



## **APPLICATION FOR CONSENT – NEW LOT (SEVERANCE)**

**PLEASE REVIEW THE FOLLOWING APPLICATION GUIDELINES  
(Instruction Page 3 must be signed and returned with application form)**

### **PRE-CONSULTATION:**

The County of Wellington strongly encourages applicants to pre-consult with County planning staff prior to submitting an application for consent. Please contact the Planning and Development Department to discuss your proposal.  
519-837-2600, ext. 2170 or 2160

### **APPLICATION FEE:**

The fee for processing a consent application through the County of Wellington Planning and Land Division Committee is payable to the Treasurer of the Wellington County in cash or by cheque. NSF payments will result in the application being considered as incomplete subject to a “NSF” charge. Current fee amounts and other information can be obtained by calling the Land Division Office at 519-837-2600, ext. 2170 or 2160

### **CONSENT CERTIFICATE FEE:**

A Fee is required for each consent certificate issued. For current fee amounts on the severed and retained certificates, please call the Land Division Office at 519-837-2600, ext. 2170 or 2160 at the time of clearance of conditions regarding Certificate Issuance.

### **CONSERVATION REVIEW FEE:**

A conservation review fee is payment for obtaining a report/review from the appropriate Conservation Authority on an application which is in the Conservation Authority's area of review. This fee must be sent in with your application and is payable to the appropriate Conservation Authority. For details regarding the conservation review fee, please contact the appropriate Conservation Authority for the subject property.

### **SOURCE WATER PROTECTION REVIEW: ([www.wellingtonwater.ca](http://www.wellingtonwater.ca))**

As required by the Clean Water Act, sources of municipal water supply are to be protected from potential contamination. Source protection plans have been prepared and approved by the Province to address this matter. If it is determined that if your property is subject to a Source Protection Plan in effect, you will need to complete a [Source Water Protection Screening Form](#) and submit it with your planning application. Your application cannot be deemed complete until a written statement is issued by the Risk Management Official under to the Clean Water Act.

### **Source Water Protection Contact:**

Kyle Davis, Risk Management Official, 7444 Wellington Road 21, Elora, Ontario N0B 1S0  
Phone: 519.846.9691 x362, email: [sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)

### **APPLICATION FORM:**

Each application must be filled out completely and clearly, and must be accompanied by a copy of your current deed and an Ontario Land Surveyor's severance sketch. Incomplete applications and sketches will be returned without further processing until the corrected material is filed.

### **APPLICATION SKETCH:**

The Planning and Land Division Committee **requires that all severance sketches be prepared by an Ontario Land Surveyor**. If the sketch does not contain the proper details or is not clear, the processing of the application may be impeded or result in the Planning and Land Division Committee dismissing the application due to lack of information and clarity.

### **SKETCH DETAILS:**

The OLS survey sketch shall include, as a minimum, the following details:

1. all abutting lands owned by the owner (if any) and their boundaries and dimensions;
2. the distance between the owner's lands and the nearest lot line or appropriate landmark;
3. the parcel of land that is the subject of the application, its boundaries, dimensions and area of the part of the parcel that is to be severed, the part to be retained, and the location of all land previously severed

4. the approximate location of all natural and artificial features on the subject lands (e.g. buildings, railway, highways, watercourses, drainage ditches, banks, wetlands, wooded areas, wells and septic tanks), and the location of any of these features on adjacent lands that may affect this application;
5. the existing uses of adjoining land (e.g. residential, agricultural, extractive, cottage, commercial, etc.); the location, width and names of all road allowances, right-of-ways, streets or highways within or abutting the property and indicating whether they are public traveled roads, private roads, rights-of-way or unopened road allowances, boat docking and parking facilities on mainland where access is by water;
6. the location of any propane operation within 750 metres of the proposed subject lands;
7. the location and nature of any restrictive covenant or easement affecting the subject lands;
8. the location of all barns, livestock operations, and manure storage areas within 500 metres of the proposed lot;
9. the location of the subject lands within the local municipality.

