

St. Joseph Island Planning Board
CONSENT APPLICATION GUIDE

These notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, to the Official Plan for the St. Joseph Island Planning Area, and to the Zoning By-law of the municipality in which the subject land is located. In case of doubt or difficulty, enquiries should be directed to:

A. Michael Jagger, Secretary
St. Joseph Island Planning Board
P.O. Box 187,
Richards Landing, Ontario
P0R 1J0

Telephone: (705) 246-2625

1. This application is to be used only for applications for consent to sever land in the St. Joseph Island Planning Area (i.e. in the Townships of St. Joseph, Jocelyn or Hilton, or in the Village of Hilton Beach). In this form the term "subject land" includes both the land to be severed and the land to be retained.

The application must be completed fully. All mandatory information must be provided with the appropriate fee. If all of the mandatory information and/or fee are not provided, the Planning Board will return the application, or refuse to further consider the application until the required information and fee have been provided.

The application also allows for the provision of additional information that will assist in the evaluation of the application. This information is indicated on the application form in *italics*. To ensure the quickest and most complete review, all pertinent information should be submitted at the time of application.

2. Complete applications are to be submitted to the Secretary of the St. Joseph Island Planning Board at the above address.

10 copies of the completed application form and 10 copies of the sketch (as described in the application) are required. The copies will be used to consult with provincial ministries and agencies that may have an interest in the application.

The Owner's written authorization must also be provided if the application is signed by a solicitor or agent on behalf of the Owner.

3. Application Fees: \$500.00 for the first proposed new lot or transaction, plus
\$250.00 for each additional proposed new lot or transaction

Payable in Cash or by Cheque made payable to: **"St. Joseph Island Planning Board"**

4. Notice of the time and place at which this application will be considered by the Planning Board will be provided to the applicant and to landowners in the vicinity of the subject land.
5. In the event that an applicant, his solicitor or agent requests the Planning Board to defer making a decision on an application; only one such deferral will be considered. Any subsequent request for deferral shall be refused and may be deemed to be a withdrawal of the application.
6. In determining whether a consent is to be given, the Planning Board shall have regard to the matters that are to be had regard to under subsection 50(4) and shall confer with such agencies and persons as are prescribed.
7. The Planning Board may give the consent, may impose conditions for the giving of the consent, or may refuse to give the consent.
8. Where a decision is made to give or to refuse to give a consent; written notice of the decision will be sent within fifteen (15) days of the making of the decision, to the applicant and every person or public body that in writing requested notice of the decision or conditions, to every person or public body that made written submissions or written comments on the application, and to any other person or public body prescribed.
9. Any person or public body may, not later than 30 days after the sending of notices of decision is complete, appeal the decision and/or any condition imposed to the Ontario Municipal Board by filing with the Secretary of the Planning Board a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act.
10. The Planning Board may amend or change the conditions for approval of a consent at any time before a consent is finally given (i.e. deeds stamped). Notice of any changes to conditions will be sent to the same persons and public bodies provided with notice of the original decision, following which a new appeal period will commence.

