



SUBMISSION REQUIREMENTS

- **Contact Planner/Attend Pre-Consultation:**
 - You must contact a Planner: planning@haltonhills.ca, 905-873-2600, ext. 2900 (you will be directed to a Planner who will review the proposal and advise you of any issues)
 - You must submit the [Pre-Consultation Application](#) form and drawings to preconsultation@haltonhills.ca, 905-873-2600, ext. 2900.
- YOU MAY SUBMIT A CONSENT APPLICATION AFTER THE PRE-CONSULTATION NOTES HAVE BEEN ISSUED. THE APPLICATION WILL BE DEEMED COMPLETE IF THE FOLLOWING REQUIREMENTS ARE MET:**
- **Application Submission (digital AND hard copy):**
 - Application package must include all documents outlined in the pre-consultation notes
 - The 'sketch' must clearly depict the proposal, and be signed by an Ontario Land Surveyor
 - 'Declaration' must be commissioned (to book an appointment with a Commissioner, contact nilooh@haltonhills.ca, 905-873-2601 ext. 2292)
 - Digital Submission:** e-mail a copy of the fully signed and commissioned application and all drawings to the Secretary-Treasurer, Committee of Adjustment & Consent Official: nilooh@haltonhills.ca
 - Hard Copy Submission:** to be mailed or [dropped off](#) (original signed and commissioned application *with the original signatures*, 1 copy of drawings, 2 USB keys, and related fees)

FEES:

Payable to:	2021 Fees:	Payment Methods:
Town of Halton Hills		Cheque, Visa*, Mastercard*
• Consent	\$10,404 or \$4,897 (Revision: \$2,840)	*accepted over the phone only
• Common Ownership Agreement	\$2,030 (fee required later in the process)	
• Certificate of Official	\$2,866 (fee required later in the process)	
Region of Halton	\$1,162.15 \$304.52 (Revision)	Region, and Conservation fees (if applicable) can only be paid by separate cheques
Conservation Halton	\$2,261 (Minor) \$4,277.80 (Major)	
Credit Valley Conservation	\$725 (Minor) \$3,100 (Major)	
Grand River Conservation	\$430 (Minor) \$1,105 (Major)	

- Fees are subject to change.
- Conservation fees may be increased (Conservation to confirm).
- Regional fee may be increased (Region to confirm if Health Department lot assessment is required)

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CONSENT APPLICATION

Please complete the following form for applications for Consent. Should you require assistance, please contact the Town of Halton Hills Planning, Development & Sustainability Department at 905-873-2601, Ext 2298 or Ext 2377.

The personal information collected on this form is collected under the authority of the Planning Act, as amended. The information is used for the purposes of processing this application. The processing of this application is subject to a public process and the information contained on this application is considered public and available to anyone on request. Questions regarding the collection of this information should be directed to the Towns Records/FOI Coordinator at 905-873-2601 ext. 2356 or foi@haltonhills.ca.

1. Registered Owner/Applicant Information

Property Owner Information: Check one Person(s) Company

Registered Land Owner Name: _____

Name: _____ Company Officer: _____
 (if company)

Address: _____

Email: _____ Tel: _____ Fax: _____

Agent

Name: _____

Address: _____

Email: _____ Tel: _____ Fax: _____

Solicitor

Firm Name: _____

Name: _____ Title: _____

Address: _____

Email: _____ Tel: _____ Fax: _____

	Owner	Agent	Solicitor/Contact
All correspondence should be sent to:			
Who can be contacted during the day for further information?			



2. Location of Property

Check an area and complete applicable boxes:

Georgetown Acton 401 Corridor Rural Area Niagara Escarpment Plan

Assessment Roll Number: 2415- _____ Concession Number(s): _____

Lot Number(s): _____ Former Township: _____

Registered Plan Number: _____ Lot(s)/Block(s): _____

Part(s): _____

Municipal Address/Fire Number: _____

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

No Yes If Yes, please describe it and its effect:

3. Purpose of this Application

The purpose of the proposed transaction (check one box)

New Lot Easement or Right of Way A Charge Lot Addition* Title Correction
 Lease Over 21 yrs

*Lot Addition – Provide Legal confirmation as to how the lot subject to this consent application was created. *This information is necessary because of Section 50(12) of the Planning Act.*

Name of person(s) (purchaser, lessee, and mortgagee) to whom land or interest in lands is intended to be conveyed leased or mortgaged (if known):

Please describe proposal:

4. History of the Subject Land

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? (Check one)

No Yes Unknown If yes, or unknown, please give file number and decision made:

Is this a resubmission of an earlier proposal: No Yes

If Yes, give File No.: _____

Date of acquisition of the said lands: _____
 (YY/MM/DD)



Has any land been severed from the parcel originally acquired by the owner of the subject land:
 No Yes If Yes, please provide each parcel severed, the date of transfer, the name of the transferee and the land use:

5. Description of Subject Land and Severing Information

Dimensions of land affected, as shown on Sketch, for retained and separated parcel(s):

	Retained	Severed
Frontage (m):		
Depth (m):		
Area (ha):		

Use of property: (select from list)

Urban Residential Farm Related Non-Farm Related Residential Agricultural
 Other (Specify) : _____

Complete a Farm Data Sheet for any Agricultural use on severed and/or retained parcel (if applicable).

