

Planning Department Office Use Only

Application No. B/_____/2024/HTE

Date Received: _____, 2024

Roll #: 4442-_____-_____-_____

Deemed Complete: _____, 2024



Application for Consent

Complete this form to apply for the division of land, right-of-way, easement, or boundary adjustment through the Town of Huntsville.

Applicants are required to request a pre-consultation with Planning Department staff prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Delays in processing the application may result if the application is determined to be incomplete and/or inaccurate.

Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form, along with a digital or scanned copy, emailed with attachments to planning@huntsville.ca
- Record of pre-consultation
- Commissioned signatures of Owner and/or Agent
- Parcel Registry (or Title Abstract) from the Land Registry Office (dated within 14 days of submission of application)
- Fees:**
 - New lot creation** \$1,725.00
 - Right-of-way or easement** \$1,145.00
 - Lot addition** \$1,145.00
 - Title validation** \$1,105.00

- Written description under separate attachment summarizing the proposal and planning justification
- Two (2) copies of applicable drawings. Plans must be to scale and include:
 - The boundaries and dimensions of any lands abutting the subject land that is owned by the owner;
 - The approximate distance between the subject land and the nearest township lot line or landmark;
 - The boundaries and dimensions of the subject land, detailing the part that is to be severed and the part that is to be retained;
 - The location of all land previously severed from the parcel originally acquired by the current owner of the lands;
 - The approximate location of all natural and artificial features (buildings, roads, watercourses, drainage ditches, wooded areas, etc.), that are located on the subject land and on land adjacent to it, and that may affect the application;
 - The current uses of land that is adjacent to the subject land;
 - 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 will be 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 land.

Supplemental information, as noted in Section 13.23 of the Huntsville Official Plan, may be requested upon further review of the application.

The undersigned hereby applies to the Corporation of the Town of Huntsville for consent under Section 53 of the *Planning Act*, RSO 1990, c.P. 13, and as described in this application.

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or planning@huntsville.ca.

1. Applicant/Agent Information

Name of Applicant: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

Name of Owner: _____

Address: _____ Postal Code: _____

Telephone: _____ Cell: _____ Email: _____

2. Type and Purpose of Proposed Transaction

Check the applicable box:

- New lot creation
- Grant of easement or right-of-way
- Lot addition (boundary adjustment)
- Other (mortgage, partial discharge of mortgage, lease, etc.): _____

Name of Person (if known) to whom the land or interest is to be transferred, leased or charged:

3. Location of Subject Land

Civic (911) Address: _____

Concession: _____ Lot: _____ Former Geographic Township: _____

Reference Plan: _____ Part(s): _____

Assessment Roll Number: 4442- _____ - _____

4. Description of Severed Lands

Frontage (road): _____ Frontage (water): _____

Depth: _____ Area: _____

Existing Use: _____

Proposed Use: _____

Provide details about structures on severed lot: _____

5. Description of Retained Lands

Frontage (road): _____ Frontage (water): _____

Depth: _____ Area: _____

Existing Use: _____

Proposed Use: _____

Provide details about structures on retained lot: _____

6. Restrictive Covenants

Are there any restrictive covenants or easements affecting the subject lands (i.e. rights-of-way, utility easements, etc.)? Explain and show location on the sketch plan:

Yes No Unknown If yes, please explain: _____

7. Services

Check the appropriate box for each category:

Access	Severed	Retained
• Municipal Road (Year-round maintained)	<input type="checkbox"/>	<input type="checkbox"/>
• Municipal Road (Seasonally maintained)	<input type="checkbox"/>	<input type="checkbox"/>
• District Road	<input type="checkbox"/>	<input type="checkbox"/>
• Existing Private Road	<input type="checkbox"/>	<input type="checkbox"/>
• Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
• Other _____	<input type="checkbox"/>	<input type="checkbox"/>
• Water*	<input type="checkbox"/>	<input type="checkbox"/>

*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

Water Supply

Severed

Retained

- Municipally owned and operated piped water Severed Retained
- Private (well or lake) Severed Retained
- Other _____ Severed Retained

Sewage Disposal

Severed

Retained

- Municipally owned and operated sanitary sewer Severed Retained
- Private (septic tank and tile field, privy) Severed Retained
- Other _____ Severed Retained

8. Provincial Policy Statements, Official Plan and Precinct Information

Huntsville / Muskoka Official Plan Designations: _____

Does the application conform with the Official Plans? Yes No

Please explain: _____

Is the application consistent with Provincial Policy Statement issued under subsection 3(1) of the Planning Act? Yes No

Please explain: _____

Existing Precinct: _____

9. History of the Subject Lands

Has the present Owner previously severed any land from the parcel originally acquired?

Yes No

If yes, please provide the following information:

Number of Lots Created: _____ Year: _____

Name of Transferee: _____

Use: _____

Is or has the subject land ever been the subject of an application for Official Plan Amendment, Zoning By-law Amendment, Consent, Minor Variance, Plan of Subdivision, Condominium, or Community Planning Permit under the Planning Act?

Yes No Unknown

If yes, provide file numbers and status of the decision: _____

10. Authorizations

The applicant hereby acknowledges and agrees:

- 1) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- 2) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of the application to cover anticipated professional and other processing costs beyond normal application requirements;
- 3) to pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to an Ontario Land Tribunal Hearing that may be held as a result of this application;
- 4) that the subject lands shall have the required public notification sign posted for the legislated time frame of a minimum of 14 days prior to the application being considered;
- 5) to grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review, pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, s.1.0.1 and the *Municipal Freedom of Information and Protection of Privacy Act*;
- 6) there may be additional approvals (i.e., Community Planning Permit application, building permit, etc.) and additional fees and charges (i.e., building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application; and
- 7) they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

Consent of Owner for Use and Disclosure for Personal Information

I, _____ am the Owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by of the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Date

Signature of Owner

Authorization of Owner for Agent

If the Applicant is not the Owner of the land that is subject of this application, the written authorization of the Owner that the applicant is authorized to make the application must be completed below.

I, _____ am the Owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf and to provide any personal information that will be included in this application or collected during the process of this application.

Date

Signature of Owner

Authorization of Owner for Access

I, _____ hereby authorize Town of Huntsville staff, and its representatives, to enter upon the premises for the purpose of evaluating the merits of the application for the time this application is under consideration by the Town.

Date

Signature of Owner

Affidavit or Sworn Declaration

I, _____ do solemnly affirm and declare that all of the statements contained in this application and in all exhibits and attachments transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing 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 _____, 2024.

Signature of Applicant, Agent or Owner

A Commissioner, etc.