APPENDIX

St. Joseph Island Planning Board

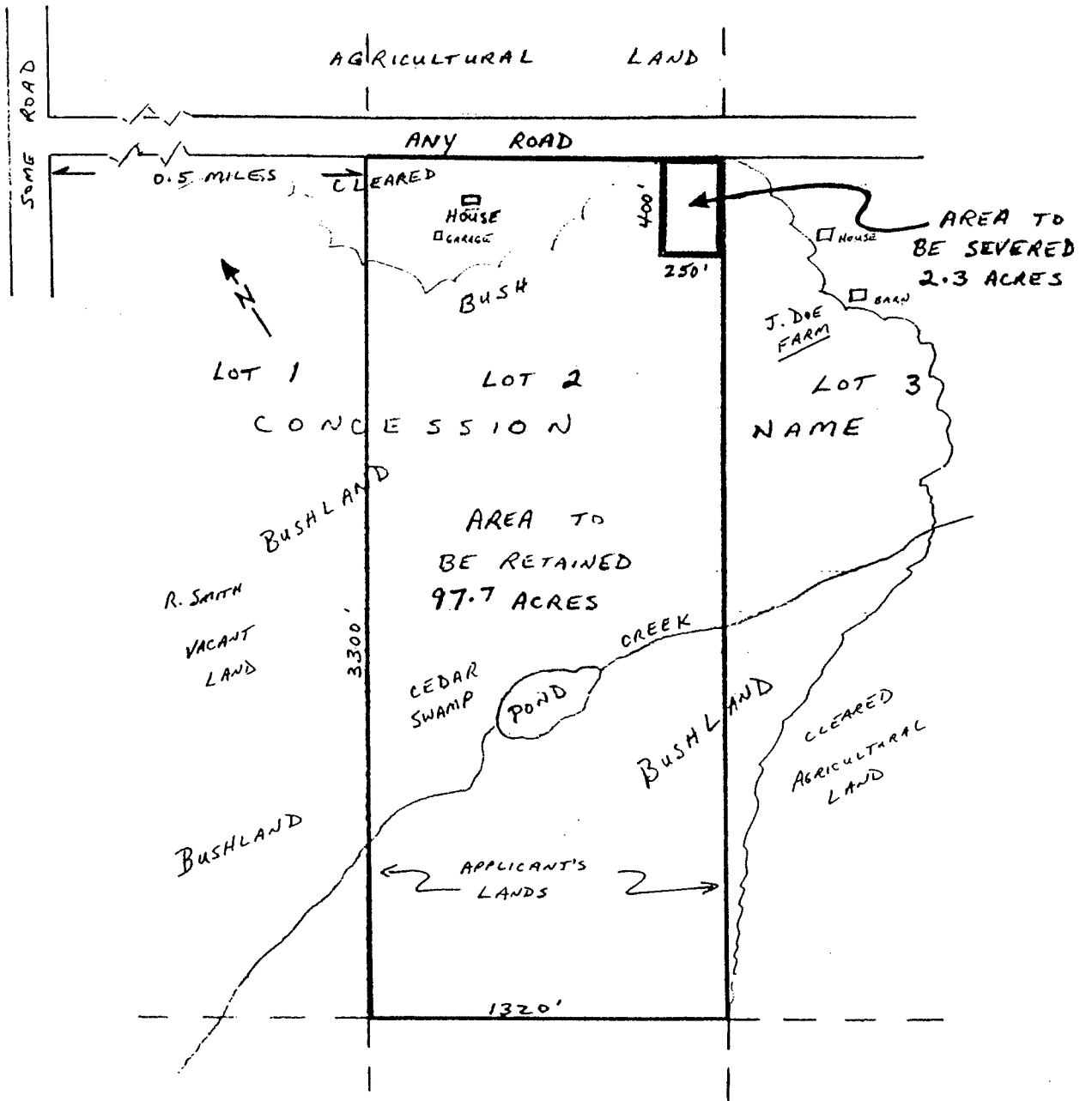
NOTICE - PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

An administrative change has been implemented to streamline the processing of consent applications proposed to be developed on private services (i.e. private wells/sewage systems) requiring Part VIII Approvals under the Environmental Protection Act (EPA) and consents accessed via or potentially impacting on Provincial Highways.

In these situations, applicants are requested to complete the consent application and sketch, submit it to the Algoma Health Unit (AHU) and/or the Ministry of Transportation (MTO) Regional Office, pay their inspection fee and complete their instructions prior to inspection of the property (i.e. staking/identification of the subject lot(s) may be required). Upon completion of the inspection and report, the AHU/MTO will forward their comments and the sketch of the subject property to the applicant and the Planning Board. The applicant will then have the choice of whether to proceed and submit the application for consent to the Planning Board together with the required application fee. If the reports are not favourable, the applicant can save the expense of a formal consent application. Failure to obtain AHU/MTO comments prior to submission of the formal consent application to the Planning Board may delay or restrict the Planning Board's ability to make a decision or issue a favourable decision on the application for consent.

Note: Planning Board's assessment of a consent application is also based on other environmental and land use planning factors. Other major considerations are conformity with the official plan and zoning by-laws. Applicants should therefore discuss their proposal with local planning and municipal staff to ensure, prior to obtaining AHU/MTO comments, that the proposal conforms to the official plan and local zoning standards. Further if a proposal potentially impacts on other Provincial Policy interests or the proposed development will ultimately require a permit/approvals before site alterations are made or certain structures can be erected, applicants should discuss the same with the affected Provincial Ministry or permitting agency and local planning staff prior to submitting the formal application. For example, permits may be required from the Ministry of Natural Resources for alteration of shorelines or for docks. Also, the Ministry of Citizenship, Culture and Recreation advises that an archaeological assessment may be required if a site has archaeological potential.

