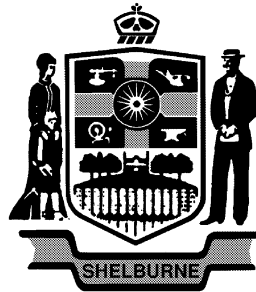


203 Main Street East  
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[www.townofshelburne.on.ca](http://www.townofshelburne.on.ca)



## TOWN OF SHELburne CONSENT PROCESS

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**NOTE:** Before you prepare and submit your application to the Committee of Adjustment, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

### **Submission for an application shall consist of the following:**

1. One (1) original application form with one (1) copy of the completed form. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. Two (2) copies of the sketch or survey as described in the application form are required. A legible copy no larger than 11 x 17 is required if larger plans are submitted.

### **The process for consent applications is as follows:**

1. Upon submission of a complete application, the application is assigned a file number and the application is circulated in accordance with the Planning Act requirements.
2. A notice of public hearing is scheduled which provides a minimum of 14 days notice to the public.
3. The public hearing is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions.
4. The Committee's decision will include conditions of consent which must be fulfilled within one (1) year from the date notice is given.
5. Once a decision on the application is made (usually at the meeting), a notice of the decision is issued and is sent to all persons identifying an interest in the application. There is a 20 day appeal period following the date the decision is made. After 20 days, if there is no appeal, the decision of the Committee is final and binding. If an appeal is received, it is forwarded to the Ontario Municipal Board.

**Further information on the Committee of Adjustment and its procedures can be obtained from the Town offices.**

**For application fees please contact the Town Planner or the CAO/Clerk.**

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*For Office Use Only*

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
\_\_\_\_\_

## TOWN OF SHELBURNE APPLICATION FORM FOR CONSENT

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### 1. APPLICATION INFORMATION

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

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

Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

---

### 2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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### 3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

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**4. APPLICATION**

What is the type and purpose of the application?

- new lot
- lot addition
- easement
- charge or lease
- correction of title

If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased: \_\_\_\_\_

**5. SUBJECT LANDS (LANDS TO BE SEVERED AND LANDS TO BE RETAINED)**

Street Name and Number: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Area of subject lands: \_\_\_\_\_ Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

What is the current use of the subject lands? \_\_\_\_\_

What is the proposed use of the subject lands? \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject lands? Yes  No

Specify: \_\_\_\_\_

When were the subject lands acquired by the current owner? \_\_\_\_\_

How long have the existing uses continued on the subject lands? \_\_\_\_\_

**6. LANDS TO BE SEVERED**

Area of severed lands: \_\_\_\_\_ Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

What is the current use of the lands to be severed? \_\_\_\_\_

What is the proposed use of the lands to be severed? \_\_\_\_\_

Number and use of buildings and structures on the lands to be severed:

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Are the lands to be severed accessible by?

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe \_\_\_\_\_

**SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storm drainage provided by:	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
	<input type="checkbox"/> Other, describe _____		

**ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Zoning of the lands to be severed? \_\_\_\_\_

What is the present Official Plan designation on the lands to be severed? \_\_\_\_\_

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**7. LANDS TO BE RETAINED**

Area of retained lands: \_\_\_\_\_ Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

What is the current use of the lands to be retained? \_\_\_\_\_

What is the proposed use of the lands to be retained? \_\_\_\_\_

Number and use of buildings and structures on the lands to be retained:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Are the lands to be retained accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe \_\_\_\_\_

**SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storm drainage provided by:	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
	<input type="checkbox"/> Other, describe _____		

**ZONING AND OFFICIAL PLAN INFORMATION**

What is the present Zoning of the lands to be retained? \_\_\_\_\_

What is the present Official Plan designation on the lands to be retained? \_\_\_\_\_

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**8. OTHER APPLICATIONS**

Are or have the subject lands been the subject of any other applications under the Planning Act for approval?

yes

no

If yes, what is the file number? \_\_\_\_\_

What is the status of the application? \_\_\_\_\_

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**9. DRAWINGS**

Please include a sketch or survey showing the following:

1. The boundaries and dimensions of the subject land including the lot(s) to be created;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
4. The current uses on land that is adjacent to the subject land;
5. 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; and,
6. The location and nature of any easement affecting the subject land.

Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Municipality may require drawings to be prepared on a legal survey, and additional information to be surveyed.

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**10. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in Section 2 of this application, unless otherwise requested.

**11. AUTHORIZATION**

I/We \_\_\_\_\_ am/are the owner(s) of the subject lands for which this application is to apply. I/We \_\_\_\_\_ do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

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**12. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith 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 other, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

---

**13. PERMISSION TO ENTER**

I hereby authorize the members of staff and/or members of Committee of Adjustment of the Town of Shelburne 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.