



# THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

## APPLICATION CHECKLIST & INSTRUCTIONS

for

## CONSENT APPLICATIONS

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP PLANNERS  
PRIOR TO SUBMITTING YOUR APPLICATION.**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application form.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s) / Agent must be witnessed by a Commissioner to receive their stamp and signature.
- Application fees attached made payable to the Township of North Dumfries.
  - \$300.00
- Sketch or site plan (in a metric scale / with metric measurements) in accordance with the requirements of the application form.
- Copy(ies) of any correspondence, approvals or permits from outside agencies/departments.
- Copy(ies) of all studies and reports required to be submitted with your application.
- Copy of your completed Pre-submission Consultation Form from the Township's planning consultants, if you made use of this service prior to submitting your application.

## □ APPLICANT POSTING INSTRUCTIONS

In order to facilitate consideration of your Application for Consent by the Committee of Adjustment for the Township of North Dumfries, we ask you to complete the following after your application is received and deemed complete by the Township and its consulting planners.

- Post a clearly visible sign approximately 14" x 18" bearing your name, your Application number (provided by Township staff), lot and concession number, and the Plan number, on the main access side of your property, preferably where your driveway accesses onto the Provincial Highway / Regional Road / Township Road (and in the middle of your shoreline frontage, if applicable).
- On the ground, clearly mark the location and area of the proposed new lot / easement / etc. along with any proposed building or structure using stakes and coloured plastic ribbon / string. Please take care to accurately mark the location of the proposed corners where a yard or building setback is an issue of your proposed development.
- It is your responsibility as Applicant to mark the property which is the subject of this Application.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your Application will not be processed until it is complete. To expedite the processing of your Application please ensure it is complete upon submission. Incomplete applications may be returned for re-submission. We may not hold incomplete applications in our office.

The Province of Ontario and the Ontario Ministry of Municipal Affairs and Housing (the "MMAH") make available online the following resources for your use.

Province of Ontario Home Page: [www.gov.on.ca](http://www.gov.on.ca)

MMAH Home Page: [www.mah.gov.on.ca](http://www.mah.gov.on.ca)

Planning Act, R.S.O. 1990, c. P. 13 (the "Planning Act") & Regulations under the Planning Act: [http://www.e-laws.gov.on.ca/Browse?queryText=dDocName+%3Cmatch%3E+%60ELAWS\\_STATUTES\\_\\*\\_e%60+%3CAND%3E+%28xRegUnderAct+%3Cstarts%3E+%60P%60%29&resultCount=200&sortField=dDocTitle&sortOrder=ASC&startIndex=1&type=regs&letter=P&expand=yes&lang=en&act=elaws\\_statutes\\_90p13\\_e#16](http://www.e-laws.gov.on.ca/Browse?queryText=dDocName+%3Cmatch%3E+%60ELAWS_STATUTES_*_e%60+%3CAND%3E+%28xRegUnderAct+%3Cstarts%3E+%60P%60%29&resultCount=200&sortField=dDocTitle&sortOrder=ASC&startIndex=1&type=regs&letter=P&expand=yes&lang=en&act=elaws_statutes_90p13_e#16)

The Citizens Guide to Land Use Planning: <http://www.mah.gov.on.ca/Page338.aspx>

If you require additional assistance regarding this application please contact the consulting planners for the Township of North Dumfries at:

**K. SMART ASSOCIATES LIMITED**  
85 McIntyre Drive  
Kitchener, ON N2R 1H6  
Phone: (519) 748-1199  
Fax: (519) 748-6100  
E-mail: [planning@ksmart.on.ca](mailto:planning@ksmart.on.ca)



# THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

## APPLICATION UNDER SECTION 53 OF THE PLANNING ACT, R.S.O. 1990, c. P. 13 FOR

# CONSENT

<b>OFFICE USE ONLY</b>		Delivery Date Stamp:
Application No.: B-____/____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ASSESSMENT ROLL # 15-3001-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 0000**

Did you consult with the Township's planning consultants?  Yes  No  
*If yes, please submit a copy of your completed "Pre-submission Consultation Form".*

**1. CONTACT INFORMATION:**

All communication will be directed to the Primary Contact only.

