



APPLICATION FOR CONSENT

CITY OF BROCKVILLE
One King Street West, P.O. Box 5000
Brockville, Ontario K6V 7A5
Tel. (613) 342-8772, ext. 4421 Fax (613) 498-2793

TO BE COMPLETED BY THE PLANNING DEPARTMENT:

Date Complete:

Fee Rec'd:

File No.:

1.0 Name of Approval Authority:

2.0 Ownership Information:

Name of Property Owner:

Address (include postal code):

Telephone No.:

Email:

Cell:

Fax:

3.0 Applicant/Agent Information: (Note: If you have an applicant/agent, Section 19 of this application must be completed.)

Name of Applicant/Agent:

Address (include postal code):

Telephone No.:

Email:

Cell:

Fax:

To Whom is all correspondence to be directed?

Owner

Applicant/Agent

Both

4.0 Type and purpose of proposed transaction (check appropriate space):

Conveyance (specify - e.g. new lot, addition to lot)

If this application is for a lot addition, explain the purpose of the lot addition below:

Other (specify - e.g. mortgage, lease, easement, right-of-way)

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If this application is to create an easement or right-of-way, explain the purpose and size of the easement and/or right-of-way below (completion of sections 9 and 10 of this application is not necessary):

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5.0 Name of person(s) (purchaser, lessee, mortgagee, etc.) to whom land or interest in land is intended to be transferred, charged or leased, if known:

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6.0 Description of the subject land: (attach a copy of deed if available)

Block Number:	Lot Number:	Registered Plan:
Part Number:	Reference Plan:	
Township Lot:	Concession No.:	

7.0 Municipal Address of subject land (name of street and street number):

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8.0 Easement(s) or Restrictive Covenants:

Are there any easements or restrictive covenants affecting the subject land? If yes, describe the easement or covenant and its effect:	Yes	No
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9.0 Information regarding the land intended to be severed:

Frontage: (m)	Average Depth: (m)	Area (m2/hectares):
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Existing Use(s) of Severed Land:

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Proposed Use(s) of Severed Land:

Number and use of buildings and structures (both existing and proposed) on the land to be severed:

Access to land intended to be severed:

i) provincial highway, namely:

ii) municipal road, namely :

iii) right-of-way, namely:

iv) water, namely:

If access to the severed land is by water only, indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land or the nearest public road:

Indicate whether water will be provided by a publicly owned and operated piped water system, a privately owned and operated individual or communal water system, or other means:

Indicate whether sewage disposal will be provided by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, or other means:

10.0 Information regarding the land intended to be retained:

Frontage: (m)

Average Depth: (m)

Area (m²/hectares):

Existing Use(s) of Retained Land:

Proposed Use(s) of Retained Land:

Number and use of buildings and structures (both existing and proposed) on the land to be retained:

Access to land intended to be severed:

i) provincial highway, namely:

ii) municipal road, namely :

iii) right-of-way, namely:

iv) water, namely:

If access to the retained land is by water only, indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land or the nearest public road:

Indicate whether water will be provided by a publicly owned and operated piped water system, a privately owned and operated individual or communal water system, or other means:

Indicate whether sewage disposal will be provided by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, or other means:

11.0 Official Plan Designation:
12.0 Zone (as per City of Brockville Zoning By-law 050-2014, as amended):
13.0
Has any land been severed from the parcel originally acquired by the owner of the subject lands? Yes No

If yes, indicate previous severances on the required sketch and supply the following information for each lot severed:

Transferee's Name:
Date of Transfer:
Use of severed lands:

14.0		
Has any land been severed from the parcel originally acquired by the owner of the subject lands? Yes No		
15.		
Has the subject land ever been, or is it currently, the subject of any other application(s) under the Planning Act? If yes, specify the file number of the application(s) and status, if known: Yes No		
Minor Variance	File No.	Status:
Official Plan Amendment	File No.	Status:
Zoning By-law Amendment	File No.	Status:
Consent:	File No.	Status:
Plan of Subdivision	File No.	Status:
Other:	File No.	Status:

16.0		
Has any land been severed from the parcel originally acquired by the owner of the subject lands? Yes No		
17.0 Additional Information:		
If there is other information that you think may be useful in reviewing this application, please indicate below:		
18.0 Additional Information:		
If this application is a re-submission of a previous consent application, describe below how it has changed from the original application: (use a separate sheet if necessary)		
19.0 Policy Statements (<i>Planning Act</i>):		
Is the proposed consent consistent with the policy statements issued under subsection 3(1) of the Planning Act?	Yes	No
20.0 Provincial Plan(s):		
Is the subject land within an area of land designated under any provincial plan(s)?	Yes	No
If yes, does the proposed amendment conform to, or does not conflict with, the provincial plan(s)?	Yes	No

21.0 Authorizations:

- a) If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner stating that the applicant/agent 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 Applicant/Agent to Make the Application

I, _____, am the owner of the land that is the subject of this application for Consent and I authorize _____ to make this application on my behalf.

