



The Corporation of the Town of Orangeville
Committee of Adjustment
Fee Schedule and Information Sheet
Consent Application

1. The application shall be submitted to the Secretary-Treasurer of the Committee of Adjustment, 87 Broadway, Orangeville, Ontario, L9W 1K1 along with the applicable (cash or cheque) made payable to the Treasurer, Town of Orangeville.

- Consent Application Fee \$ 4,520.00
- Consent Application – Lot Adjustment and/or change of conditions \$ 2,034.00
- Consent Application – Certificate Issuance \$ 565.00
- Request for Deferral (applicant initiated) \$ 678.00
- Credit Valley Conservation (CVC) Plan Review \$ 725.00

Note: Only applicable if lands are located within a floodplain area or adjacent to conservation land CVC comment is required. Cheque to be made payable to Credit Valley Conservation.

2. A consultation with the Planning Department is required prior to submission of an application. In addition, the applicant is required to consult with the Risk Management Official to ensure compliance with the Clean Water Act.
3. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation.
4. All questions on the application must be completed in full by the applicant or agent, and shall clearly explain the intent of the proposal. An incomplete application may be returned to the applicant or agent.
5. It is required that 1 original and 1 copy of the application be filed with the Secretary-Treasurer for the Committee of Adjustment, together with the same number of copies of the plan/sketch referred to, accompanied by a fee of \$1,600 in cash or by cheque made payable to the Treasurer of the Corporation of the Town of Orangeville.
6. Each copy of this application must be accompanied by a plan/sketch drawn to scale in metric units which shows the following:
- Boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
 - Boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject property.
 - Distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing, bridge or stream.

- Location of all land previously severed from the parcel originally acquired by the current owner(s) of the subject land.
 - Approximate location of all natural and artificial features on the subject land and on abutting lands to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.
 - Existing uses on adjacent land such as residential, agricultural and commercial uses.
 - 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.
 - Location and nature of any restrictive covenant easement affecting the subject lands.
7. The Town will arrange for a public notice sign to be posted on the subject land at least 14 days prior to the Hearing date. In addition to the sign being posted on the subject land, Committee of Adjustment staff will mail public notice to every owner of land within 60 metres. Once a decision has been made at the Hearing it is up to the applicant (owner) to remove and dispose of the sign.
 8. The Committee of Adjustment typically meets on the first Wednesday of every month at 6 p.m. in the Council Chambers at the Municipal Offices, 87 Broadway. Please see the Committee of Adjustment meeting schedule for dates or contact the Secretary-Treasurer to confirm. Please note that all meeting dates and location are subject to change.
 9. The applicant (owner) or agent should attend the Committee of Adjustment Public Hearing to respond to any questions or concerns the Committee or members of the public may have.

Additional information regarding this application may be obtained by calling the Secretary-Treasurer, Committee of Adjustment, at (519) 941-0440 ext. 2223 or 1-866-941-0440, or e-mail committeeofadjustment@orangeville.ca.



87 Broadway
Orangeville L9W 1K1
Telephone (519) 941-0440 Ext. 2223
Toll Free Line 1-866-941-0440
Fax (519) 941-9569

File No. _____

**Town of Orangeville
Committee of Adjustment
Application for Consent**

1. Name of Owner _____

Telephone Number _____ Email _____

Address _____

Name of Authorized Agent _____

Telephone Number _____ Email _____

Address _____

2. Type and purpose of proposed transaction (Check appropriate box).

Transfer (specify – e.g. creation of new lot, lot addition) _____

Other (specify – e.g. easement, charge, lease, correction of title) _____

3. Name of person(s) (purchaser, lessee, mortgagee, etc.) to whom land or interest in land is to be transferred, charged or leased _____

4. Description of subject land (“subject land” means the land to be severed and retained).

(a) Name of Street _____ Street No. _____

(b) Concession No./Registered Plan No. _____ Lots(s)/Block(s) _____

(c) Reference Plan No. _____ Part(s) _____

(d) Assessment Roll No. _____ Geographic or Former Township _____

5. Drinking Water Source Protection Vulnerable Area(s):

Is the subject property located wholly or partially within a Wellhead Protection Area for Quality (WHPA-A, B, C, D, E, or ICA)? See map of [Wellhead Protection Areas](#).

- Yes* No (Proceed to question 20.)

*If **yes**, consult the Town’s Risk Management Official (RMO) for more information: sourceprotection@orangeville.ca

You must obtain sign-off from the Risk Management Official (RMO) prior to proceeding with your application.

<p>For Completion by the Risk Management Official</p> <p><input type="checkbox"/> Residential Exemption; no further action required</p> <p><input type="checkbox"/> Notice to Proceed pursuant to S.59 of the CWA, 2006 issued by RMO</p> <p><input type="checkbox"/> Letter confirming S.59 of the CWA, 2006 does not apply issued by RMO</p> <p>Risk Management Official Initial: _____</p>

6. Does the application propose additional impermeable areas (driveway extensions, parking lot area, roads, etc.), or additional rooftop area (building additions, accessory buildings etc.) on the subject property?

- Yes* No (Proceed to question 21.)

*If **yes**, consult the Planning Division to determine if there are any additional submission requirements: planning@orangeville.ca

You must obtain sign-off from the Planning Division prior to proceeding with your application.

<p>For completion by the Planning Division</p> <p><input type="checkbox"/> No further submission requirements, as confirmed by the Planning Division</p> <p><input type="checkbox"/> LID Brief / Memo Attached and submitted to the satisfaction of the Planning Division</p> <p>Planning Division Sign-off: _____</p>

7. **Easement or restrictive covenants** – Are there any easements or restrictive covenants affecting the subject land?

