



## **The Consent Process:**

An applicant's guide to submitting an application for consent in the County of Hastings

County of Hastings  
Planning and Development Department  
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Belleville, ON K8N 3A9  
(613) 966-6712  
(613) 966-7654 (Fax)  
[www.hastingscounty.com](http://www.hastingscounty.com)

### **Staff contact:**

Allison Goodwin, Land Division Secretary      Ext. 4008  
Email: [goodwina@hastingscounty.com](mailto:goodwina@hastingscounty.com)



**Planning and Development Department**  
**GUIDE TO COMPLETING AN**  
**APPLICATION FOR CONSENT**  
**(Section 53 of the Planning Act)**

**FEES:**

The fee for processing an Application for Consent is **\$900.00** and is payable to the "**COUNTY OF HASTINGS**" by cheque, certified cheque or money order. **Cash, Debit and Credit Cards cannot be accepted.** *Application fees are non-refundable.* Should the subject property lie within a Conservation Authority watershed your Application may be sent to that Conservation Authority for their review. Any fees for this review will be your responsibility.

**WE STRONGLY ENCOURAGE ALL APPLICANTS TO PRE-CONSULT WITH PLANNING STAFF PRIOR TO SUBMITTING AN APPLICATION**

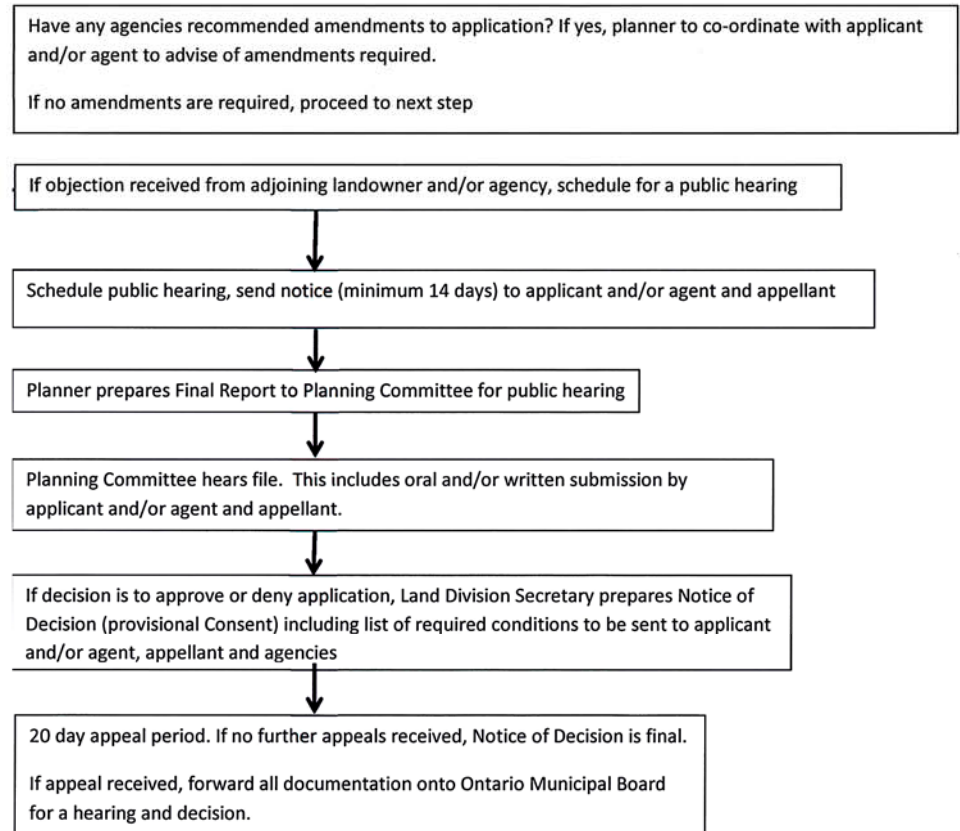
**APPLICATION FORM:**

Each application must be filled out completely and must be accompanied with a sketch of the **Subject Lands** (this includes both the proposed severed and retained lot). If using an agent, ensure Section 15 has been completed. Incomplete applications may impede the processing of your application and/or result in your application being returned. If you have any questions or concerns with regard to any part of the application form please contact the Hastings County Planning and Development Department.