**Please provide sketch no larger than 11” x 17.**

**MEASUREMENTS:** Measurements may be expressed in metric or imperial units

**ROAD NAMES, CIVIC ADDRESSES:**

Please use the street names and property addresses on the O.L.S. sketch which have been adopted by local municipalities as the civic address of the property which is the subject of the application.

**MINIMUM DISTANCE SEPARATION FORM:**

The applicant is required to **complete and submit [Farm Data Sheets](#)** (available from the County of Wellington) for all barns within 500 metres of the lot to be severed. This information will facilitate evaluation of MDS requirements. Please ask for this supplemental information package when you obtain an application form for severances in the rural areas (areas outside cities, towns, villages, hamlets, etc.) NOTE: The Farm Data information must be current at the time of submission.

**FARM INFORMATION FORM:**

This form is used to help determine whether an application to sever a surplus farm dwelling is consistent with the Provincial Policy Statement and conforms to the County Official Plan. (See Question #26 in application form).

**LIST OF NEIGHBOURS:**

A submission of complete names and mailing addresses with postal codes of each owner within 60 metres of the subject land must be submitted with application. This list is to be generated, dated and signed by staff of the local municipality as being the most current information.

**POSTING OF “NOTICE CARDS”:**

Yellow “Notice Cards” will be mailed to you after your application has been accepted by the Land Division Staff as being complete. These “Notice Cards” are then to be posted immediately on stakes at each front corner of the proposed lot to be severed, and are to remain there until the appeal period on the Planning and Land Division Committee’s decision has been completed. This assists the reporting agencies in visiting the site and in preparing their reports, and for notifying the public of the proposed application. **Check frequently to ensure that the cards are in place.** If the “Notice Cards” are determined to have not been posted for this time frame, the Planning and Land Division Committee is not in a position to consider the application.

**ATTENDANCE AT LAND DIVISION MEETING:**

Applicants are encouraged to attend when the Planning and Land Division Committee considers the application. If the applicant or authorized agent does not attend, the Committee will still consider the application on the assigned day unless notice has been received by Land Division Staff that representation cannot be made for the assigned day and time. In the matter of “expedited files”, no attendance before the Planning and Land Division Committee is required.

**\*\* NEW – REQUEST FOR ADDITIONAL CERTIFICATES OF OFFICIAL \*\***

**PLANNING ACT REVISION SECTION 53**

*(42.1) If a consent has been given under this section to a conveyance of a part of a parcel of land and the consent did not stipulate that subsection 50(3) or (5) applies to any subsequent conveyance or other transaction, the clerk of the municipality or the Minister, as the case may be, shall give the same form of certificate described in subsection (42) to the applicant for the retained land resulting from the consent, if the applicant, in making the application for consent,*

- (a) requests that the certificate be given; and*
- (b) provides a registrable legal description of the retained lands*

**Please Note:**

- The need for an additional certificate should be confirmed/discussed with your solicitor.
- This request is to be made at the time of application being submitted.
- A FEE is required for each consent certificate issued. For current fee amounts on the severed and retained certificates, call the Land Division Office at 519-837-2600, ext. 2170 or 2160 at the time of Certificate Issuance
- For Each Certificate Requested - the Owners solicitor will provide a completed electronic transfer document in preparation and provide an undertaking in writing to provide a copy of the registered deed within 30 days of the date of registration.

**FURTHER INFORMATION:**

County of Wellington Planning and Land Division  
74 Woolwich St.  
Guelph, Ontario N1H 3T9  
Telephone: 519-837-2600, Ext. 2170 or 2160 Fax: 519-837-3875

**SIGNATURE OF PERSON WHO COMPLETED THE ATTACHED APPLICATION FORM:**

I hereby acknowledge that I have read these instructions and have prepared this application to the best of my knowledge in accordance with these instructions:

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**Owner, Purchaser, Applicant, Authorized Agent**

**Date**

**APPLICATION FOR CONSENT**

Ontario Planning Act

**1. Approval Authority:**

County of Wellington Planning and Land Division Committee  
County of Wellington Administration Centre  
74 Woolwich Street, GUELPH, Ontario N1H 3T9

