



*This pamphlet is part of a series that outlines development processes in the Town of Halton Hills. It is intended to provide general information only. More detailed information can be obtained through the Pre-Consultation process or through discussions with Town staff.*

### How do I get started?

The Applicant is required to attend a Pre-Consultation meeting with Town and external agency staff prior to submitting a formal application. The meeting allows the Applicant to explain the development proposal and gives staff the opportunity to provide preliminary comments and advise what plans and studies will be required in support of a formal application. Detailed notes are provided to the Applicant approximately 3 to 4 weeks after the meeting has occurred outlining submission requirements needed for a complete application. A Pre-Consultation meeting request can be made by completing the Pre-Consultation Form available at the Planning counter or online.

### How much will it cost?

The fees associated with a Consent Application can be confirmed by Planning & Development and are payable at the time an application is submitted. Additional fees will also be required by the Region of Halton and may be required by Conservation Authority for their review of the application.

### How long will it take?

The average time to process an application depends on a number of factors including, complexity of the application, the quality of the submission and results of the review. Provisional Consent Approval timing from start to finish generally takes 4 to 8 months. The Applicant then has 1 year to fulfill all conditions.

### What is a Consent Application?

A **Consent Application** is the process through which Town of Halton Hills staff or the Committee of Adjustment makes decisions on proposed subdivision of lands and is governed by Section 53 of the Planning Act. Examples of **Consent Applications** include the following: land severance to divide a parcel of land into two (2) or more new lots; lot line adjustments or lot additions; easements; title corrections; leases; and mortgages or partial discharge of mortgages. The creation of new lots outside of the Urban Area, Hamlet Area and Rural Cluster Area designations is prohibited as per Section F1.2.2 of the Town's Official Plan.

### General Criteria for New Lots by Consent

As per Section F1.2.1 of the Town's Official Plan, the Town or the Committee shall generally be satisfied that the retained and severed lots:

- a) Front on and will be directly accessed by a public road;
- b) Will not cause a traffic hazard;
- c) Has adequate size and frontage for the proposed use and is compatible with adjacent uses;
- d) Can be serviced with an appropriate water supply and means of sewage disposal;
- e) Will not have a negative impact on the drainage patterns in the area;
- f) Will not restrict the development of the retained lands and other parcels of land, particularly as it relates to access; and,
- g) Will not have a negative impact on natural heritage features and related ecological functions in the area.

### Need More Information?

Contact the Planning & Development Department for more information:

**Phone:** (905) 873-2601 ext. 2900      **Fax:** (905) 877-3524  
**Website:** [www.haltonhills.ca/planning/index.php](http://www.haltonhills.ca/planning/index.php)

### Online Resources:

[Consent Information Sheet & Application Form](#)

# Consent Application Process

## 1 Pre-Consultation Meeting for New Lots

Prior to submitting a Consent Application, a Pre-Consultation Meeting with Town staff and external agencies is required. The purpose of the Pre-Consultation Meeting is to:

- Confirm whether a Consent is supportable
- Provide initial feedback on the proposed development
- Confirm whether other approvals will be required (i.e. Minor Variance, Zoning By-law Amendment, Site Plan, etc.)
- Outline the plans and studies that will be required to deem the application complete

Please speak to a Planner prior to submitting a Pre-Consultation Application.

## 2 Application Submission

The following must be submitted: a complete Consent Application; the application fee(s); plans and studies; and, a survey showing the subject lands and the proposal. After receipt of the application, a notification of completion will be sent to the Applicant. Applications that are deficient of required materials or fee(s) have no status and may be returned to the Applicant or additional information or fees will be requested. The application will not proceed to Steps 3 and 4 until all outstanding information is received.

## 3 Notice of Received Application and Circulation

After the application is deemed complete, a Notice of Received Application is circulated to internal departments and external agencies for comment. A Notice is further circulated to neighbouring properties located within 60 metres of the site for information. If a Committee of Adjustment Hearing is required, a 2<sup>nd</sup> Notice will be sent out to neighbouring properties within 60 metres of the site.

## 4 Posting of Public Notice Sign

After receiving a Notice of Received Application letter, the Applicant is required to post an enclosed Public Notice Sign with application information on the subject lands. The sign must remain posted on the subject lands until after the appeal period has expired.

## 5 Review of Application and Planning Considerations

After the circulation, staff receives comments from internal departments and external agencies. These comments are reviewed and sent to the Applicant. Town staff review the merits of the application based on the following considerations:

- Conformity with all local planning documents and Provincial plans and legislation
- Compatibility and suitability with the surrounding neighbourhood
- Proposed density and impact on the existing built form
- Availability of adequate and appropriate road access
- Grading and drainage
- Screening and Fencing
- Municipal servicing availability
- Road widening
- Lot size and dimensions
- Building height and setbacks
- Urban design
- Landscaping
- Public input

## 6 Planning Recommendation Report and Provisional Consent Approval

If no substantial objections are received from Town staff, external agencies or the public, a recommendation report is prepared by Planning staff, which contains conditions of approval. The conditions are sent to the Applicant for their review and the Applicant will have an opportunity for comment before returning the conditions signed to staff. Provisional Consent Approval is issued by the Commissioner of Planning and Development and the Applicant has 1 year to satisfy all conditions. If a substantial objection is received from Town staff, external agencies or the public, please proceed to Step 7.

## 7 Objection and Committee of Adjustment

If a substantial objection is received from Town staff, external agencies or the public, the application will be scheduled to be heard by the Committee of Adjustment. The Committee of Adjustment will then approve, refuse or defer the application pending additional information.

## 8 Final Consent Approval

Once all conditions are satisfied a Consent Certificate is issued. The Consent Certificate lapses at the expiration of 2 years from the date it was issued. A copy of the registered deed or details of registration (transfer document) are to be provided to staff so that the file may be closed.

## 9 Local Planning Appeal Tribunal (LPAT) Appeals

Appeals must be filed within 20 days of the mailing of the Notice of Decision. The LPAT may refuse an appeal by an individual or public body who did not initially object to the proposal.

**This document is available in an alternate format – upon request**