SAMPLE. SKETCH



APPLICANT : I.M. SOMEBODY

LEGAL DESCRIPTION: LOT 2, CONCESSION NAME
TOWNSHIP OF SOME WHERE

**St. Joseph Island Planning Board
APPLICATION FOR CONSENT**

1. Name of Owner(s): Telephone No.

Address:

..... Postal Code

Name of Owner's Solicitor or authorized agent (if any):

Address:

..... Postal Code

(The owner's written authorization is required if this application is signed by a solicitor or agent)

Please specify to whom communication regarding this application should be sent:

Owner _____

Solicitor _____

Agent _____

2. (a) Type and Purpose of Transaction: (check appropriate spaces)

Transfer: _____ creation of new lot(s)
_____ addition to a lot
_____ an easement
_____ other (specify)

Other: _____ a charge/mortgage
_____ a lease
_____ correction of title

(b) Number of new lots (not including retained lots) proposed:

(c) Name of Person(s), if known, to whom the land or interest in the land is to be transferred, charged or leased; ***and relationship if any:***
.....

(d) ***If a lot addition, identify the lands to which the parcel will be added:***
.....

3. Location of the Subject Land: (complete applicable lines and include entire holdings)

Municipality Lot(s) No.

Concession/Plan Reference Plan No. Part(s) No.

Road/Street Name and Number

4. Description of Subject Land

		<u>PORTION TO BE SEVERED</u>	<u>PORTION TO BE RETAINED</u>
4.1 Description	Frontage	_____	_____
	Depth	_____	_____
	Area	_____	_____
4.2 Use of Property	Existing Use	_____	_____
	Proposed Use	_____	_____
4.3 Buildings or Structures	Existing	_____	_____
	Proposed	_____	_____
4.4 Type of Access	(check appropriate space)		
	-provincial highway	_____	_____
	-municipal road, maintained all year	_____	_____
	-municipal road, maintained seasonally	_____	_____
	-other public road	_____	_____
	-right of way (i.e. private road)	_____	_____
	-water access	_____	_____

(If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:)

PORTION TO BE SEVERED

PORTION TO BE RETAINED

4.5 Type of Water Supply

(check appropriate space)

-publicly owned and operated
piped water system

-privately owned and operated
individual well

-privately owned and operated
communal (*shared*) well

-lake or other water body

-other means (describe)

4.6 Type of Sewage Disposal

(check appropriate space)

- publicly owned and operated
sanitary sewage system

-privately owned and operated
individual septic system

-privately owned and operated
communal (*shared*) septic
system

-privy

-other means (describe)

4.7 Other Services

(check if the service is available)

-electricity

-telephone

-busing

-garbage collection

- 5.1 What is the existing Official Plan designation of the subject land?
- 5.2 What is the present zoning of the subject land?
- 5.3 Are there any easements or restrictive covenants affecting the subject land?
 Yes ___ No ___ If Yes, describe the easement or covenant and its effect:

5.4 *If any of the following uses or features are on the subject land or within 500 metres of the subject land, unless otherwise specified, please check the appropriate boxes that apply.*

<u>Use or Feature</u>	<u>On the Subject Land</u>	<u>Within 500 Metres or as Specified</u>
an agricultural operation, including livestock facility or stockyard	_____	_____
a landfill	_____	_____
a sewage treatment plant or waste stabilization plant	_____	_____
a provincially significant wetland (Class 1, 2 or 3 wetland)	_____	_____
a provincially significant wetland within 120 metres of the subject lands	_____	_____
flood plain	_____	_____
a pit or quarry	_____	_____

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes ___ No ___ Unknown ___.
 If YES, and known, provide the Ministry's application file number and the decision made on the application:

6.2 *If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.*

6.3 Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes ___ No ___
 If YES, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use:

6.4 Is the subject land currently the subject of any other application under the Planning Act? (such as an application for an official plan amendment, zoning by-law amendment, minor variance, another consent or a plan of subdivision) Yes ___ No ___ Unknown ___

If Yes, provide the file number and status of that application

7. This application must be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The distance between the subject land and the nearest township lot line or landmark;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application; such as buildings, roads, watercourses, drainage ditches, wooded areas, wetlands, wells and septic systems;
- the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- 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;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

8. Is this application consistent with the policy statements issued under subsection 3 (1) of the Planning Act (i.e. Provincial Policy Statement)? Yes ___ No ___

9.1 Is the subject land within an area of land designated under any provincial plan or plans? Yes ___ No ___

9.2 If yes, does the application conform to the applicable provincial plan or plans? Yes ___ No ___

10. *If there any other information that you think maybe useful to the Planning Board or other Agencies in reviewing this application, please explain below or attach on a separate page.*

.....
.....

AFFIDAVIT OR SWORN DECLARATION

I,of the
in the make oath and say (or solemnly declar)
that the information contained in this application is true and that the information contained in the
documents that accompany this application is true.

Sworn (or declared before me
at the
in the
this day of20....

Applicant

Commissioner of Oaths

Note: If the applicant is not the owner of the subject land, the written authorization of the owner
that the applicant is authorized to make the application must accompany this application.