



Township of Tiny Committee of Adjustment

GUIDELINES FOR SUBMITTING A CONSENT (SEVERANCE) APPLICATION

Pre-consultation

Prior to filing this application, a Pre-Consultation Application may be required with respect to the proposed consent to determine the need for any studies, additional details, or supporting documentation.

Submission Checklist

- ☐ 1 copy of the completed application form (all owners must sign the form in the presence of a Commissioner of Oaths)
- ☐ 2 copies of the sketch to scale or survey
- ☐ The required application fee:
 - \$1,500.00 for a boundary adjustment/easement
 - \$2,000.00 to sever a new lot + \$1,500.00 for any additional lot
 - \$1,500.00 Validation of Title/Power of Sale
- ☐ A copy of the sewage system "Use Permit", if applicable, which can be obtained from the septic approval agents for the Township of Tiny, Tatham Engineering Limited

Application fees

The application fee (noted above) can be paid by cash/debit or cheque payable to "The Corporation of the Township of Tiny".

Supporting documentation

To assist in reviewing the application, please attach and submit any supporting documentation (i.e. technical/planning reports, photographs, etc.).

Submit Application and Questions to: Secretary-Treasurer, Committee of Adjustment
Planning Department
The Corporation of the Township of Tiny
Tel: (705) 526-4204

Attendance at Public Meeting

The owner, applicant or agent should attend the Committee of Adjustment Public Meeting and be prepared to respond to any questions or concerns the Committee may have regarding the application. The hearing of the application may be adjourned to another date if no one is present to represent it, or the Committee may make a decision in your absence. A rescheduling/recirculation fee may be charged.

Agenda

The Committee of Adjustment Agenda will be available on the Township's website at www.tiny.ca prior to the Public Meeting. The Agenda includes the Notice of Public Meeting, Application, Planning Report and any comments received.

Standard conditions of consent (lot creation) approval:

The Committee of Adjustment may impose a number of conditions of approval. These conditions will be listed in the Committee's decision and provided in writing. Conditions are to be implemented at the owner's expense and, as per the *Planning Act*, you will have two years to fulfill said conditions, otherwise, the application shall be deemed to be refused. Below is a list of standard conditions:

- If there is an associated Minor Variance Application, that it be approved (with no appeal).
- A Reference Plan prepared by an Ontario Land Surveyor identifying the severed and retained parcels.
- If required, a subsequent application for rezoning (subject to Council approval). Please consult with a Township Planner for further information. Please refer to the Township Fee By-law to determine the applicable application fee.
- Confirmation from the Public Works Department that the property access/driveway for the severed and retained lands are satisfactory. An access permit application(s) may be required. Please refer to the Township Fee By-law to determine the applicable application fee.
- 5% cash-in-lieu of parkland dedication in accordance with the Planning Act. An appraisal of the property (the entire parcel of land before the date of consent) will be required. At the request of the owner, the Township will retain a certified appraiser, however, the costs of both the appraisal and 5% cash-in-lieu are borne by the owner.
- Confirmation from the Township's sewage disposal approval authority, Tatham Engineering, that the severed (and retained, if applicable) lands can be adequately serviced by an on-site subsurface sewage disposal system. A sewage system permit application(s) may be required. Please refer to the Township Fee By-law to determine the applicable application fee.
- Confirmation from a qualified hydrogeologist that the severed lands can be serviced with an appropriate water supply subject to the Townships Protocol for Evaluation of Potable Groundwater Supplies.
- Draft electronic transfer(s) prepared and submitted by a lawyer prior to issuance of a Certificate(s).

In addition to the above standard conditions, some applications may also require satisfactory completion of:

- Minimum Distance Separation (MDS) formulae calculation
- Environmental Impact Study (EIS)
- Mineral Aggregate potential assessment
- Archeological Assessment

A Pre-consultation Application would identify and provide details on submission requirements including reports/studies.