	Retained	Severed
Existing Use		
Proposed Use		
	* if Agricultural indicate whether parcel is for: a) Disposal of Surplus Dwellings b) Farm Help	

Building or structure (please include number, uses and dates of construction):

	Retained	Severed
Existing		
Proposed		

Road Access:

Name/Type		
Open Municipal Road		
Regional Road		
Provincial Highway		
Private		



Other Access (specify) e.g. Water, Right-of-Way (explain):

Type/Name	Severed	Retained

Water Supply:

Regional Piped Water		
Well		
Other (e.g. Communal)		

Servicing – Sewage Disposal:

Regional Sewers		
Septic System		
Other (Specify)		

6. Land Use

What is the existing Regional Official Plan Designation?

What is the existing Local Official Plan Designation?

Is the application consistent with policy statements issued under subsections 3 (1) of the Planning Act?

Is the subject land within an area of land designated under any provincial plan(s)?

If the above answer is “yes” does the application conform to or does not conflict with the applicable provincial plan(s)?



Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified?

Use or Feature	On the Subject Land	Within 500 m of the Subject Land, unless otherwise specified
An agricultural operation, including livestock facility or stockyard		
A landfill		
A sewage treatment plant or water stabilization plant		
A provincially significant wetland		
A provincially significant wetland within 120 m of the site	N/A	
Floodplain		
An industrial or commercial use, specify		
An active railway line		

7. Potential Contaminated Sites

Has there been industrial use of the site? _____

Has there been "fill" added to the site? _____

Any reason to believe the site may have been contaminated by former uses either on the site or on adjacent site? No Yes

If **YES**, then an environmental investigation, including all former uses of the site and if appropriate, the adjacent site, to the satisfaction of the Region, is required. This study must be prepared by a qualified consultant.

Report attached? Yes If No, on what basis did you come to this determination?

8. Current Application

Is the subject land currently the subject of a proposed Regional or Local Official Plan Amendment, a Niagara Escarpment Amendment or Niagara Escarpment Development Control Permit?

No Yes If **Yes**, and if known, please give file No.(s) and status:



Is the subject land currently the subject of an application for Zoning By-law Amendment, Minister's Zoning Order Amendment, Minor Variance, Consent or Approval of a Plan of Subdivision?
No Yes If Yes, and if known, please give file No.(s) and status,

9. Other Information

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

Signature of Applicant/Authorized Agent

Print Name

Dated at the _____ this _____ day of _____ .
(e.g Town of Halton Hills)

10. Sketch

The sketch or survey must be prepared by an Ontario Land Surveyor in metric.

The application shall be accompanied by a sketch showing the following prescribed information:

- 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 town 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 system.
- The existing use(s) on 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 easements affecting the subject land.

The sketch should also include the following required information:

- The amount of land, if any, which has previously been conveyed from the property to the Town of Halton Hills or the Regional Municipality of Halton, for road purposes.
- A clear key map.

A sketch greater than legal size (8 /12" x 14") must be folded to legal size.



Declaration

I/we, _____ of the _____
(Please Print) (e.g. Town of Halton Hills)

In the _____
(e.g. Region of Halton)

solemnly declare that all the statements contained in this application are true and I/we 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

_____ in the _____

this _____ day of _____

Signature of Applicant/Authorized Agent

Commissioner of Oaths

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Owner Authorization (Required only if party other than owner is making this application)

I/we _____
the owner(s) of the land being subject to this Application to the Town of Halton Hills Committee of Adjustment do hereby authorize and appoint:

_____ as my/our agent to make this application on/our behalf and to conduct all communications on my/our behalf respecting same.

Location of land: _____

Signature(s):

X _____

(print name including company, if applicable)

X _____

(print name including company, if applicable)

Date: _____

(YY/MM/DD)

* It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).

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CONSENT APPLICATION

Permission to Enter

1 copy required
(with original signature)

To: Secretary-Treasurer
Halton Hills Committee of Adjustment

I hereby authorize the members of the Halton Hills Committee of Adjustment, members of the staff of the Town of Halton Hills and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

This is their authority for doing so.

Location of Land: _____

Owner or Authorized Agent
Signature

Print Name

Date
(YY/MM/DD)

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