



What You Need To Know

Consent Process

2016

Consent Application

Please review this package carefully as it contains valuable information regarding the consent application process.

This package will outline step by step what you need to do and what you should expect during your application process.

What is Consent?

A land severance is an authorized separation of lands to create a new parcel of land, or a new lot. This process is also referred to as consent.

Getting Started Checklist

Step 1	Initial Screening	<input type="checkbox"/> Contact Planning Manager at the Township of Wainfleet 905-899-3463 ext 225 for advice. Discuss next steps
Step 2	Prepare	<input type="checkbox"/> Prepare for pre-application meeting held 2 nd and 4 th Thursday morning each month <input type="checkbox"/> Provide Planning department with: <ul style="list-style-type: none">• reference plan/sketch• brief description of your plan by the Friday before the meeting
Step 3	Pre-Application Meeting	<input type="checkbox"/> Attend the pre-application meeting at the time noted.
Step 4	Meeting Summary	<input type="checkbox"/> You will receive a signed meeting summary. This document will provide you with details you need BEFORE submitting your application.
Step 5	Complete Application	The following is required in order for us to accept your application <input type="checkbox"/> Application Forms (Signed & Witnessed) <input type="checkbox"/> Studies/Reports (If any) <input type="checkbox"/> Cheques for fees (Township, Region, and NPCA)

You are now ready to submit the application to the Township Planning Department

Important Contacts

<p>Township of Wainfleet 31940 Hwy 3 P.O. Box 40 Wainfleet, ON L0S 1V0 (905) 899-3463</p>	<p>Planning Dept Public Works Dept Building/By-Law & Septic</p>	<p>David Riley Richard Nan Jeff Menard/ John Boerema</p>	<p>Ext. 225 Ext. 234 Ext. 221</p>
<p>Niagara Peninsula Conservation 250 Thorold Road West; 3rd Floor Welland, ON L3C 3W2 (905) 788-3135</p>		<p>Heather Ireland</p>	<p>Ext. 245</p>
<p>Regional Municipality of Niagara 2201 St. David's Road Thorold, ON L2V 4T7 (905) 685-4225</p>	<p>Planning and Development</p>	<p>Lindsay Earl</p>	<p>Ext. 3387</p>
<p>Ministry of Transportation Central Region Operations Corridor Management Section 1201 Wilson Ave, 7th Floor Downsview, ON M3M 1J8 (416) 235-5559</p>	<p>(Lands bordering on/near provincial highways)</p>		
<p>Ministry of Environment 119 King Street West, 12th floor Hamilton, ON L8P 4Y7 (905) 521-7864</p>			

Township of Wainfleet Committee of Adjustment 2016 Hearing Schedule

The Hearing Date for you application will be confirmed once the Secretary-Treasurer is satisfied that all necessary documentation has been submitted to support the application. This may require a review by municipal staff. Once an application is deemed complete, the hearing date will be scheduled.

This schedule is intended as a guideline only

Application Cutoff Date	Agency Deadlines	2015 Hearing Date
December 18, 2015	January 15	January 20
January 15, 2016	February 12	February 17
February 12	March 11	March 16
March 18	April 15	April 20
April 15	May 13	May 18
May 13	June 10	June 15
June 17	July 15	July 20
July 15	August 12	August 17
August 19	September 16	September 21
September 16	October 14	October 19
October 14	November 11	November 16
November 18	December 16	December 21

Township of Wainfleet

Committee of Adjustment – Application Fees

The fees for processing an application for consent or minor variance to the Committee of Adjustment are outlined below, effective **March 8, 2016 and subject to Bylaw 005-2016.**



	Township	Region	NPCA
Consent			
Base Application	\$1170.00	\$675.00	\$485.00
Change in Conditions	\$532.00		
Final Certification	\$212.00	\$200.00	
Septic Review	\$350.00		
Minor Variance			
Base Application	\$1170.00		\$325.00
Final Certification	\$212.00		
Septic Review	\$350.00	\$225.00	
Amendments			
Official Plan			\$485.00
Zoning Bylaw			\$485.00
Plan of Subdivision / Condominium			\$540.00
Clearance of Conditions (Subdivision)			\$540.00

Notes: *Applicable only to those lots serviced by private sewage system*

Fees subject to change based on major or minor

MINOR = The site area is less than 4.5 hectares

MAJOR = The site area is equal to or greater than 4.5 hectares

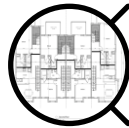
Township Policies



Application to be filled out in blue or black ink, signed by applicant(s) and properly witnessed by a Commissioner for taking of affidavits. The Township has Commissioners available for you.



