



# Town of Fort Erie

## APPLICATION FOR CONSENT/SEVERANCE PACKAGE

Under Subsection 2, Section 53 of the Planning Act R.S.O, 1990, c.P.13, as amended and other applicable legislation

**INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE ONTARIO PLANNING ACT AND WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC**

**Planning and Development Services  
The Corporation of the Town of Fort Erie  
1 Municipal Centre Drive  
Fort Erie, Ontario L2A 2S6**

**FOR OFFICE USE ONLY**

File # \_\_\_\_\_

Property: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Date Deemed Complete: \_\_\_\_\_

Date of Hearing: \_\_\_\_\_

“Date Received”

**APPLICANTS MUST SUBMIT THE FOLLOWING COMPLETED CHECK LIST WITH THE CONSENT APPLICATION. KEEP COPIES FOR YOUR FILES**

**SUBMISSION REQUIREMENTS:**

- One (1) copy of original application** form for each parcel of land. The application should be completed by the property owner or authorized agent. Note each severed parcel requires a separate application form, and separate fee.
  - Two (2) copies** of the survey sketch drawn to scale **in metric** and **signed and stamped** by an Ontario Land Surveyor, showing the following, please check with surveyor to ensure all items shown for all parts (retained, severed, merged with lot additions) shown on the sketch:
    - A key map showing the location of the subject property located on the consent sketch
    - The boundaries and dimensions of the subject lands
    - Dimensions of **ALL** structures (dwellings, covered and uncovered decks, sheds, garages, etc)
    - All structures should note existing and to remain or if to be removed
    - All of the following setbacks – front, rear, interior side, exterior side for all structures
    - Zone boundaries please refer to Section. 1.3.b of the Zoning by-law
    - The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
    - 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 (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
      - i) are located on the subject lands and on land that is adjacent to it, and
      - ii) in the applicant’s opinion, may affect the application;
    - The current use(s) of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
    - The location, width and name or 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 easements affecting the subject land.
  - One (1) copy of the survey sketch printed to 8.5”x 14”** for circulation purposes.
  - Property owner site access permission** form and owner authorization (if applicable)
  - An appointment with Secretary-Treasurer** to review and commission the application (page 12), if required. Please note that a hearing date will not be appointed until the submission has been deemed complete upon review by the Secretary-Treasurer. Please ensure that appointments should be booked 24 hours in advance of submission deadline to ensure availability.
- Appointment Date and Time: \_\_\_\_\_
- Application fees** (cheques made separately to Town of Fort Erie, Niagara Region or the NPCA) determined during the pre-consultation process and should be confirmed prior to submission.

**SECTION 1 – PROPERTY LOCATON AND DESCRIPTION**

Municipal Address: \_\_\_\_\_

Legal description of the lands (Lot & Registered Plan or Concession): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject land?  YES  NO

If YES, please describe the easement or covenant and its effect below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2- PRE- CONSULTATION REQUIREMENTS**

Have you completed the formal pre-consultation agreement process?  YES  NO

Date of Pre-Consultation Agreement: \_\_\_\_\_

**SECTION 3–HISTORICAL DETAILS**

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, please indicate file number and decision made. If this is a resubmission of a previous consent, please describe how it has changed from the original application:

\_\_\_\_\_

\_\_\_\_\_

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

YES  NO

If YES, please supply the following information for each lot severed:

Grantee's (Purchaser's) name: \_\_\_\_\_

Land Use on severed parcel: \_\_\_\_\_

Date parcel transferred: \_\_\_\_\_

Consent File No. (if known) \_\_\_\_\_

**SECTION 4 - CONTACT INFORMATION**

*(Applicants/agents may be a person or firm acting on behalf of the owner and will be required to submit an authorization form)*

*\*If subject property is owned by a numbered company, please include the name of all principals as well.*

**Name of Applicant:** \_\_\_\_\_

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cell.: \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Agent:** \_\_\_\_\_

*(if different from the applicant)*

Company Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cell.: \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Registered Owner(s) :** \_\_\_\_\_

*(if different from the applicant)*

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cell.: \_\_\_\_\_

Email: \_\_\_\_\_

**Main Point of Contact** \_\_\_\_\_ **Company** \_\_\_\_\_

*(this will be the person that will handle the file and liaise with the Town)*

Please check if property owner should also be copied on all communication  initial \_\_\_\_\_