SOURCE PROTECTION PLAN PRE-APPLICATION SCREENING FORM

APPLICANT INFORMATION

Name: _____
Phone: _____
E-mail: _____ Fax: _____
Mailing Address: _____
Municipality: _____ Prov: _____ Postal Code: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM ABOVE)

Name: _____
Phone: _____
E-mail: _____ Fax: _____
Mailing Address: _____
Town: _____ Prov: _____ Postal Code: _____

PROPERTY INFORMATION

Roll Number: _____
Legal Description: _____ Lot: _____ Conc. _____
Lot: _____ Plan: _____
Street Address: _____
Land Use: ☐ Residential ☐ Agricultural ☐ Commercial ☐ Institutional ☐ Industrial
☐ Other _____

VULNERABLE AREAS ASSESSMENT

Using the Vulnerable Areas Maps found on the Township of Tiny webpage at www.tiny.ca or at the Building and Planning front counter, identify the following information for the property(ies) in question.

Vulnerable Area

Zone: ☐ WHPA-A ☐ WHPA-B ☐ WHPA-C/C1 ☐ WHPA-D

Vulnerability Score: _____



TOWNSHIP OF/CANTON DE
Tiny



THE FOLLOWING SECTIONS REFER TO THE INFORMATION PROVIDED IN THE VULNERABILITY ASSESSMENT. PLEASE REFER TO THE SECTION HEADINGS FOR APPLICABLE SECTIONS TO BE FILLED IN.

VULNERABILITY SCORE

If the subject property was found to be located within an area with a well head protection area please check all proposed land uses or activities that apply to the subject property. For more information on the listed land uses or activities please contact the Severn Sound Environmental Association, the Risk Management Office for the Township of Tiny, at 705-527-5166.

- ☐ Application of untreated septage to land
- ☐ Waste disposal site
- ☐ Mine Tailings
- ☐ Stormwater management facilities
- ☐ Wastewater treatment plants / sewer systems
- ☐ On-site sewage systems
- ☐ Industrial Effluent
- ☐ Application of agricultural source materials
- ☐ Storage of agricultural source materials
- ☐ Application of non-agricultural source material
- ☐ Handling and storage of non-agricultural source materials
- ☐ Application of commercial fertilizer
- ☐ Handling and storage of commercial fertilizer
- ☐ Application of pesticides to land
- ☐ Handling and storage of pesticides
- ☐ Application of road salt
- ☐ Handling and Storage of road salt
- ☐ Storage of snow
- ☐ Handling and storage of fuel
- ☐ Handling and storage of dense non-aqueous phase liquid
- ☐ Handling and storage of an organic solvent
- ☐ Management of run-off that contains chemicals used in the deicing of aircraft
- ☐ The use of land as livestock grazing or pasturing land, an outdoor confinement area, or farm animal yard

ACKNOWLEDGEMENT

I, _____, am the owner / authorized agent of the owner of the subject property as stated in this pre-screening application. I (the owner / authorized agent) certify that I have provided as much information as possible and that all information submitted is to the best of my knowledge the truth.

Date

Signature of Owner / Authorized Agent

Please note that if any of the land uses or activities are checked above, confirmation that the proposed development is not a significant drinking water threat will be required from the Risk Management Office.



THE CORPORATION OF THE TOWNSHIP OF TINY
130 Balm Beach Road West, Tiny, Ontario, L0L 2J0
Telephone (705) 526-4204 Fax (705) 526-2372 www.tiny.ca

Application: B _____ / _____
Roll No.: _____
Subject Property: _____
Date Received: _____
Date Complete: _____

APPLICATION FOR CONSENT

The following information and material is to be provided in an application under
Section 53 of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended:

1. Applicant Information

- 1.1 Name of Owner(s): _____
Mailing Address: _____
_____ Postal Code: _____
Business Phone No.: _____ Home Phone No.: _____
Email Address: _____
- 1.2 Name of Applicant(s) (if different from the owner). **An owner's authorization is required if the applicant is not the owner.**
Name of Applicant(s): _____
Mailing Address: _____
_____ Postal Code: _____
Business Phone No.: _____ Home Phone No.: _____
Email Address: _____
- 1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)
Name of Contact(s): _____
Address: _____
_____ Postal Code: _____
Business Phone No.: _____ Home Phone No.: _____
Email Address: _____

2. Source Water Protection

2.1 Is the subject property within a Well Head Protection Area (WHPA)?

☐ No ☐ Yes

2.2 If yes, have you attached a completed Source Protection Plan Pre-Application Screening Form?

☐ No ☐ Yes

* Please note that this application may be delayed and/or refused if the proposed development offends the Source Protection Plan for the South Georgian Bay Lake Simcoe Source Protection Region. If the application requires detailed review by the Severn Sound Environmental Associations (SSEA), the Risk Management Office, a deposit of \$240 is required to cover such costs.

