

MUNICIPALITY OF BROOKE-ALVINSTON
APPLICATION FOR CONSENT (SEVERANCE)
(Including Ont. Regulation 547/06)
INSTRUCTIONS AND INFORMATION TO APPLICANT

Please complete the form accurately and completely, using a pen with dark ink. It is important that the information be complete and accurate.

If the application is signed by an agent or solicitor on behalf of the owner, the owner's written authorization must accompany the application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal must be affixed.

The applicant should consult Provincial Policy Statements and the local municipal Official Plan and Zoning By-law before completing application. This Committee has authority to grant minor variances related to a consent application in the Municipality of Brooke-Alvinston. You may apply for related minor variances at the same time you apply for a Consent.

Each application **must** be accompanied by a sketch. Because we must copy and circulate the sketch, it must be clearly drawn in dark ink on a sheet of paper no larger than 8 1/2" x 14". Do not use colours, because they cannot be picked up by the copying machine.

The sketch should clearly show:

- a) **the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;**
- b) **The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;**
- c) **The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;**
- d) **The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;**
- e) **The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,**
 - i) **are located on the subject land and on land that is adjacent to it, and**
 - ii) **in the applicant's opinion, may affect the application;**
- f) **The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);**
- g) **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;**
- h) **If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and**
- i) **The location and nature of any easement affecting the subject land.**

The Secretary-Treasurer need not accept an incomplete application, or an application with an incomplete, unclear or uncopyable sketch.

The applicant shall file a complete, signed application, together with the sketch, and if applicable, livestock data sheet, with the Secretary-Treasurer of the Committee of Adjustment together with an application fee of **\$800.00 in cash or cheque payable to the Municipality of Brooke-Alvinston.**

In order to provide efficiencies to the public and streamline the review process of approvals under the Planning Act, the Conservation Authorities recommend that the municipality screen all applications received (as an approval authority) and send them only those applications in which the Authorities have an interest. **The Conservation Authorities also recommend that the Municipality collect a fee for service of \$300.00** on their behalf, to prepare the requested comments.

If the property, which is the subject of this application, has a septic system or requires a new septic system a **fee of \$75.00, payable to the County of Lambton, will be collected in order to prepare the necessary septic reports.** The applicant shall also complete the attached application for Assessment of Sewage Flows for Existing Private Sewage Disposal Systems. The Assessment Application must be filed together with the consent application.

A notice, which must be posted by the applicant (as set out in the Provincial Regulations), will be provided to you. If this notice is not posted at least 14 days before the meeting date, the decision made by the Committee on this application could be found to be null and void, should it be challenged because of lack of notice. Should it come to our attention that this notice was not posted properly, the Committee will not be able to proceed with the application and there will be additional costs to the applicant should an additional notice have to be issued for a new hearing date.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, as amended, and will be used in reviewing your application. Questions about this collection should be directed to: Janet Denkers, Clerk Administrator, Municipality of Brooke-Alvinston, 3236 River Street, PO Box 28, Alvinston, Ontario, N0N 1A0.

**MUNICIPALITY OF BROOKE-ALVINSTON
APPLICATION FOR CONSENT**

DATE RECEIVED _____
APPLICATION NO _____
FEE PAID: YES _____ No _____

1.
(A) **Name of Owner:** _____
Address: _____
E-mail address, if applicable: _____
Telephone _____ **Business** _____

(B) **Name, address and telephone of Owner's Solicitor or Authorized Agent if applicable:**

(C) **Please specify to whom communications should be sent:**

OWNER: () **SOLICITOR:** () **AGENT:** ()

2.
(A) **TYPE AND PURPOSE OF APPLICATION:**

New Lot	()	Correction of Title	()
Addition to Existing Lot	()	Mortgage	()
Easement	()	Right-of-way	()
Charge	()	Other	()
Lease	()		

(B) If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased. _____

3. **LOCATION OF LAND**

Municipality _____

a) Concession #: _____ Lot #: _____

b) Registered Plan #: _____ Lot #: _____

c) Reference Plan # 25R: _____ Part #: _____

d) Municipal Address _____

4. **DESCRIPTION OF LAND TO BE SEVERED:**

Definition: "Land to be Severed" refers to the land or interest in land you intend to convey, lease, mortgage, etc.

