understand this policy and my responsibilities. I further acknowledge and agree that I am responsible for the placement of the Notice Sign(s), and replacement of the notice should it become lost or damaged and am also responsible for the removal of the notice upon expiry of the appeal period.

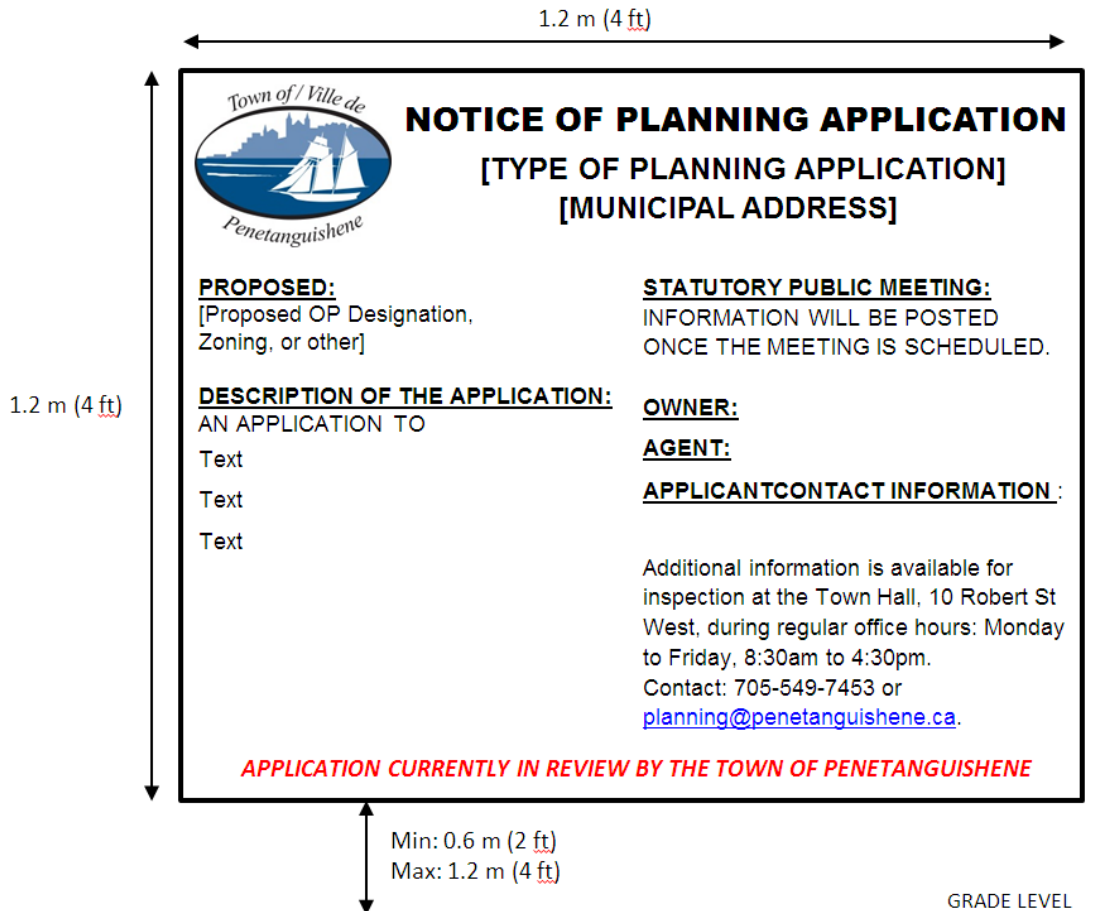
Signature Date

Please deliver, fax or e-mail photographic proof to the following address by the date indicated above to:

**Attention: Department of Planning and Community Development
Town of Penetanguishene
P.O. Box 5009, 10 Robert Street West
Penetanguishene ON
L9M 2G2
Telephone: (705) 549-7453
Fax: (705) 549-3743
planning@penetanguishene.ca**



APPENDIX 2 NOTICE SIGN FOR PLANNING APPLICATIONS SPECIFICATIONS



Sign Dimensions: 1.2 m (4 ft) wide by 1.2 m (4 ft) tall

Sign Composition: ½ inch sturdy weather resistant material. **Corrugated Plastic (coroplast) is preferred**, wood, aluminum.

Location: Please see above policy regarding location specifics. Please also note that signs must be set back at least 1.5 metres (5 feet) from the property line, unless doing so causes the sign to be in any way obstructed.

Font: Arial Only. No font size smaller than 20. “Notice of Planning Application” heading shall be of sufficient size to be the prominent feature on the sign.

Ground Clearance (height between average grade and bottom edge of sign):

0.6 metres (2 ft) to 1.2 metre (4 ft)