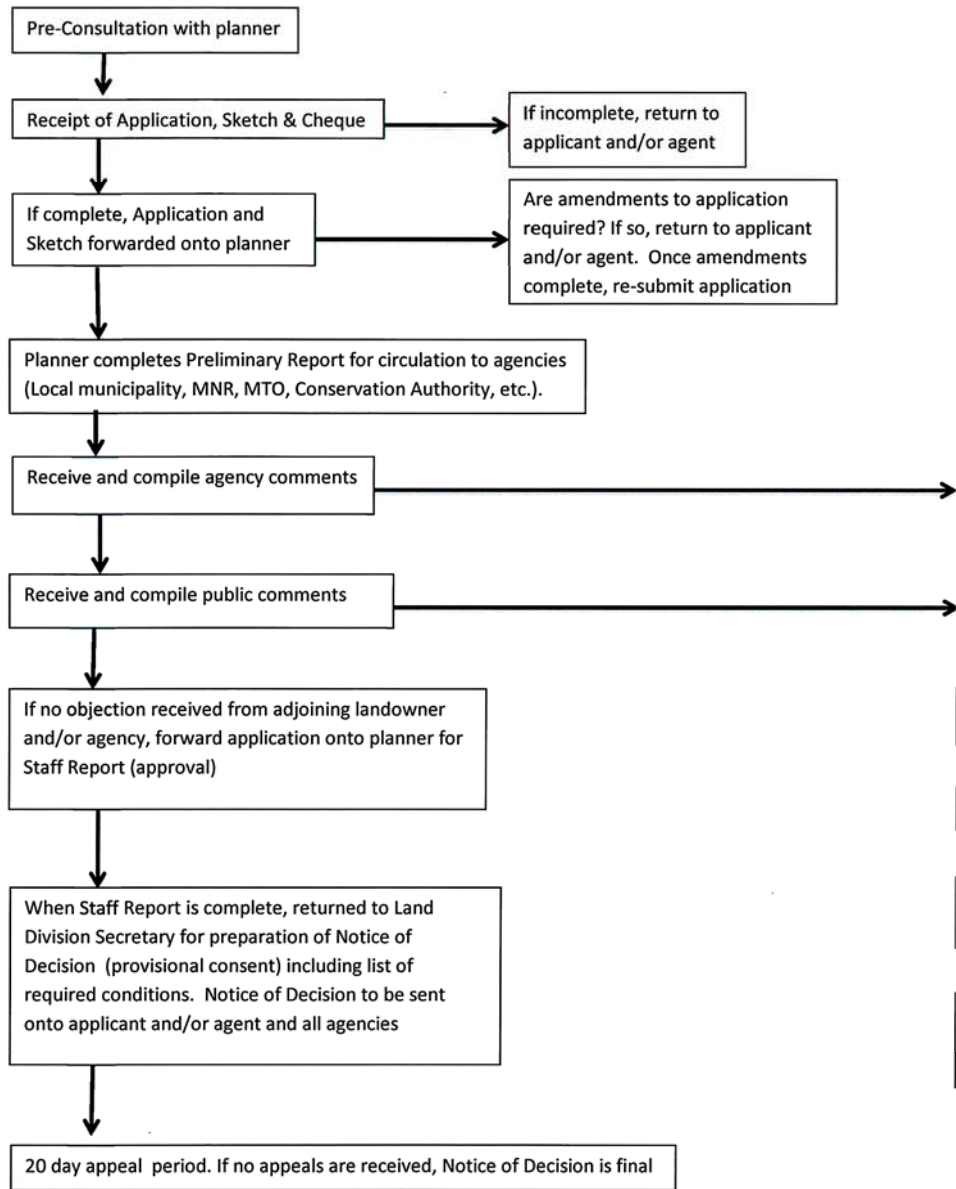
**APPLICATION SKETCH:**

**THE APPLICATION SKETCH CONSTITUTES PART OF THE COMPLETE APPLICATION**

The sketch must be to scale and *preferably* prepared by an Ontario Land Surveyor. At least one copy of the sketch should be signed by the owner/agent. If the sketch is not accurate or does not contain the proper details, the processing of the application may be impeded or result in the application being returned to you due to lack of information. Applications will not be accepted if any of the guidelines are not included in the sketch.