3. Description of the Subject Land

3.1 Township Lot: _____ Concession: _____
Registered Plan: _____ Lot: _____
Reference Plan: _____ Part(s): _____
Municipal Address: _____

3.2 Are there any easements or restrictive covenants affecting the subject land?

☐ No ☐ Yes If **Yes**, describe the easement or covenant and its effect.

4. Purpose of this Application

4.1 Type and purpose of proposed transaction (please check appropriate box)

Transfer: ☐ Creation of a new lot ☐ Addition to a lot ☐ An easement
☐ Other

Other: ☐ A charge ☐ A lease ☐ A correction of title

4.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: _____

4.3 If a lot addition, identify the lands to which the parcel will be added: _____

4.4 Confirm if a Certificate of Official is requested for the retained lands (please check appropriate box).

☐ Yes ☐ No

If **Yes**, the applicant shall:

a) provide a statement from a Lawyer that there is no land abutting the subject lands (ie. severed and/or retained) that is owned by the Registered Owner(s) of the subject

lands, other than land that could be conveyed in accordance with S. 50 of the *Planning Act*; and,

b) provide a registrable legal description of the retained land

5. Description of Subject Land and Servicing Information (please complete each subsection). The severed land must be clearly marked on the ground.

5.1	Description:	Severed	Retained
	Frontage (m)	_____	_____
	Depth (m)	_____	_____
	Area (ha)	_____	_____
5.2	Use of Property:	Severed	Retained
	Existing Use(s)	_____	_____
	Proposed Use(s)	_____	_____
5.3	Buildings or Structures:	Severed	Retained
	Existing	_____	_____
	Proposed	_____	_____
5.4	Access: (please check applicable lines)	Severed	Retained
	Provincial Highway	_____	_____
	Municipal Road (maintained year-round)	_____	_____
	Municipal Road (maintained seasonally)	_____	_____
	Other public road (Provincial/County*)	_____	_____
	Right of Way/Private Road	_____	_____
	Water Access (if so, describe below)	_____	_____

Describe in Section 11.1, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

* If property fronts a Provincial or County Road, an authorization letter is to accompany the application that the proposed access is approved.

5.5	Water Supply: (please check applicable lines)	Severed	Retained
	Publicly Owned and Operated	_____	_____
	Piped Water System	_____	_____
	Individual Well/Private	_____	_____
	Type of Well ☐ Dug ☐ Drilled		
	Communal Well	_____	_____
	Lake or Other Water Body	_____	_____
	Other means	_____	_____

5.6 Sewage Disposal (please check applicable lines)	Severed	Retained
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Privately owned and operated Sewage System (specify class of system):

Class I (Privy)	_____	_____
Class II (Grey Water System)	_____	_____
Class III (Cesspool)	_____	_____
Class IV (Septic System)	_____	_____
Class V (Holding Tank)	_____	_____
Other (Describe)	_____	_____

*A certificate of approval from the septic approval agents for the Township of Tiny submitted with this application will facilitate the review.

5.7 Other Services: (please check if the service is available):	Severed	Retained
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Electricity	_____	_____
School Bussing	_____	_____
Garbage Collection	_____	_____
Natural Gas	_____	_____
Telephone	_____	_____

5.8 If access to the subject land is by private road, or if "other public road" or "right-of-way" was indicated in Section 5.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

6. Land Use

6.1 What is the existing County of Simcoe Official Plan designation(s) of the subject land?

6.2 What is the existing Township of Tiny Official Plan designation(s) of the subject land?

6.3 What is the current zoning of the subject lands?

6.4 Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified? Please check appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500m of Subject Land, unless otherwise specified (indicate approximate distance)
	_____	_____

An agricultural operation,
including livestock facility or
stockyard (within 750 m of the
subject land)

A landfill – Open/Closed

A provincially significant
wetland (Class 1, 2 or 3
wetland)

A provincially significant
wetland (within 120m of the
subject land)

Flood plain

Licensed gravel pit

An industrial or commercial
use, and specify the use(s)

A municipal or federal airport

Please see Schedule “A” that is to be completed for all severance proposals on lands
outside of the Settlement Area Designation per Schedule A of the Township of Tiny’s
Official Plan.