**Required Fee:** \$ \_\_\_\_\_

**Fee Received:** \_\_\_\_\_

**File No.** \_\_\_\_\_

**Phone:** 519-837-2600, ext. 2170 or 2160 **Fax:** 519-837-3875

**Accepted as Complete on:** \_\_\_\_\_

**A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION**

**2. (a) Name of Registered Owner(s) or Purchaser** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**NOTE: if application submitted by purchaser, a copy of the signed "Purchase/Sale agreement" is required.**

**(b) Name and Address of Applicant** (as authorized by Owner/Purchaser) \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**(c) Name and Address of Owner's Authorized Agent:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Email:** \_\_\_\_\_

**(d) All Communication to be directed to:**

**REGISTERED OWNER/PURCHASER** [ ]

**APPLICANT** [ ]

**AGENT** [ ]

**(e) Notice Cards Posted by:**

**REGISTERED OWNER/PURCHASER** [ ]

**APPLICANT** [ ]

**AGENT** [ ]

**(f) Number of Certificates Requested** \_\_\_\_\_ (Please see information pages)

**3. Type and Purpose of Proposed Transaction:** (Check off appropriate box & provide short explanation)

**RURAL RESIDENTIAL**[ ] **AGRICULTURAL**[ ] **URBAN RESIDENTIAL**[ ] **COMMERCIAL/INDUSTRIAL**[ ]

**OR**

**EASEMENT** [ ] **RIGHT OF WAY** [ ] **CORRECTION OF TITLE** [ ] **LEASE** [ ] **CANCELLATION** [ ]

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

4. (a) Location of Land in the County of Wellington:

Local Municipality: \_\_\_\_\_

Concession \_\_\_\_\_ Lot No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No. \_\_\_\_\_

Civic Address \_\_\_\_\_

(b) When was property acquired: \_\_\_\_\_ Registered Instrument No. \_\_\_\_\_

5. Description of **Land** intended to be **SEVERED**: Metric [ ] Imperial [ ]

Frontage/Width \_\_\_\_\_ AREA \_\_\_\_\_

Depth \_\_\_\_\_ Existing Use(s) \_\_\_\_\_

Existing Buildings or structures: \_\_\_\_\_

Proposed Uses (s): \_\_\_\_\_

Type of access (Check appropriate space)	Existing [ ]	Proposed [ ]
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input type="checkbox"/> County Road	<input type="checkbox"/> Private road	
<input type="checkbox"/> Municipal road, maintained year round	<input type="checkbox"/> Crown access road	
<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access	
<input type="checkbox"/> Easement	<input type="checkbox"/> Other	

Type of water supply - Existing [ ] Proposed [ ] (check appropriate space)

- Municipally owned and operated piped water system
- Well [ ] individual [ ] communal
- Lake
- Other \_\_\_\_\_

Type of sewage disposal - Existing [ ] Proposed [ ] (check appropriate space)

- Municipally owned and operated sanitary sewers
- Septic Tank (specify whether individual or communal): \_\_\_\_\_
- Pit Privy
- Other (Specify): \_\_\_\_\_

6. Description of **Land** intended to be **RETAINED**: Metric [ ] Imperial [ ]

Frontage/Width \_\_\_\_\_ AREA \_\_\_\_\_

Depth \_\_\_\_\_ Existing Use(s) \_\_\_\_\_

Existing Buildings or structures: \_\_\_\_\_

Proposed Uses (s): \_\_\_\_\_

Type of access (Check appropriate space)	Existing [ ]	Proposed [ ]
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input type="checkbox"/> County Road	<input type="checkbox"/> Private road	
<input type="checkbox"/> Municipal road, maintained year round	<input type="checkbox"/> Crown access road	
<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access	
<input type="checkbox"/> Easement	<input type="checkbox"/> Other	

**Type of water supply - Existing [ ] Proposed [ ]** (check appropriate space)

Municipally owned and operated piped water system

Well  individual  communal

Lake

Other \_\_\_\_\_

**Type of sewage disposal - Existing [ ] Proposed [ ]** (check appropriate space)

Municipally owned and operated sanitary sewers

Septic Tank (specify whether individual or communal): \_\_\_\_\_

Pit Privy

Other (Specify): \_\_\_\_\_

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)? YES [ ] NO [ ]

\*If yes, see sketch requirements and the application must be accompanied by a MINIMUM DISTANCE SEPARATION FORM.