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_  
*(List all owners and contact information if multiple exist)*

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

Home Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:**

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

Home Phone: \_\_\_\_\_

Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:**

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. TYPE AND PURPOSE OF THE PROPOSED TRANSACTION:**

Examples include a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title.

\_\_\_\_\_

**3. NAME OF TRANSFEREE / MORTGAGEE / LESSEE / ETC.:**

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

\_\_\_\_\_

**4. DESCRIPTION OF SUBJECT LAND:**

- a) Concession(s): \_\_\_\_
- b) Lot(s): \_\_\_\_
- c) Registered Plan No. : \_\_\_\_ Lot(s)/Block(s): \_\_\_\_
- d) Reference Plan No. : \_\_\_\_ Part(s): \_\_\_\_
- e) Geographic Township (former municipality) : \_\_\_\_
- f) **Township:** \_\_\_\_
- g) Civic Address: \_\_\_\_
- h) Dimensions of subject land:

Frontage (in metres)	Depth (in metres)	Area (in hectares)

- i) Official Plan (current designation of subject land) :  
\_\_\_\_\_
- j) Zoning (current zoning of subject land) :  
\_\_\_\_\_
- k) Are any easements or restrictive covenants affecting the subject land?  
 Yes  
 No
- l) If the answer to Question 4(j) is “yes”, please provide a description of each easement or covenant and its effect (or attach copies of the document and note same):  
\_\_\_\_\_

**5. INFORMATION ABOUT THE PROPOSED CONSENT:**

Please submit any relevant information that does not fit in the following table on additional pages attached to this application as necessary.

Type of Information	Proposed Lot to be Retained	Proposed New Lot / Easement / Charge / Etc.
Frontage (in metres)		
Depth (in metres)		
Area (in hectares)		
Existing Use		
Proposed Use		
Describe the Existing Buildings or Structures	1.) 2.) 3.)	1.) 2.) 3.)
Describe the Proposed Buildings or Structures	1.) 2.) 3.)	1.) 2.) 3.)
Describe the Proposed Access (Please Check Only One Type as Appropriate)	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Township Road <input type="checkbox"/> Private Road <input type="checkbox"/> Water (and if so, details about such access):	<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Regional Road <input type="checkbox"/> Township Road <input type="checkbox"/> Private Road <input type="checkbox"/> Water (and if so, details about such access):
Drinking Water	<input type="checkbox"/> Public Water System <input type="checkbox"/> Private Communal Well <input type="checkbox"/> Private Individual Well <input type="checkbox"/> Lake / Other (Specify):	<input type="checkbox"/> Public Piped System <input type="checkbox"/> Private Communal Well <input type="checkbox"/> Private Individual Well <input type="checkbox"/> Lake / Other (Specify):
Sewage Disposal	<input type="checkbox"/> Public Sanitary System <input type="checkbox"/> Private Communal Septic System <input type="checkbox"/> Private Individual Septic System <input type="checkbox"/> Privy or Other (Specify):	<input type="checkbox"/> Public Sanitary System <input type="checkbox"/> Private Communal Septic System <input type="checkbox"/> Private Individual Septic System <input type="checkbox"/> Privy or Other (Specify):

**6. PREVIOUS SUBDIVISION / CONSENT APPLICATIONS:**

a) Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the *Planning Act* or a consent under Section 53 of the *Planning Act*?

- Yes
- No

b) If the answer to Question 6(a) is “yes”, then list the file number of the application and the status of the application:

\_\_\_\_\_

**7. PREVIOUS SEVERANCES:**

a) Has any land been severed from the parcel originally acquired by the owner of the subject land under Section 53 of the *Planning Act*?

- Yes
- No

b) If the answer to Question 7(a) is “yes”, then provide the date of the transfer, the name of the transferee and the uses of the severed land:

\_\_\_\_\_

**8. OTHER PLANNING APPLICATIONS:**

List any applications made under the *Planning Act* for the subject property:

Application	Township File No. / Ontario Regulation No.*	Status
Official Plan (Section 22)		
Zoning By-law (Section 34) or Minister’s Zoning Order (Section 47)*		
Site Plan (Section 41)		
Minor Variance (Section 45)		
Plan of Subdivision (Section 51) / Condominium ( <i>Condominium Act</i> )		
Consent (Section 53)		

**9. REQUIRED SKETCH PLAN:**

Please attach 10 copies of the sketch plan (*with at least one copy on 8.5” x 11” paper*) and, if possible, a digital version in Acrobat and / or AutoCAD **drawn to a metric scale, including metric measurements, and showing at a minimum the following.**

- a) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- b) The approximate distance between the subject land and the nearest township lot line or

landmark such as a bridge or railway crossing.

