



TOWN OF MIDLAND
Application for
CONSENT

IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWN PLANNING AND BUILDING SERVICES PRIOR TO SUBMITTING YOUR APPLICATION.

APPLICATION CHECKLIST

Please ensure you have completed the following prior to submitting your application:

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fee, as set out below, made payable to the Town of Midland. A **Sign Deposit fee of \$180.09 for each street frontage** shall also be paid to the Town in addition to the required application fee:
 - Provisional Consent (Each New Lot) \$3,500.00 + Sign Deposit(s)
 - Provisional Consent (Add/Adjust) \$2,500.00 + Sign Deposit(s)
 - Easement \$2,500.00 (Sign Deposit not required)
 - Validation of Title \$2,500.00 (Sign Deposit not required)
 - Change of Conditions \$600.30 (Sign Deposit not required)

* The sign deposit fee will only be returned to the payer of the fee.
- Electronic copy of the sketch or draft reference plan completed by an Ontario Land Surveyor (OLS) (in metric) in accordance with the requirements of the application form. Digital copies of the surveyor's sketch or draft reference plan prepared by an OLS shall also be submitted to the Town in Adobe .pdf format.

- Electronic copy of all studies and reports required to be submitted with your application in accordance with the requirements determined by the Town at the consultation meeting. Two (2) hard copies of the reports and a .pdf copy shall be submitted to the Town with the Application.
- Electronic copy of your completed Consultation Form or Record of Meeting from Planning and Building Services, if you chose to use this service.

APPLICANT(S) POSTING INSTRUCTIONS:

Each Applicant will be provided a sign for posting on the property which indicates that an Application has been submitted to the Town in accordance with the *Planning Act*. A sign deposit of \$180.09 shall be paid to the Town in addition to the required application fee. You are required to post the sign as directed by Planning and Building Services Staff and in accordance with the following:

1. The required sign must be visible to the public; therefore, it must be placed adjacent to the principal entrance to the property, where it abuts a public street or right-of-way.
2. Signs should be located on private property and not on the road allowance and should not impact visibility for vehicles entering or leaving the property.
3. Signs should be installed so that the Sign Board is at least one (1) metre above finished grade and visible from the road. The sign should be located no more than three (3) metres from the front property line.
4. If the property does not have adequate frontage on which to post a sign, then the sign can be placed in a front facing window or attached to a front facing building façade.
5. Should the sign become damaged, lost, or is not returned to the Town Office within one (1) months from the date of hearing, the Applicant or Agent shall **not** be entitled to the return of the \$180.09 Sign Deposit.
6. The sign shall not be removed until the day after the Public Hearing of the Committee of Adjustment.

Committee of Adjustment members and/or Town staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Town to access your lands for the purposes of conducting the required site inspection.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the *Planning Act*, the Provincial Policy Statement, and the Town of Midland Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Town's Official Plan. Planning and Building Services will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact Planning and Building Services at:

Town of Midland
575 Dominion Avenue
Midland, Ontario L4R 1R2
(705) 526-4275 ext. 2217
General Inquiries: planning@midland.ca
Submission of Application: planningsubmissions@midland.ca

NOTES:

1. The Town is now receiving all applications by electronic submissions. No hardcopy materials are required unless requested by Staff. All electronic materials must be accessible to the Town, must not be password protected, and should be "flattened" so that they can be uploaded to the review system. All completed application forms and accompanying documents should be sent by email to planningsubmissions@midland.ca. Emails can be received up to 50mb in size but the Town will not accept a zip file submission or submissions through Dropbox. The Town can accept submissions through a SharePoint or OneDrive link granting access to download the documents. Additionally, the documents must not be password protected to allow staff the ability to review and provide comments on the plans. Payment of the required fee can be made in the following manner:
 - A cheque can be mailed/couriered to the Municipal Office with the attention to the Planning Department
 - A cheque, debit, or cash payment can be processed in person during regular business hours
 - A cheque contained within an envelope marked with the attention to the Planning Department can be dropped into the mail slot located at the Third Street entrance during or outside of regular business hours



TOWN OF MIDLAND
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OFFICE USE ONLY		Date of Application:
Application No.: <u>B.</u> _____		
File Name: _____		
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Sign given: Date: _____	Notice posted: Date: _____	
ROLL # 4374-_____ - _____ - _____ - 0000		

Did you consult with the Town Planning and Building Services? Yes No
If yes, please submit a copy of your completed Consultation Form or Record of Meeting.