8. Is there a landfill within 500 metres [1640 feet]? YES [ ] NO [ ]

9. a) Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? YES [ ] NO [ ]

10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? YES [ ] NO [ ]

11. Is there any portion of the land to be severed or to be retained located within a floodplain? YES [ ] NO [ ]

12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? YES [ ] NO [ ]

13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? YES [ ] NO [ ]

14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? YES [ ] NO [ ]

15. Is there a noxious industrial use within 500 meters [1640']? YES [ ] NO [ ]

16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? YES [ ] NO [ ]

**Name of Rail Line Company:** \_\_\_\_\_

17. Is there an airport or aircraft landing strip nearby? YES [ ] NO [ ]

18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? YES [ ] NO [ ]

**19. PREVIOUS USE INFORMATION:**

a) Has there been an industrial use(s) on the site? YES [ ] NO [ ] UNKNOWN [ ]

If YES, what was the nature and type of industrial use(s)?

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b) Has there been a commercial use(s) on the site? YES [ ] NO [ ] UNKNOWN [ ]

If YES, what was the nature and type of the commercial use(s)?

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c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?) YES [ ] NO [ ] UNKNOWN [ ]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding? YES [ ] NO [ ] UNKNOWN [ ]

If YES, specify the use and type of fuel(s) \_\_\_\_\_

20. Is this a **resubmission** of a previous application? YES [ ] NO [ ]

If YES, is it identical [ ] or changed [ ] Provide previous File Number \_\_\_\_\_

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office? YES [ ] NO [ ]

b) If the answer in (a) is YES, please indicate the previous severance(s) on the required sketch and provide: **Transferee's Name, Date of the Transfer and Use of Parcel Transferred.**

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22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors? YES [ ] NO [ ] UNKNOWN [ ]

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application? YES [ ] NO [ ]

24. Provide explanation of how the application is consistent with the Provincial Policy Statement.

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25. In addition to Places to Grow (Provincial Growth Plan), is the subject land within an area of land designated under the Greenbelt Plan? Provide explanation of how the application conforms or does not conflict with the Provincial plan or plans.

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26. a) Indicate the existing **County Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

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b) Indicate the existing **Local Official Plan** (if any) designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

\_\_\_\_\_

\_\_\_\_\_

c) If this consent relates directly to an Official Plan Amendment(s) currently under review by an approval authority, please indicate the Amendment Number and the applicable file number(s).

Amendment Number(s): \_\_\_\_\_ File Number(s): \_\_\_\_\_

27. Is the subject land a proposed surplus farm dwelling?\* **YES** [ ] **NO** [ ]

\*If yes, an application to sever a surplus farm dwelling must be accompanied by a FARM INFORMATION FORM.

28. What is the zoning of the subject lands? \_\_\_\_\_

29. Does the proposal for the subject lands conform to the existing zoning? **YES** [ ] **NO** [ ]

If NO, a) has an application been made for re-zoning?  
**YES** [ ] **NO** [ ] **File Number** \_\_\_\_\_

b) has an application been made for a minor variance?  
**YES** [ ] **NO** [ ] **File Number** \_\_\_\_\_

30. Are the lands subject to any mortgages, easements, right-of-ways or other charges? **YES** [ ] **NO** [ ]

If the answer is YES, please provide a copy of the relevant instrument.  
 For mortgages just provide complete name and address of Mortgagee.

**Questions 31 – 34 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state “not Applicable”**

31. **Type of Farm Operation** conducted on these subject lands:

Type: Dairy [ ] Beef Cattle [ ] Swine [ ] Poultry [ ] Other [ ]  
 \_\_\_\_\_

32. **Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands**

Severed Width \_\_\_\_\_ Length \_\_\_\_\_ Area \_\_\_\_\_ Use \_\_\_\_\_  
 Width \_\_\_\_\_ Length \_\_\_\_\_ Area \_\_\_\_\_ Use \_\_\_\_\_

Retained Width \_\_\_\_\_ Length \_\_\_\_\_ Area \_\_\_\_\_ Use \_\_\_\_\_  
 Width \_\_\_\_\_ Length \_\_\_\_\_ Area \_\_\_\_\_ Use \_\_\_\_\_