A letter of authorization from the applicant(s) for applications which are signed by someone other than the owner(s)



5 copies of a preliminary drawing (Draft R Plan), dated and signed by an Ontario Land Surveyor and a key plan showing location of property is required.



1. Sign-off from the Niagara Peninsula Conservation Authority (NPCA)
2. Any studies requested during Pre-Consultation



Payment of appropriate fee. Cheques to be made to:

1. "Township of Wainfleet"
2. "NPCA" & "Region of Niagara" (separate cheques)



The Hearing itself:

1. You are encouraged to attend.
2. All decisions of the Committee are made in public, at the hearing.
3. Notice of the Decision will be mailed to the applicant and/or agent.

NOTES:

1. MULTIPLE APPLICATIONS

- a. If an application is being made to convey a parcel of land together with or subject to a right-of-way or easement, a separate application form and fee will not necessarily be required for the right-of-way or easement.

2. CONDITIONS OF APPROVAL

- a. **As provided in Section 51(25) of the Planning Act, R.S.O. Chapter 13 as amended, in granting consent to an application the Committee may impose conditions as requested by municipal or other authorities that in the opinion of the approval authority (the Committee) are reasonable. Some examples are as follows:**

3. 5% PARKLAND

- a. That payment of 5% of the value of the subject parcel be made to the local municipality for parks purposes or dedication of 5% of the subject land to the municipality for parks purposes.

4. MUNICIPAL SERVICING

- a. That an agreement with the local municipality be entered into for installation of such municipal services as may be required, *at the expense of the applicant* and to standards acceptable to the municipality.

5. ROAD WIDENING

- a. That land be deeded gratuitously to the local or Regional municipality for road widening purposes. This may also include dedication of a day-lighting triangle for corner lots. *Check with municipality with regard to payment of survey costs and legal fees.*

6. FUTHER APPROVALS

- a. Requirement for subsequent approvals under the Planning Act such as all necessary minor variances, or zoning amendments. *Further approvals will require additional applications and payment of associated fees.*

7. LOT ADDITIONS/BOUNDARY ADJUSTMENTS

- a. For lot additions (boundary adjustments) a requirement that the subject parcel and the abutting parcel shall merge in title and become one contiguous parcel of land will be required.
- b. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken.

PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

Committee Authority

- Planning Act (Sections 50 & 53) provides the Committee authority to approve land transactions including "consent".
- Consent is required for leases, rights-of-way or easements (beyond 21 years) and partial/full discharge of mortgage.

Notice

- Planning Act + Ontario Regulations 197/96 and 505/68
- Notice sent to all property owners within 60m of the subject property (1st class mail + sign on property)
- Other agencies will also be consulted if they have an interest
- A poster and instructions for its use will be provided to the applicant/agent/solicitor with the Notice of Hearing.

Public Hearings

- All Hearings shall be conducted in public
- Notice of the hearing shall be circulated at least 14 days prior to the hearing date

Site Visit

- Committee members may examine the lands, which are the subject of the application
- The applicant will be required to place one or more posters on the subject lands.

After the Hearing

- Applicant/Agent/Solicitor is notified in writing of the decision
- Any person who files a written request for the decision will be sent a copy.

Appeals

- Decision and/or conditions of approval may be appealed (Section 69[3] of the Planning Act)
- Appeals require a written explanation + Cheque for \$125.00 payable to the "Minister of Finance" must be filed with the Secretary-Treasurer
- Further instructions on the appeal will be received directly from the Ontario Municipal Board

Final Certification

- Written proof needed to satisfy conditions of approval
- Submitted to Secretary-Treasurer
- Conditions must be satisfied within 1 calendar year from the Notice of Decision.
- If conditions NOT satisfied, consent will LAPSE.