7. History of the Subject Land/Current Application

- 7.1 Has the subject land ever been the subject of an application for approval of a plan of
subdivision under Section 51 or a consent under Section 53 of the ***Planning Act***?

☐ Yes ☐ No ☐ Unknown

If **Yes** and if **known**, provide the Township's
application file number and the decision made on
the application.

- 7.2 If this application is a re-submission of a previous consent application, describe how it has
been changed from the original application.

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

☐ Yes ☐ No

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

8. Current Applications

8.1 Is the subject land currently the subject of a proposed Official Plan Amendment?

☐ Yes ☐ No ☐ Unknown

If **Yes**, and if **known**, specify the appropriate file number and status of the application.

8.2 Is the subject land the subject of an application for a Zoning By-law Amendment and/or Minor Variance?

☐ Yes ☐ No ☐ Unknown

If **Yes**, and if **known**, specify the appropriate file number and status of the application.

9. Sketch (please refer to the attached Site Plan (Sample) to help you prepare the sketch)

9.1 The application shall be accompanied by a sketch to scale showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- the distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing, bridge or stream;
- the location of all land previously severed from the parcel originally acquired by the current owner(s) of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- the existing use(s) on adjacent lands (e.g. Residential, Agricultural or Commercial);

- 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;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

10. Provincial Planning Statements

- 10.1 Please provide a brief explanation of how this proposal is consistent with the most current Provincial Planning Statements issued under subsection 3(1) of the *Planning Act* R.S.O. 1990 c.P. 13, as amended.

11. Heritage Designation

- 11.1 Is the property on the Municipal Register of Properties Designated under the Heritage Act? ☐ Yes ☐ No
- 11.2 Is the property on the Municipal Register of Non-Designated Heritage Properties? ☐ Yes ☐ No
- 11.3 Is the property adjacent to a property Designated under the Heritage Act? ☐ Yes ☐ No

12. Other Information

- 12.1 Is there any other information that you think may be useful to the Township or other agencies in reviewing this application? If so, explain below or attach on a separate page.

13. Cost Acknowledgement Agreement

In consideration of the Township of Tiny receiving this application;

The Owner represents that he/she/they is/are the registered owner(s) of the lands described in this application; and

The Owner recognizes that there may be a number of legal, planning, engineering, and environmental issues to be investigated and resolved, which may necessitate time and effort on the part of both the Owner and the Township; and

The Township may find it necessary to engage professional services in consideration of the proposal; and

The Owner, in consideration of the associated professional services, hereby agrees as follows:

1. In this agreement, "expenses" means all professional services and/or consultant's fees and disbursements.
2. The Township agrees to review the application and, if necessary, retain such additional legal, planning, engineering, and environmental consultants as are necessary to properly evaluate the application.
3. The Owner shall submit with the application the required municipal administration fee, which does not account for additional costs of associated professional services.
4. The Owner agrees to be responsible for and agrees to reimburse the Township for all expenses the Township may have incurred in respect of the application.
5. As expenses are incurred by the Township, the Township shall pay the invoice(s) and submit an invoice to the Owner of the disbursements, at which time the invoice(s) is to be paid within 30 days.
6. In the event that the invoice(s) remains outstanding for more than 30 days, the Township may halt all work in respect of the application until all arrears are satisfied.
7. The Owner may withdraw this application at any time, however, shall be responsible for the costs incurred up to the date that the Township of Tiny receives written notice of withdrawal of the application.
8. This Agreement shall not be construed as acceptance or approval by the Township of the application.

IN WITNESSETH HEREOF the owner(s) hereto has/have executed this agreement this _____ day of _____, 20____.