Frontage _____ Depth _____ Area _____

Existing Use: _____

Proposed Use: _____

Existing buildings and structure (specify): _____

Proposed buildings or structures (Specify): _____

5. **DESCRIPTION OF LAND TO BE RETAINED:**

Definition: "Land to be Retained" refers to the land or interest in land you intend to keep.

Frontage _____ Depth _____ Area _____

Existing Use: _____

Proposed Use _____

Existing buildings and structure (specify): _____

Proposed buildings or structures (Specify): _____

6. Number of new lots (not including retained lot) proposed: _____

7. Are there any easements or restrictive covenants which affect the subject land? Yes() No()

If yes, please provide a description of the easement or restrictive covenant and its effect on the land.

8. Official Plan Designation(s) which applies to subject land: _____

9. **ACCESS:**

a) <u>Type of Access</u>	<u>Severed</u>	<u>Retained</u>
Provincial Highway	()	()
A Municipal Road that is maintained year round	()	()
A Municipal Road that is maintained seasonally	()	()
A Right-of-way	()	()

b) If the access to the subject land is by water only, please state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

10. **WATER SUPPLY**

What type of water supply is proposed? (Check appropriate Space)

<u>TYPE</u>	<u>PROPOSED LOT(S)</u>	<u>RETAINED LOT(S)</u>
Publicly owned & operated piped water supply	()	()
Privately owned and operated individual or communal well()	()	()
Lake or other water body	()	()
Other (Specify)	()	()

11. **SEWAGE DISPOSAL:**

What type of sewage disposal is proposed? (Check appropriate Space)

<u>TYPE</u>	<u>PROPOSED LOT(S)</u>	<u>RETAINED LOT(S)</u>
Public owned and operated sanitary sewage system	()	()
Privately owned and operated individual or communal septic system	()	()
If a private system is proposed, has a certificate of approval been issued by the County of Lambton	Yes ()	No ()
Pit Privy	()	()
Other (Specify)	()	()

12. When will water supply and sewage disposal services be available? _____

13. If known, state whether the subject land is the subject of any other application under the Act, such as an application for approval of an official plan or plan amendment, a zoning by-law amendment, a Minister's zoning order amendment, a minor variance, a consent (severance) or approval of a plan of subdivision.

Please provide the file # of the application and the status of the application.

File #: _____ Status: _____

14. If known, state whether the subject land has ever been the subject of an application for approval of a plan of subdivision, under Section 51 of the Act, or a consent (severance), under Section 53 of the Act.

File #: _____ Status: _____

15. Is the subject land within an area of land designated under any provincial plan or plans. _____

If the answer to the above is yes, does the application conform to or does it conflict with the applicable provincial plan or plans. _____

16. The current designation of the subject land in the applicable official plan. _____

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

If yes – date of transfer _____ Name of the transferee _____

Uses of the severed land _____

18. **SEVERANCES IN RURAL AREAS:**

Note: This section is to be completed only for applications in Rural or Agricultural Areas.

a) Is the severance intended to provide a residential lot? Yes() No()

i) Why? _____

b) Are there any barns located on the subject lands or within 1 km of the subject lands?
Yes() No()

If the answer is "yes", provide the following information for each barn (use additional pages if necessary):

- Type of Livestock _____
- # of Current Livestock _____
- Potential Housing Capacity _____
- Type of Manure Storage _____
- 9-1-1 Address _____
- distance to proposed new lot line _____

19. If the applicant is not the owner of the subject land, the owner's written authorization to the applicant to make the application is required to be attached to this application.

Dated at the _____ of _____ this _____ day of _____,
20 ____.

I/We _____ of the _____
in the County of Lambton solemnly declare that all the statements contained in this application are true, and I/We 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.