**SECTION 5- APPLICATION DETAILS**

**Type and purpose of proposed transaction: (please check appropriate spaces)**

- creation of a new lot
- disposal of surplus farm dwelling
- partial discharge of mortgage  
*(required if property is mortgaged)*
- farm retirement lot
- addition to a lot (boundary adjustment)
- lease
- mortgage or charge
- right-of way
- easement
- other: \_\_\_\_\_

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If applicable: name of person(s), to whom land or interest is to be transferred, leased or charged:

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For a lot addition, please identify lands to which the parcel will be added:

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For a lot addition, please indicate whether the lands to which the parcel will be added was the subject of a consent application:

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## SECTION 6—PROPOSED SITE DETAILS

Description of Subject Lands: please indicate all measurements in *metric*

SEVERED PORTION: <i>(As per Part No. Shown on Consent Sketch)</i>		RETAINED PORTION: <i>(As per Part No. Shown on Consent Sketch)</i>	
<b>SEVERED PART NO:</b>		<b>RETAINED PART NO:</b>	
Frontage:		Frontage:	
Depth:		Depth:	
Area:		Area:	
<b>Use of the Subject Lands:</b> <i>(ex. Residential, commercial, industrial)</i>			
Existing Use:		Existing Use:	
Proposed Use:		Proposed Use:	
<b>Buildings/Structures of the Subject Lands:</b>			
Existing:		Existing:	
Proposed:		Proposed:	
<b>Type of Access of the Subject Lands:</b> (please check appropriate space)			
<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Municipal Road (year round maintained) <input type="checkbox"/> Municipal Road (seasonally maintained) <input type="checkbox"/> Other public road <input type="checkbox"/> Private road <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water Access		<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Municipal Road (year round maintained) <input type="checkbox"/> Municipal Road (seasonally maintained) <input type="checkbox"/> Other public road <input type="checkbox"/> Private road <input type="checkbox"/> Right-of-way <input type="checkbox"/> Water Access	
<b>What type of water is proposed:</b> (please check appropriate space)			
<input type="checkbox"/> Publicly owned/operated piped water supply <input type="checkbox"/> Lake <input type="checkbox"/> Well (private or communal) <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Publicly owned/operated piped water supply <input type="checkbox"/> Lake <input type="checkbox"/> Well (private or communal) <input type="checkbox"/> Other (specify) _____	
<b>What type of sewage disposal is proposed:</b> (please check appropriate space)			
<input type="checkbox"/> Publicly owned/operated sanitary sewage system <input type="checkbox"/> Septic system (private or communal) <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Publicly owned/operated sanitary sewage system <input type="checkbox"/> Septic system (private or communal) <input type="checkbox"/> Other (specify) _____	

**SECTION 7–CURRENT APPLICATIONS**

Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Town for approval?:  YES  NO

If YES, please specify the Town file number and status of the application \_\_\_\_\_  
\_\_\_\_\_

Is the subject land currently the subject of an application for a zoning by-law amendment, Minister’s zoning order amendment, minor variance, consent or approval of a plan of subdivision?:  YES  NO

If YES, please specify the appropriate file number and status of the application.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 8 – OTHER INFORMATION**

Is there any other information that you think may be used by the Town or other agencies in reviewing this application? If so, please explain below or attach on a separate page

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION 9 – PROVINCIAL PLANS AND SIGNIFICANT FEATURES CHECKLIST

Feature or Development Circumstance	Development or Special Feature		If feature, specify distance in metres	Potential Information Needs
	Yes	No		
Consistent with Provincial Policy Statement				Development must be consistent
Consistent with the Growth Plan				Development must be consistent
Non-Farm development near designated urban area or rural settlement area				Demonstrate insufficient land supply available for development within the 20 year timeframe.
Class 1 Industry <sup>1</sup>				Assess development for residential and other sensitive land uses within 70 metres.
Class 2 Industry <sup>2</sup>				Assess development for residential and other sensitive land uses within 300 metres.
Class 3 Industry <sup>3</sup>				Assess development for residential and other sensitive land uses within 1000 metres.
Land Fill Site				Address possible leachate, odor, vermin and other impacts.
Sewage Treatment Plant				Assess the need for a feasibility study for residential and other sensitive land uses
Waste Stabilization Pond				Assess the need for a feasibility study for residential and other sensitive land uses
Active Railway Line				Evaluate impacts within 300 metres
Controlled access highways including designated future routes				Evaluate impacts within 100 metres
Agricultural operations				Development to comply with the Minimum Distance Separation Formulae
Existing Pits and Quarries				Will development hinder continued operation or extraction
Mineral and petroleum resource areas				Will development hinder access to the resource or the establishment of new resource operations
Provincially Significant wetland				No development is permitted.
Locally Significant Wetland or a Provincially Significant Wetland within 120 metres				An Environmental Impact Study (EIS) must be prepared to determine impacts and mitigative measures.
Significant portions of habitat of endangered species and threatened species				Development is not permitted.
Significant fish habitat, woodlands, valley land, areas of natural and scientific interest, wildlife habitat				An Environmental Impact Study (EIS) must be prepared to determine impacts and mitigative measures.
Significant archeological resources				Assess development proposed in areas of medium and high potential for significant archeological resources. See Official Plan Schedule D and D1.
Great Lakes System: A-Within defined portions of the dynamic beach and 1:100 year flood level along connecting channels B-On lands subject to flooding erosion				A-Development is not permitted.  B-Development may be permitted; demonstrate that hazards can be safely addressed