**APPLICATION FOR CONSENT PROCESS**

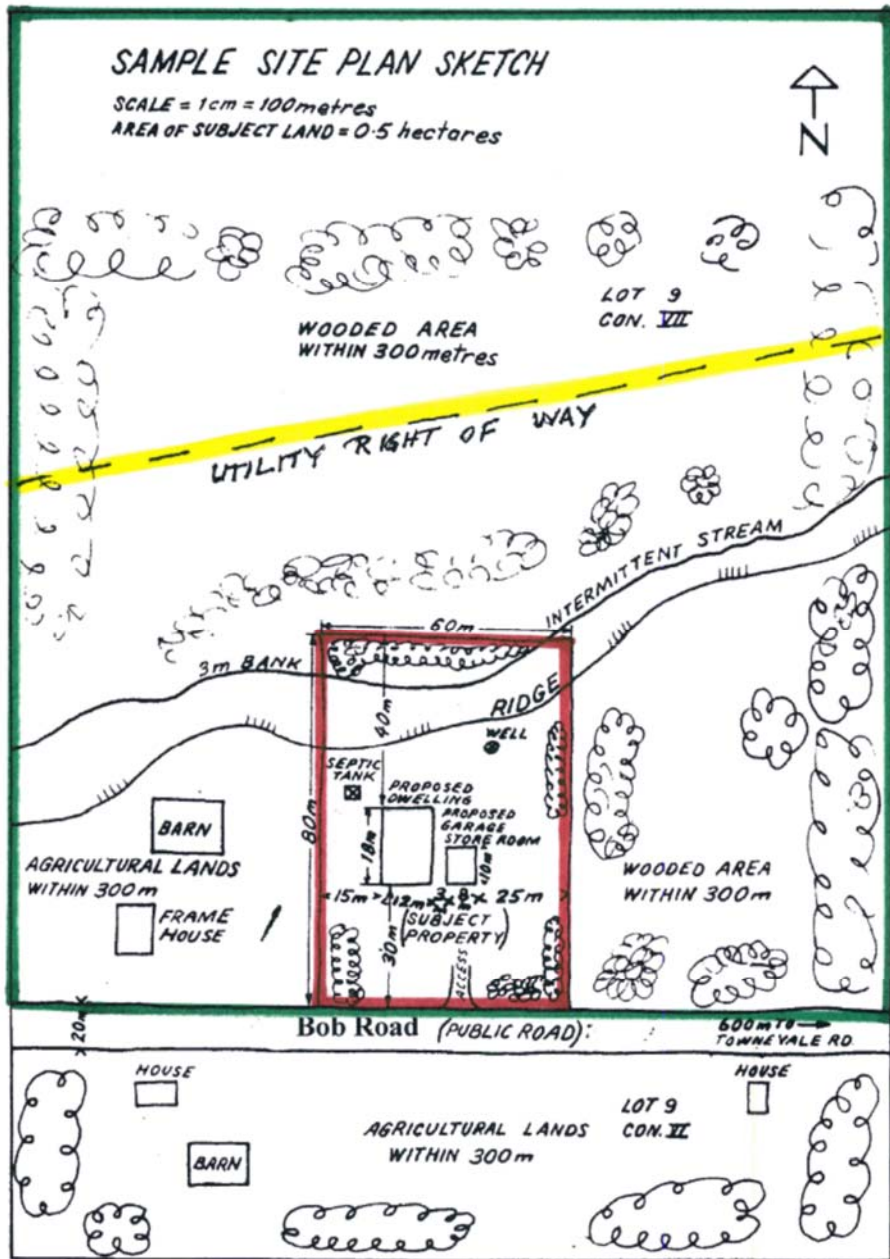


**SKETCH GUIDELINES:**

The application must be accompanied by 5 copies of a coloured sketch showing:

1. A scale and north arrow;
2. All abutting lands owned by the owner (if any) and their boundaries and dimensions;
3. The distance between the owner's lands and the nearest lot line or appropriate landmark (e.g. bridge, railway crossing);
4. The subject land, the part that is to be severed and the part that is to be retained showing the boundaries and dimensions of each. In preparing the sketch, the following colour scheme shall be used for identification:
  - GREEN OUTLINE**—Subject Lands (severed and retained)
  - RED OUTLINE**—Severed Lands
  - YELLOW OUTLINE**- Easements or rights-of-way
  - ORANGE OUTLINE**—Benefiting land (when it is a lot addition)
5. The location of all lands previously severed, and their file number if known;
6. The approximate location, size and type of all **existing and proposed** buildings and features on the subject lands (e.g. Buildings, railways, highways, wells, septic tanks/fields etc.) and the location of any of these features on adjacent lands which might affect this application. Also indicate the distance of the building/structure from the front, rear and side lot lines;
7. The approximate location, size and type of all natural features on the subject lands (e.g. watercourses, drainage ditches, banks/escarpments/ridges, wetlands and wooded areas) and the location of any of these features on adjacent lands which might affect this application.
8. The location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads, rights-of-way or unopened road allowances or shore road allowances. Where access is by water, the location of parking and boat docking facilities;
9. The existing uses of adjoining land (e.g. residential, agricultural , extractive, commercial, etc.)
10. The location and nature of any restrictive covenant, right of ways or easement affecting the subject lands;
11. The location of all barns, livestock operations and manure storage areas within 1000 metres of the proposed lot.