33. **Manure Storage Facilities** on these lands:

DRY	SEMI-SOLID	LIQUID
Open Pile [ ]	Open Pile [ ]	Covered Tank [ ]
Covered Pile [ ]	Storage with Buck Walls [ ]	Aboveground Uncovered Tank [ ]
		Belowground Uncovered Tank [ ]
		Open Earth-sided Pit [ ]



34. Are there any drainage systems on the retained and severed lands?

YES [ ] NO [ ]

Type	Drain Name & Area	Outlet Location
Municipal Drain [ ]		Owner's Lands [ ]
Field Drain [ ]		Neighbours Lands [ ]
		River/Stream [ ]

**35. Source Water Protection Plan**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of a Source Protection Plan in effect? ([www.wellingtonwater.ca](http://www.wellingtonwater.ca))

YES [ ] NO [ ]

If YES, please complete the [Source Water Protection Form](#) and submit with your application.

**36. Have you had a pre-consultation meeting with County Planning Staff before filling out this application form?**

**Please refer to instruction page.**

YES [ ] NO [ ]

If yes, please indicate the person you have met/spoken to: \_\_\_\_\_

**37. If you wish to provide some further information** that may assist the Planning and Land Division Committee in evaluating your application, please provide by a letter and attach it to this application.

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**NOTES:**

- One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office.** Please provide sketch no larger than 11" x 17".
- The location of the lands (severed & retained) which are the subject of the application must also be shown on the Surveyor's sketch or on an attached "Key Map" and included with the application.
- Since the filing fee for applications for consent change from time to time, please contact the Planning and Land Division office for current fee information. This fee may be paid in cash or by cheque payable to the County of Wellington.
- Additional information about the process, about any particular application or obtaining application forms may be obtained by attending at the County of Wellington Administration Centre, 74 Woolwich Street, Guelph Ontario N1H 3T9, by telephone at 519-837-2600, ext. 2170; or by facsimile (fax) at 519-837-3875.
- Generally, regular severance application forms are also available at the local municipal office.
- Some municipalities may require the applicant to complete a pre-consultation prior to the Municipality's submitting comments to the County of Wellington Planning and Land Division Committee. Please check with your local municipality on this matter.
- If the applicant is a Corporation, then the applicant's Declaration or if applicable, the Owner's authorization too, must be signed by an officer of the corporation who has authority to bind the corporation; or the corporation's seal must be affixed.

**OWNER'S/PURCHASER'S AUTHORIZATION:**

**The Owner/Purchaser must complete the following to authorize applicant, agent or solicitor to act on their behalf.**

**NOTE:** If more than one owner/purchaser is listed in item #2 of this application, then all owners/purchasers must sign this authorization section of the application form or by a letter of authorization duly signed.

If the Owner/Purchaser is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), \_\_\_\_\_ the Registered Owners/Purchasers of  
\_\_\_\_\_ Of the \_\_\_\_\_ in the  
County/Region of \_\_\_\_\_ severally and jointly, solemnly declare that

\_\_\_\_\_ Is authorized to submit an application for consent on my (our) behalf.

\_\_\_\_\_  
**Signature(s) of Registered Owner(s)/Purchasers or Corporation's Officer**

**APPLICANT'S DECLARATION**

**This must be completed by the Applicant for the proposed consent**

I, (we) \_\_\_\_\_ of the  
\_\_\_\_\_ In the County/Region of  
\_\_\_\_\_ **Solemnly declare that all**  
**the statements contained in this application for consent for** (property description) \_\_\_\_\_

**And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.**

**DECLARED before me at the** \_\_\_\_\_  
\_\_\_\_\_ Of \_\_\_\_\_ (Owner/Purchaser or Applicant)  
\_\_\_\_\_ In the  
County/Region of \_\_\_\_\_  
This \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ (Owner/Purchaser or Applicant)

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, \_\_\_\_\_, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

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

\_\_\_\_\_  
Date

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**

**Secretary-Treasurer  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9**

Phone (519) 837-2600 Ext. 2170