Yes No

If yes specify: _____

8. **Severed Land** (description of land intended to be severed in **metric units**)

(a) Frontage _____ Depth _____ Area _____

(b) Existing Use _____ Proposed Use _____

(c) Number and use of buildings and structures (both existing and proposed) on the land to be severed

Existing _____

Proposed _____

(d) Access will be by:

Existing

Proposed

Provincial Highway

Municipal Road

Other Public Road

Private Right of Way

9. **Retained Land** (description of land intended to be retained in **metric units**)

(a) Frontage _____ Depth _____ Area _____

(b) Existing Use _____ Proposed Use _____

(c) Number and use of buildings and structures (both existing and proposed) on the land to be retained

Existing _____

Proposed _____

(d) Access will be by:	Existing	Proposed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Right of Way	<input type="checkbox"/>	<input type="checkbox"/>

10. **Water supply.** What type is proposed? (check appropriate box)

Type	Proposed Lot	Retained Lot
Publicly-owned and operated piped water supply	<input type="checkbox"/>	<input type="checkbox"/>
Privately-owned and operated well	<input type="checkbox"/>	<input type="checkbox"/>

11. **Sewage disposal.** What type is proposed? (check appropriate box)

Type	Proposed Lot	Retained Lot
Publicly-owned and operated sanitary sewers:	<input type="checkbox"/>	<input type="checkbox"/>
Privately-owned and operated by individual:	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank – individual	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank – communal	<input type="checkbox"/>	<input type="checkbox"/>

12. **Timing – water supply – sewage disposal** – When will water supply and sewage disposal services be available? (Specify if applicable) ____

13. What is the current designation of the land in any applicable zoning by-law and official plan?

	Land to be Severed	Land to be Retained
Zoning By-law	_____	_____
Official Plan	_____	_____

14. 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, R.S.O. 1990, as amended, or a consent under section 53 of the Act. If the answer is yes and if known specify the file number of the application and the decision on the application.

Yes No File No. _____ Decision _____

15. Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes No Date of Transfer _____ Land Use _____

Name of transferee _____

16. If known, is/was the subject land the subject of any other application under the Planning Act, R.S.O. 1990, as amended, such as:

File No.	Status	File No.	Status
Official Plan Amendment _____	_____	Minor Variance _____	_____
Zoning By-law Amendment _____	_____	Validation of the Title _____	_____
Site Plan Application _____	_____	Other _____	_____

17. Is this application consistent with the Provincial Policy Statement issued under subsection 3(1) of the Planning Act, R.S.O 1990, as amended?

Yes No

If no, please specify:

18. A sketch and a key map shall be included, see details at the end of this form.

19. If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

For the purpose of this application, the owner/applicant/agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

Personal information contained on this form is collected pursuant to Section 53 of the Planning Act, R.S.O.1990, c.P.13, as amended, and will be used for the purpose of processing this application. Questions should be directed to the Secretary-Treasurer of the Committee of Adjustment at 87 Broadway, Orangeville, ON L9W 1K1, Telephone 519-941-0440, ext. 2223 or email committeeofadjustment@orangeville.ca

If this application is signed by an agent, solicitor or any other person than the owner of the subject lands, written authorization of the owner must accompany the application. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed. ("Authorization of the Owner" form attached.)

Dated at the _____ of _____

this _____ day of _____ 20_____.

Signature of Applicant, Solicitor or Authorized Agent

Declaration of Applicant or Authorized Agent

To be signed in the presence of a Commissioner for taking affidavits

I, _____ of the _____ of
_____ in the _____ of _____

solemnly declare that:

All 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.

Declared before me at the _____

of _____

in the _____ of _____

this _____ day of _____ 20____.

Signature of Applicant, Solicitor
or Authorized Agent

Signature of Commissioner, etc.

Note: Information provided in this application will become part of a public record.

Each copy of this application must be accompanied by a plan/sketch drawn to scale in metric units which shows 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 owned by the owner of the subject land and that abuts the subject property.
- The distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing, bridge or stream.
- The location of all land previously severed from the parcel originally acquired by the current owner(s) of the subject land.
- The approximate location of all natural and artificial features on the subject land and on abutting lands to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.

- 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.
- The location and nature of any restrictive covenant or easement affecting the subject lands.

Note:

Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

Authorization of Owner

I/We _____ (Name of Owner(s)),

hereby authorize _____
(Name of person or agent authorized to sign application)

to act as my Agent and sign the application form to the Committee of Adjustment for the Town of Orangeville, on my behalf, in respect to the premises known as (provide municipal address and legal description).

Dated this _____ day of _____ 20_____.

Signature of Owner(s)

Per: _____

Signature of Signing Officer(s) and Corporation
Seal, if applicable

Permission to Enter

Secretary-Treasurer
Committee of Adjustment
Town of Orangeville
87 Broadway
Orangeville, ON L9W 1K1

Re: Application to the Committee of Adjustment

Municipal Address of Property: _____

Legal Description of Property: _____

I/We hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Orangeville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Permission is also hereby given to permit a Notice of Hearing sign to be posted on the property in advance of the scheduled Hearing. The applicant agrees to remove the Notice sign following the Hearing.

Dated this _____ day of _____, 20_____.

Per: _____

Signature of Authorized Owner(s) or Agent

Per: _____

Signature of Signing Officer(s) and Corporation
Seal, if applicable.