(Signature) of Applicant, Solicitor or Authorized Agent

(Signature) of applicant

DECLARED before me at the _____ of _____ in the
County of Lambton this _____ day of _____, 20____.

A Commissioner, etc. _____

**ASSESSMENT OF SEWAGE FLOWS FOR
EXISTING PRIVATE SEWAGE DISPOSAL SYSTEMS**

Name of Property Owner: _____

Mailing Address: _____

Postal Code: _____ Telephone No: _____

Lot: _____ Concession: _____

Municipal Address: _____

Municipality: _____

NOTE: When indicating the presence of a three piece bathroom group, please do not itemise **those** fixtures under the individual appliance count.

	Existing Structure	Office Use	Proposed Structure	Office Use
Appliance	Number	Fix. Unit	Number	Fix. Unit
Bedrooms				
Bathrooms (3 piece)				
Dishwashers				
Laundry Tub				
Shower Stalls				
Toilets				
Wash-up Sinks				
Kitchen Sinks				
Other				
Total				

Please answer the following questions:

1. Will any component of the existing sewage system be relocated or replaced?

_____ Yes _____ No

2. Will the proposed construction decrease the existing separation distance between the structure and the existing sewage system?

_____ Yes _____ No

3. Is the existing system malfunctioning or discharging sewage onto the ground or into surface water?

_____ Yes _____ No

4. What is the size of the existing septic tank? _____

5. What is the size of the existing leaching bed? _____

6. What is the **finished** floor area of the present dwelling? _____

7. What will the **finished** floor area be after construction? _____

I _____ CERTIFY THAT THE INFORMATION
(Print name in full)

CONTAINED HEREIN IS TRUE AND CORRECT.

Signature Owner _____ Agent _____

Date: _____

**ASSESSMENT OF REQUIREMENT
TO SUBMIT AN APPLICATION UNDER PART 8 OF THE ONTARIO BUILDING CODE**

The following circumstances dictate when an upgrade or replacement of an existing sewage system is necessary. An application for a sewage system permit is required when:

1. The performance level of the existing building is reduced. The Ontario Building Code states that the performance level of a dwelling is reduced where the total daily design sanitary sewage flow of the dwelling exceeds the capacity of any component of the sewage system. The capacity of the sewage system must be evaluated when the construction:
 - increases the number of bedrooms in the existing home;
 - exceeds 15% of the gross area of the dwelling unit or;
 - adds new plumbing fixtures to the existing home.
2. The proposed structure will decrease the separation distance to the existing sewage system.
3. The sewage system is malfunctioning or is discharging sewage onto the ground or into surface water (eg. septic connections to agricultural field tiles and drainage ditches are not permitted).
4. The owner/agent is unable to answer either question 1, 2 or 3.

On the attached graph paper, please provide a sketch of the subject property showing lot dimensions, the location(s) of all buildings and structures and the location of the septic tank and leaching bed (show as much detail regarding the bed as possible - ie. number of distribution pipes, length of tiles et cetera). If the size of the lot makes it impractical to show the entire property, focus on the area where the sewage system and dwelling are (to be) located.

An employee of the Building Services Department, County of Lambton will conduct an inspection of the subject property. An inspection/administrative fee of \$75.00 is therefore required of the applicant to cover the cost of the septic system evaluation/inspection. If it is necessary to make application for septic approval to replace or upgrade the existing sewage system, the evaluation fee will be applied to the cost of the septic permit.

LOT DIAGRAM AND SEWAGE SYSTEM PLAN: Draw to scale and indicate the direction of north.

- SHOW:**
- 1) Location of sewage system components (i.e. tanks, leaching beds)
 - 2) Horizontal distances from system to adjacent existing or proposed buildings, well water supplies (including neighbours'), existing on-site sewage systems, driveways, property lines, swimming pools and watercourses (including ditches).
 - 3) Lot dimensions, roads and topographic features (i.e. steep slopes, swamps)