(Signature of Owner)

(Signature of Owner)

BE COMPLETED BY COMMISSIONER OF OATHS OR NOTARY PUBLIC:	
Municipality Declaration Administered:	
Date of Declaration:	
Signature of Commissioner of Oaths or Notary Public:	
Commissioner of Oaths Stamp or Notary Seal:	

14. Affidavit or Sworn Declaration

14.1 Affidavit or Sworn Declaration for the Prescribed and Requested Information

I, _____, of the _____ of _____ in the _____ of _____ solemnly declare that all the statements contained in this application are true and that the information contained in the documents that accompany this application in respect of the above Sections is 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**.

BE COMPLETED BY COMMISSIONER OF OATHS OR NOTARY PUBLIC:	
Municipality Declaration Administered:	
Date of Declaration:	
Signature of Commissioner of Oaths or Notary Public:	
Commissioner of Oaths Stamp or Notary Seal:	

15. Authorizations

- 15.1 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.

Authorization of Owner for Agent to Make the Application

I/we, _____, am/are the owner(s) of the land that is the subject of this application for a consent and I/we authorize _____ to make this application on my/our behalf.

Date: _____

(Signature of Owner)

(Signature of Owner)

- 15.2 If the applicant is not the Owner of the land that is the subject of this application, complete the authorization of the Owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I/we, _____, am/are the owner(s) of the land that is the subject of this application for a consent and for the purposes of the ***Freedom of Information and Protection of Privacy Act***, 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)

(Signature of Owner)

16. Consent of the Owner(s)

- 16.1 Complete the consent of the Owner(s) concerning personal information set out below.

Consent of the Owner(s) to the Use and Disclosure of Personal Information

I/We, _____, am/are the owner(s) of the land that is the subject of this consent application and for the purposes of the ***Freedom of Information and Protection of Privacy Act***, I/we 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 this application.

Date: _____

(Signature of Owner)

(Signature of Owner)

- 16.2 Complete the consent of the Owner(s) concerning permission for municipal staff and Committee of Adjustment Members to enter onto the subject lands for the purposes of inspecting the lands with regard to the application.

**Consent to the Owner(s) for
Municipal Staff and Committee of Adjustment Members
to enter onto the subject lands for the purpose of inspecting the lands
to evaluate the merits of the application**

I/We, _____, am/are the Owner(s) of the land that is the subject of this consent application and give permission to Municipal Staff and the Committee of Adjustment Members to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

Date: _____

(Signature of Owner)

(Signature of Owner)

Schedule “A”: Agricultural Property History

This form is required to be completed for all severance proposals on lands outside of the Settlement Area Designation per Schedule A of the Township of Tiny’s Official Plan.

1. What type of farming has been conducted on the property?

Beef ☐ Dairy ☐ Pigs ☐ Poultry ☐ Sheep ☐ Cash Crop ☐

Other: Please specify: _____

2. a) How long have you owned the subject property? _____

b) Is the land being actively farmed? YES ☐ NO ☐

If yes, for how long? _____

If no, when did farming cease? _____

Why did farming cease? _____

3. a) Area of the total farm holding: _____

b) Number of tillable acres: _____

c) Do you own any other farm properties? YES ☐ NO ☐

If yes, please provide the legal description of the property: _____

d) Do you rent any other land? YES ☐ NO ☐

If yes, please provide the legal description of the property: _____

4. a) Is there a barn on the parcel to be SEVERED? YES ☐ NO ☐

If yes, please indicate:

Condition of the barn: _____

Present use of the barn: _____

Livestock capacity: _____

b) Is there a barn on the parcel to be RETAINED? YES ☐ NO ☐

If yes, please indicate:

Condition of the barn: _____

Present use of the barn: _____

Livestock capacity: _____

c) Manure storage facilities on the subject lands:

Type: Dry-bedded ☐ Semi-solid ☐ Liquid ☐ Solid ☐

5. Are there any barns on other properties within 750 metres of the proposed lot?

UNKNOWN ☐ YES ☐ NO ☐

If yes, then all barns must be shown on the application sketch, as shown on the rural site sketch example in the instructions and information portion of this package.

6. Has a residential/non-farm lot been previously severed from the farm holding?

UNKNOWN ☐ YES ☐ NO ☐