



**SUBMISSION REQUIREMENTS:**

**APPLICATION**

- 1 original signed application, witnessed by a Commissioner of Oaths
- 15 copies of the application for circulation purposes
- 15 copies of a survey signed by an Ontario Land Surveyor
- 2 USBs with your completed Application and a set of all drawings to scale in PDF format
- 1 reduced copy suitable for photocopying, if applicable

**FEES**

<b>Payable to:</b>	<b>2018 Fee:</b>	
“Town of Halton Hills”	\$9,758 *	\$1,891 (Revision)
Common Ownership Agreement “Town of Halton Hills”	\$1,951	Lot Line Adjustment/Lot Addition
Certificate (Post Approval) “Town of Halton Hills”	\$2,755	<i>Certified Cheque or Money Order Only</i>
“Region of Halton”	\$1,095.11	\$286.97 (Revision)
“Conservation Halton”	\$875 (Minor)	\$2,050 (Major)
“Credit Valley Conservation”	\$700 (Minor)	\$3,000 (Major)
“Grand River Conservation”	\$400 (Minor)	\$1,030 (Major)

- Fees are subject to change.
- \* The \$9,758 fee may be reduced to \$4,707 by the Commissioner of Planning and Sustainability, where it is determined that the application is ‘minor’.
- Regional and Conservation fees (if applicable) are payable by cheque only.
- Contact Planning Staff to determine if Conservation fee is required.
- Conservation fees may be increased (Conservation to confirm).
- Regional fee may be increased (Region to confirm if Health Department lot assessment is required).
- Where an on-site sewage disposal system will be required for a newly created lot, the Town’s Building Section holds responsibility for ensuring that the Ontario Building Code (OBC) requirements and municipal building by-laws are met (applicants are advised to contact the Building section prior to submission of an application).

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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](mailto: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:







**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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# CONSENT APPLICATION

**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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