**SAMPLE SKETCH - Creation of a New Lot**



REMINDER: INCLUDE LEGAL DESCRIPTION

Member Municipality Contact List

**TOWN OF BANCROFT**

24 Flint Ave., P.O. Box 790, Bancroft, K0L 1C0 613-332-3331

**TOWNSHIP OF CARLOW/MAYO**

3987 Boulter Rd., General Delivery, Boulter, K0L 1G0 613-332-1760

**MUNICIPALITY OF CENTRE HASTINGS**

7 Furnace St., P.O. Box 900, Madoc, K0K 2K0 613-473-4030

**TOWN OF DESERONTO**

331 Main St., P.O. Box 310, Deseronto, K0K 1X0 613-396-2440

**TOWNSHIP OF FARADAY**

29860 Highway 28S., R.R. #3, Bancroft, K0L 1C0 613-332-3638

**MUNICIPALITY OF HASTINGS HIGHLANDS**

33011 Highway 62N., P.O. Box 130, Maynooth, K0L 2S0 613-338-2811

**TOWNSHIP OF LIMERICK**

89 Limerick Lake Rd., R.R. #2, Gilmour, K0L 1W0 613-474-2863

**TOWNSHIP OF MADOC**

15651 Highway 62, P.O. Box 503, Madoc, K0K 2K0 613-473-2677

**MUNICIPALITY OF MARMORA & LAKE**

12 Bursthall St., P.O. Box 459, Marmora, K0K 2M0 613-472-2629

**TOWNSHIP OF STIRLING-RAWDON**

2529 Stirling-Marmora Rd., P.O. Box 40, Stirling, K0K 3E0 613-395-3380

**TOWNSHIP OF TUDOR & CASHEL**

371 Weslemkoon Lake Rd., P.O. Box 436, Gilmour, K0L 1W0 613-474-2583

**MUNICIPALITY OF TWEED**

255 Metcalf St., P.O. Bag 729, Tweed, K0K 3J0 613-478-2535

**TOWNSHIP OF TYENDINAGA**

859 Melrose Rd., R.R. #1, Shannonville, K0K 3A0 613-396-1944

**TOWNSHIP OF WOLLASTON**

90 Wollaston Lake Rd., P.O. Box 99, Coe Hill, K0L 1P0 613-337-5731

Further contact information for Member Municipalities is available on the County of Hastings website at [www.hastingscounty.com](http://www.hastingscounty.com)

#### Step 4 – Fulfilling Conditions

The applicant has one (1) year from the date of notice of decision to fulfill all conditions. It is an applicant's sole responsibility to obtain the necessary approvals/information to fulfill all conditions of approval. If all conditions have not been fulfilled within one year, the approval of the severance will lapse and the applicant will need to reapply for consent and go through the process again if still desiring the proposed severance. The applicant should begin to address/fulfill conditions as soon as possible as some conditions take substantial time to complete and an extension to the one year time frame **cannot** be granted for any reason.

Typical/common conditions most likely to be applied to consent applications:

1) **Proof of Potable Water**

Prior to the endorsing of deeds for the severed lot, proof be lodged with the Land Division Office that there is a minimum of three and one-half (3½) gallons per minute of potable water available on the severed lot (*This is applied to proposed lots (severed or retained) less than 10 acres in area where no municipal water supply is available.*)

2) **Rezoning**

The severed lot be rezoned to "Rural Residential" for example, and proof of completion and approval of same be lodged with the Land Division Office prior to the endorsing of deeds for the severed lot. (See Municipality for rezoning procedure.)