1. PRIMARY CONTACT: _____
All communication will be directed to the Primary Contact only.

2. CONTACT INFORMATION:

a) Registered Owner(s): _____
(List all owners and contact information if multiple exist)

Registered Owner Contact Name: _____
(If different than that indicated above)

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

b) Agent: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Fax: _____

Email Address: _____

c) Planner: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Surveyor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

e) Solicitor: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

f) Engineer: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

3. DESCRIPTION OF SUBJECT LANDS:

a) Concession(s): _____

b) Lot(s): _____

c) Registered Plan No. : _____ Lot(s)/Block(s): _____

d) Reference Plan No. : _____ Part(s): _____

e) Geographic Township (former municipality) _____

f) Civic Address: _____

g) Dimensions of the existing subject lands:

Frontage (m)	Depth (m)	Area (ha)

h) What is the current use of the land? (check all that apply)

SEVERED:

- Single family detached dwelling
- Single family detached dwelling with a second unit
- Single family townhouse
- Single family townhouse with a second unit
- Duplex
- Semi-detached
- Semi-detached with a second unit
- Triplex
- Fourplex
- Residential Apartment: number of units: _____
number of buildings: _____
- Mixed Use, describe uses: _____
- Office Building
- Commercial Building
- Industrial/Manufacturing Building
- Vacant Land
- Other: _____

RETAINED:

- Single family detached dwelling
- Single family detached dwelling with a second unit
- Single family townhouse
- Single family townhouse with a second unit

- Duplex
- Semi-detached
- Semi-detached with a second unit
- Triplex
- Fourplex
- Residential Apartment: number of units: _____
number of buildings: _____
- Mixed Use, describe uses: _____
- Office Building
- Commercial Building
- Industrial/Manufacturing Building
- Vacant Land
- Other: _____

i) Official Plan (current designation of subject lands) : _____

j) Are your lands designated, or adjacent to lands designated, as Natural Heritage as identified by the Town's Official Plan?

- Yes
- No

If yes, please contact Town Staff to discuss the application prior to submission.

k) Zoning (current zoning of subject lands) : _____

l) Source Protection Plan

Is the subject land(s) within a Well Head Protection Area (WHPA)?

- Yes
- No

3. CONSENT:

a) Purpose of the Consent:

- New Lot(s)
- Lot Addition
- Easement or Right-of-Way
- Title Correction
- Other: _____

b) Dimensions and uses of lands to be developed:

Lands	Frontage (m)	Depth (m)	Area (m ²)	Area (ha)
RETAINED				
LOT ADDITION				
SEVERED Lot 1				
SEVERED Lot 2				
SEVERED Lot 3				

**Note: Proposals of four (4) or more new lots requires a Plan of Subdivision Application.*

c) If known, provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

Name(s): _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

d) Is this a submission of a previous consent application?