Date: _____ Signature of Owner: _____

- b) If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to provide personal information respecting the owner must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Applicant/Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for a consent and for the purpose of the **Freedom of Information and Protection of Privacy Act**, I authorize _____, as my applicant/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: _____

22.0 Consent of the Owner:

The written authorization of the owner concerning the use and disclosure of personal information must be included with this form or the authorization set out below must be completed.

***Consent of the Owner to the Use
and Disclosure of Personal Information***

I, _____, am the owner of the land that is the subject of this application for a consent and for the purpose of the **Freedom of Information and Protection of Privacy Act**, I 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 processing this application.

Date: _____ Signature of Owner: _____

23.0 Declaration:

Declaration of Applicant/Agent

I, _____ of the _____
(Name of Applicant) *(Name of City, Town, Township, etc.)*

in the _____ solemnly declare that all the statements contained in
(Region, County, District)

this application and all supporting documents are true and complete, 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:

in the Municipality of _____

Region/County/District of _____

this _____ day of _____, 20_____

Commissioner of Oaths

Signature of Applicant/Agent

24.0 Notes for Review and Signature of Applicant/Agent:

1. The current application fee for Consent can be found attached in **Appendix 1**.
2. Payment for required fees can be made by cheque or money order payable to the Corporation of the City of Brockville; also by debit or credit card (VISA or Master Card).
3. Cataraqui Region Conservation Authority (CRCA) fees may apply respecting the application for Consent. Upon completion and acceptance of the application, Planning Staff will contact CRCA to determine if a fee is required for their review of the application.
4. NOTE: Under S.53(3) of The Planning Act, other information and material in addition to the foregoing may be required in order to process the proposed consent application. The expense of such will be the applicant's responsibility.

The applicant shall attach a sketch (and if deemed necessary a survey) to this application which shows the following:

- the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- 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 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 current use(s) of adjacent lands, 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.

5. Authority to Enter Land and Photograph

By signing this document, you agree to grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

Applicant/Agent: _____

(Owner or Applicant/Agent)

Date of Submission: _____

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 006-2018
(Effective April 1, 2018)
(all Planning Fees are tax exempt)

APPENDIX “1”

MINOR VARIANCE AND CONSENT FEES	
<i>Applications for Minor Variance and Consent are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
Application for Minor Variance or Consent	\$700.00 per application
Concurrent Applications for Minor Variance and Consent for the same lands	\$1,100.00 (total)
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting	\$400.00 per application
Request to Change Conditions of a Provisional Consent	\$225.00
Certificate of Validation	\$380.00
Cataraqui Region Conservation Authority (CRCA) Fees: Should the lands that are the subject of an application for minor variance or consent be within the CRCA Screening Area as depicted in the Official Plan for the City of Brockville, or otherwise at the discretion of the Director of Planning, CRCA review is required.	CRCA fees for the review of planning applications are listed on Appendix 2. Payment of said fees shall be made payable to the CRCA.

PLANNING FEES 2018 (including Finance Office and Fire Dept.)
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(Effective April 1, 2018)
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Schedule "B" – By-Law 006-2018
Cataraqui Region Conservation Authority (CRCA)
Plan Review Service Fee Schedule^{1,2}
(Effective March 1, 2018)

Application Type	Fee³	Notes
Official Plan Amendment	\$650.00 (minor) ⁴ \$1,080.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$390.00	
Consent	\$390/lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
Minor Variance	\$390.00	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control Application.
Site Plan Control	\$390.00 (minor) ⁴ \$1,140.00 (standard) ⁵ \$2,160.00 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$2,460.00	Application for Draft Plan Approval
	\$1,070.00	Application for Final Plan Approval
	\$720.00	Resubmission of lapsed Draft Plan Approval, or Amendment
Property Inquiry – no inspection	\$175.00	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Property Inquiry – with inspection	\$350.00	

Notes:

- (1) Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See CRCA Technical Report Review Services Fee Schedule for applicable fees for the review of technical reports.
- (2) Plan review fees may be reduced with the approval of the CRCA Supervisor of Development Review.
- (3) Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 years will be considered a new application and will be subject to the full current fee.
- (4) Minor refers to applications that are generally minor in nature (e.g. single family residential).
- (5) Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 ha, additions up to 200 square metres).
- (6) Major refers to applications that are major development projects (e.g. multiple residential, industrial).

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(Effective April 1, 2018)
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CRCA Technical Report Review Services
2018 Fee Schedule
Effective: March 1, 2018

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. CRCA review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee ⁵	Description
Technical Report – Brief ¹	\$350.00	Normal Review (30 days) <ul style="list-style-type: none"> • Flood plain hydrology analysis • Geotechnical (unstable soils and slopes) • Stormwater management • Environmental impact analysis (EIA) • Environmental impact statements (EIS) • Sediment and erosion control plans • Wetland hydrologic impact analysis
Technical Report – Standard ²	\$750.00	
Technical Report – Major ³	\$1,400.00	
Resubmissions / Revisions ⁴	50%	

Notes:

- (1) **Brief Reports** are typically those prepared in the form of a letter of opinion generally relating to the development of a single residential lot.
- (2) **Standard Reports** are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
- (3) **Major Reports** are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
- (4) The applicable report fee includes the review of one resubmission. A 50% surcharge is applied for additional submissions.
- (5) These fees are not subject to taxation.