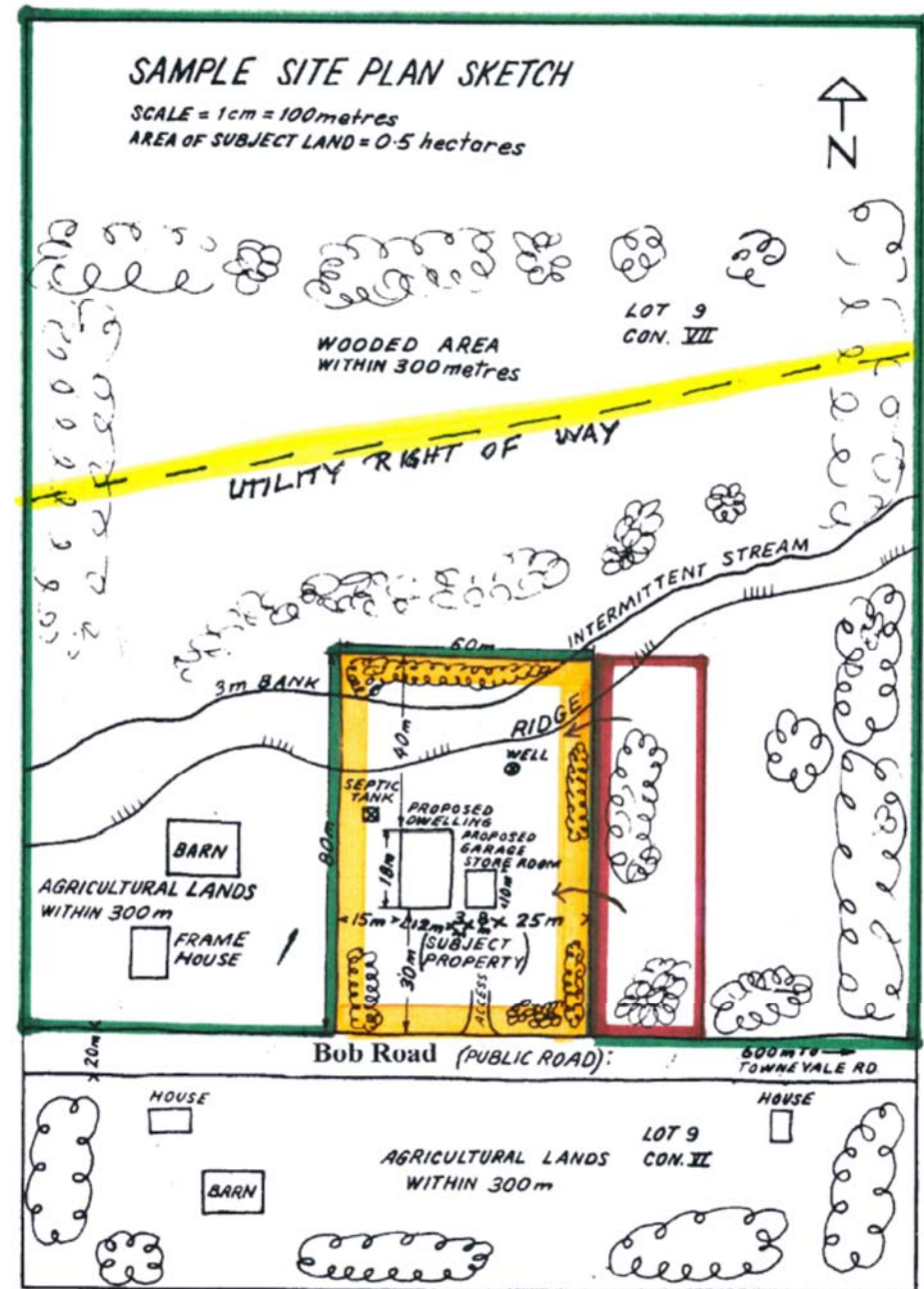
3) **Road Widening**

Sufficient land be deeded to the Township for road widening, by **REGISTERED** deed to provide a road width of 33 feet to the centre line of a Township road, across the frontage of the severed and retained land.

4) **Cash-In-Lieu of Parkland**

A cheque in the amount of \$\_\_\_\_\_ (determined by Municipality) under Section 51.1(3) of the Planning Act, 1990, and upon receipt of same, confirmation be lodged with the Land Division Office

#### SAMPLE SKETCH - Lot Addition



REMINDER: INCLUDE LEGAL DESCRIPTION

#### Additional Information and Contacts

- Ministry of Municipal Affairs and Housing—[www.mah.gov.on.ca](http://www.mah.gov.on.ca)
- Ministry of Natural Resources—[www.mnr.gov.on.ca](http://www.mnr.gov.on.ca)
- Ministry of Northern Development & Mines—[www.mndm.gov.on.ca](http://www.mndm.gov.on.ca)
- Crowe Valley Conservation Authority—[www.crovevalley.com](http://www.crovevalley.com)
- Quinte Conservation Authority—[www.quinteconservation.ca](http://www.quinteconservation.ca)
- Lower Trent Conservation Authority—[www.ltc.on.ca](http://www.ltc.on.ca)
- Hastings County Mapping—[www.hastingsnavigator.ca](http://www.hastingsnavigator.ca)

### Step 1 – Pre-Consultation

The most important step in the process is to pre-consult with a Planner from the County of Hastings Planning and Development Department.

The purpose of pre-consultation is to provide you with an overview of the consent process and to assist you with any initial questions you may have regarding the process. The pre-consultation allows the Planner to determine if there are any major concerns or issues with your proposal with regard to Federal, Provincial or Municipal policies and regulations. The Planner may also be able to identify if any, additional information or studies will be required. Pre-consultation will help avoid unnecessary delays and help eliminate any “surprises/issues” that may arise later on in the process.