Yes

No

If yes, please indicate the file number: _____

5. HISTORY:

a) Date the subject land was acquired by the current owner: _____

b) When was the present lot created: _____

c) How was the present lot created:

Consent

Plan of Subdivision

Original Patent

Reference Plan

Other: _____

d) Are there any easements or rights-of-way affecting the subject lands:

Yes

No

If yes, indicate and describe the purpose of the easement, or right-of-way:

e) Have any lands been severed from the original parcel acquired by the Owner of the subject land:

Yes

No

If yes, please indicate the following:

Date of transfer: _____

Name of transferee: _____

Land use on severed land: _____

6. EXISTING USES:

a) Length of time that the existing uses have continued: _____

b) Location of all buildings and/or structures on the subject land (metric) *:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Front Yard (m)	Rear Yard (m)

**Attach separate sheet if more than 4 structures exist*

c) Dimensions of all existing buildings or structures on subject land *:

Building/ Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Stories	Length (m)	Width (m)	Height (m)

d) What are the adjacent land uses:

To the north: _____

To the south: _____

To the west: _____

To the east: _____

7. ACCESS:

a) Access to the subject land is provided by: _____

- Provincial Highway
- County Road
- Municipal Road (year-round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- Water

b) If access to the subject land is by water only, indicate the following:

Provide written confirmation of parking and docking facilities.

Docking facility: _____

Distance from docking to subject land: _____

Distance from docking to nearest public road: _____

Parking facility: _____

Distance from docking to parking: _____

Distance from parking to nearest public road: _____

8. SERVICES:

a) Water is provided to the subject land by:

- Town
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: _____

b) Sewage disposal is provided to the subject land by:

- Town
- Private sewage system
- Privately owned/operated communal sewage system
- Other: _____

c) Storm drainage is provided to the subject land by:

- Town storm sewers
- Ditches
- Swales
- Natural
- Other: _____

9. OTHER APPLICATIONS:

Indicate if the subject land is the subject to any applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

10. PLANS REQUIRED:

Please include 1 electronic copy of the sketch, site plan or survey **drawn to scale, in metric.**

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth, area) of the subject land, the part(s) 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 location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The distance between the subject land and the nearest town lot line or landmark (i.e.: bridge, or railway crossing, etc.).
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use of the adjacent land (e.g.: residential, agricultural, commercial, etc.)

- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public 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 docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- Label the lots numerically (i.e.: Lot 1, Lot 2)
- North arrow and scale.

11. AUTHORIZATION BY OWNER:

Applicable if an Agent is making this application on your behalf.

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), _____ the undersigned, being the
Registered Owner(s)

Registered Owner(s) of the subject land, hereby authorize _____
Agent

to act as my Agent with respect to the preparation and submission of this Application.

 Signature of Owner
(If Corporation, I have the authority to bind the Corporation)

 Date

12. FREEDOM OF INFORMATION AND PRIVACY:

Personal information contained in this form, collected and maintained pursuant to Section 53 of *The Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner’s Signature acknowledges that “personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;” per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Town considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Town photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Director of Planning and Building Services at the Town of Midland at (705)526-4275.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

13. DECLARATION OF OWNER/AGENT:

Must be signed by the Owner(s)/Agent in the presence of a Commissioner.

I _____ (Owner(s)/Agent) of the
_____ of _____ in the
(Town/Township/City)
_____ of _____
(County/District/Regional Municipality)

do solemnly declare that all of 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 and by virtue of the *Canada Evidence Act*.

Declared before me at the

_____ of _____ in the
(Town/Township/City)
_____ of _____
(County/District/Regional Municipality)

this ____ day of _____.

Signature of Owner

Signature of Agent (if applicable)

Signature of Commissioner

Commissioner's Stamp

14. ADDITIONAL FEES – NOTICE SIGN

The Applicant or Agent hereby agrees to place the Notice Sign on the subject property in an area clearly visible, legible, and accessible to the public. The Applicant is to use the provided grommets to affix the sign to a structure (front deck, tree, post, pole, etc.) on the property (see Page 2 for details). Should the sign become damaged, lost, or is not returned within one (1) month from the date of the hearing, the Applicant or Agent agrees that the Sign Deposit will be forfeited.

Signature of Owner(s)/Agent

15. ADDITIONAL FEES – FEES INCURRED BY TOWN

If Planning, Engineering and/or legal fees are incurred by the Town pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

Signature of Owner(s)/Agent

Date