- c) 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.
- d) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- e) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that:
  - i) are located on the subject land and on land that is adjacent to it, and
  - ii) in the applicant's opinion, may affect the application.
- f) The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial).
- g) 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.
- h) If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used.
- i) The location and nature of any easement affecting the subject land.
- j) North arrow and metric scale of sketch plan.
- k) Location and distances from property line of all proposed and existing structures in metric units.

**10. CONSISTENCY WITH PROVINCIAL POLICIES:**

A statement explaining how the application is consistent with policy statements issued under Subsection 3(1) of the *Planning Act* (e.g., the Provincial Policy Statement, 2005).

\_\_\_\_\_

**11. APPLICABILITY OF / CONFORMITY TO PROVINCIAL PLANS:**

a) Is the subject land within an area of land designated under any provincial plan or plans?

- Yes
- No

b) If the answer to Question 10(a) is "yes", whether the application conforms to or does not conflict with the applicable provincial plan or plans (e.g., the Growth Plan for the Greater Golden Horseshoe, 2006):

\_\_\_\_\_

**12. AUTHORIZATION OF AGENT BY OWNER:**

(Applicable if an Agent is making this application on your behalf.)

If the Applicant is not the Owner of the land subject to this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned,  
being the

*Registered Owner(s)*

Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
*Agent*

to act as my Agent with respect to the preparation and submission of this Application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**13. FREEDOM OF INFORMATION AND PRIVACY:**

Personal information contained in this form, collected and maintained pursuant to Sections 1.0.1 and 53 of the *Planning Act*, R.S.O. 1990, c. P. 13 will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The Owner acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this Application to be public information and to form part of the public record. With the filing of the Application, the Owner consents to the Township photocopying or digitally reproducing and releasing the Application and any supporting material either for its own use in processing the Application or at the request of a third party, without further notification to or permission from the Owner. The Owner also hereby states that it has authority to bind its consultants / agents to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Administrator/Clerk-Treasurer at the Township of North Dumfries at (519) 621-0340 / (800) 563-5595.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**14. AUTHORIZATION FOR TOWNSHIP STAFF / COMMITTEE TO ENTER & INSPECT:**

Committee of Adjustment members, Township staff, and/or Township consultants may conduct site inspection(s) of your lands. By submitting this Application and executing this authorization, the Owner is authorizing those parties to access your lands for the purposes of conducting the required site inspection(s) and to post any additional notices. Please be advised that where access is by water or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**15. DECLARATION OF OWNER / AGENT:**  
(The Owner(s) / Agent must sign this Declaration in the presence of a Commissioner.)

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_  
of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application 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 oath and by virtue of the *Canada Evidence Act*.

Declared before me at the \_\_\_\_\_

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

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

**16. ADDITIONAL FEES:**

If planning, engineering, legal and/or any other third party expert fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for the same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

-----  
**Please submit this application to the Secretary-Treasurer for the Committee of Adjustment for the Township of North Dumfries at:**

**Township of North Dumfries  
1171 Greenfield Road, RR#4  
Cambridge, ON N1R 5S5  
Phone: (519) 621-0340  
Fax: (519) 623-7641  
Toll Free: (800) 563-5595**



## ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

This form must be completed and signed by the property owner(s) for all development applications submitted to the Regional Municipality of Waterloo (The Region), and for official plan amendments, zoning by-law amendments, and consent applications submitted to the Township of North Dumfries.

File No.: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Location of Subject Lands:

#### Municipal Address

#### Legal Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. What are the current uses of the property?

\_\_\_\_\_  
\_\_\_\_\_

2. Was the subject property ever used for industrial purposes?  
**If yes**, please describe approximate dates and types of industry:

yes      no      uncertain

\_\_\_\_\_

3. Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)?

yes      no      uncertain

**If yes**, please describe approximate dates and types of commercial activity:

\_\_\_\_\_

4a. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?

yes      no      uncertain

4b. **If yes**, when? \_\_\_\_\_

Please provide description of waste materials:

\_\_\_\_\_