It is also important to consult with your local Municipality as they often provide comments and request conditions of consent approval. There are a variety of other agencies that you may also need to pre-consult with as they may have an interest and/or provide comments on your proposed severance. These agencies could include: the local Conservation Authority, Ministry of Transportation and Ministry of Natural Resources. The County of Hastings Planning Staff can assist you as to which agencies should be consulted prior to submitting an application.

### Step 2 - Submitting a Complete Application

Application forms and instructions are available at your local municipal office, at the County of Hastings Planning and Development Office and on the County of Hastings website at [www.hastingscounty.com](http://www.hastingscounty.com).

**The application form MUST be completed in its entirety.** If you have any questions regarding the information required in the application form, please contact the Planning and Development Office.

An application must include 5 copies of a sketch to scale (preferably prepared by an Ontario Land Surveyor) in accordance with the sketch guidelines on the preceding pages. An application should also include any additional information that you may wish to provide or believe will be helpful in reviewing your application; it should also include information identified during the pre-consultation stage by planning staff or other agencies.

Your application will be reviewed for completeness by planning staff. Any missing or incomplete information may result in a delay of the process and/or your application form being returned to you. Once an application has been deemed complete, planning staff will initiate the consent process.

### Step 3 – The Consent Process

The Consent process is governed by the policies and regulations of the Planning Act. It can take three (3) to four (4) months from the time you submit your Application for Consent until the time you receive a Notice of Decision. Should there be appeals received time can be delayed. Times may vary greatly depending on the number and complexity of issues arising as part of the application review process and/or staff work volumes.

### **A) Circulation/Notice**

The Planning Act requires that when a complete application for consent is received, notice of the application must be sent to a variety of different agencies (i.e member municipality) for review and comment. Also, notice of the Application will be sent to all land owners within 60 metres of the subject property (severed and retained lands. If any objection is received from adjoining landowners, then a public hearing will be held.

You will be sent orange placards to be posted at the road side at the two front corners of the severed lands. These placards must be clearly visible from the road and are to remain there until the Land Division/Planning Committee's decision becomes final. It is a requirement that you take photos of the placards from the roadside and attach these photos to a sworn declaration confirming the date that they were posted. This declaration with attached photos must be returned to the Land Division office. If the identification cards are lost or damaged/destroyed, please contact the Planning and Development Department immediately so that new cards can be provided. Failure to post these placards can result in a delay of your application. The placards must be posted a **minimum** of 14-days prior to a decision being rendered.

### **B) Land Division/Planning Committee**

The Hastings County Planning Committee serves as the Land Division Committee. If we receive an objection from an adjoining land owner and/or agency then your application will be scheduled for the next available Land Division/Planning Committee meeting. A public meeting is held for those files that are not recommended for approval by County Planning Staff or have been the subject of agency or public concern. At the public meeting, the Committee will review all of the information and make a decision to **Approve** subject to conditions, **Deny** or **Defer** the application.

Council of the County of Hastings have delegated authority to the Director of Planning and Development to give provisional consent to uncontested applications. Planning staff prepare a report for the consideration of the Director of Planning and Development which addresses the proposed application with regard to consistency with the *Provincial Policy Statement*, conformity to the County of Hastings' Official Plan and compliance to the local municipality's comprehensive zoning by-law and other applicable legislation. The staff report provides a recommendation and conditions of draft approval which the Director of Planning and Development will consider when reviewing the application and making their final decision. Should planning staff recommend approval, and we not receive any concerns or objections from adjoining land owners and/or agencies then your file may be approved without a public hearing by the Director of Planning and Development.

After a decision has been made to approve or deny an application, the Land Division Secretary circulates a notice of decision which includes the conditions that need to be fulfilled. There is a 20 day appeal period (from the date the notice of decision is mailed) which the applicant or any other person or public body **that provided written or oral comments prior to the decision being made** can appeal the decision and/or condition(s) to the Ontario Municipal Board. Should no appeals be received within the 20 day appeal period, the decision is deemed final.