*Note: it may be determined during the review of the application that additional studies or information will be required as a result of issues arising during the processing of the application.*

- 1. Class 1 Industry: small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.*
- 2. Class 2 Industry: medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime track traffic.*
- 3. Class 3 Industry: processing and manufacturing with frequent and intense off site impacts and high probability of fugitive emissions.*

**SECTION 10 – FOR OFFICE USE ONLY TO BE FILLED OUT BY PLANNING STAFF**

What is the current designation of the subject land in any applicable Official Plan?:

What is the current zoning of the subject lands: \_\_\_\_\_

Local Official Plan: \_\_\_\_\_

Regional Official Plan: \_\_\_\_\_

Is this application consistent with policy statements issued under subsection 3 (1) of the Act?  YES  NO

Is the subject land within an area of land designated under any provincial plan or plans?  YES  NO

If yes, does the application conform to the applicable provincial plan or plans.  YES  NO

## DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION ***MUST*** BE SIGNED BY THE APPLICANT OR AGENT IN THE PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, \_\_\_\_\_  
*(Name of Applicant or Agent)*

of the \_\_\_\_\_  
*(Town, City or Township)*

in the \_\_\_\_\_  
*(Region, County or District)*

solemnly declare that all 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 by virtue of THE CANADA EVIDENCE ACT.

Dated at the: \_\_\_\_\_  
*(Town, City or Township)*

in the \_\_\_\_\_  
*(Region, County or District)*

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

### COMMISSIONER:

Declared before me at: \_\_\_\_\_  
*(Town, City or Township)*

in the \_\_\_\_\_  
*(Region, County or District)*

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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



## SITE ACCESS CERTIFICATE (to be signed by Owner(s))

I (we), \_\_\_\_\_, the registered owner(s)\* of the below-noted lands hereby grant Town of Fort Erie staff, agencies and Members of a Town Committee to enter the subject site of,

( \_\_\_\_\_ ) to review and confirm the information provided  
(Address)  
on this application.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Town, City or Township)

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE OF OWNER  
*(AFFIX Corporate Seal if applicable)*

\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE OF OWNER  
*(AFFIX Corporate Seal if applicable)*

*\*If subject property is owned by a numbered company, please include the principal owner(s) names as well.*

# AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

**AUTHORIZATION:**  
**(Must be filled in if Applicant and/or Agent is not the registered Owner of the lands)**

I/We, being the registered owner(s) of the lands subject of this application hereby authorize

\_\_\_\_\_ (Name of Person)

of the Town/City of \_\_\_\_\_ (Town, City or Township)

in the Regional Municipality of \_\_\_\_\_ (Region, County or District)

to make application on my/our behalf to the Town of Fort Erie for a Consent/Severance in accordance with Under Subsection 2, Section 53 of the Planning Act R.S.O, 1990, c.P.13 as amended.

Dated at the Town/City of \_\_\_\_\_ (Town, City or Township)

in the Regional Municipality of \_\_\_\_\_ (Region, County or District)

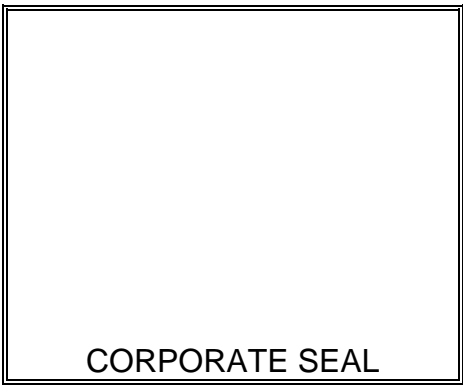
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
 Owner signature

\_\_\_\_\_  
 Witness signature

\_\_\_\_\_  
 Owner signature

\_\_\_\_\_  
 Witness signature



**NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.**