



IMPORTANT INFORMATION

about

SUBMITTING YOUR APPLICATION TO THE NORTH ALMAGUIN PLANNING BOARD OFFICE

The NAPB staff will respond to enquiries on:

Tuesdays	1:00pm to 4:30pm (4:30 to 6:00pm if required)
Wednesdays	8:30am to 4:30pm

To discuss your proposal or review your Application Form with staff, **PLEASE CALL**

705-724-6758 or email

northalmaguinplanningboard2018@gmail.com for

AN APPOINTMENT.

NOTE:

*The cost of any required studies or planning consultation will be at the expense of the applicant(s).
The cost of any planning consultation or legal fees are at the expense of the applicant(s).*

Submission of your completed and signed Application Form may be done by Canada Post mail, in person at 250 Clark Street, Powassan, Ontario or by courier at the applicant(s)' expense.

The fee must accompany each Application Form. NAPB website: <http://napb.ca>. Two(2) severed parcels may be requested on one application form. Each severed parcel requires the fee.

[The fee is payable by cheque or money order payable to: North Almaguin Planning Board]

Submit one (1) single-sided original the completed Application Form, with all signatures and Commissioned Declaration (Sections 10., 11. and 12.), complete with a **surveyor or cartographer sketch(s) depicting the subject property showing the parcel(s) to be severed and the parcel to be retained, showing **both metric and imperial measurements**.**

(Hand made sketches on copies of maps etc will not be accepted)

BE ADVISED THAT CONSENT APPLICATIONS WILL ONLY BE ACCEPTED AND PROCESSED once all applicable information is provided.

- SURVEYOR SKETCH with accurate measurements
- ALL REQUESTED INFORMATION THROUGHOUT THE APPLICATION FORM
- AGENCY COMMENTS NOTED THROUGHOUT THE APPLICATION FORM



- (e.g. septic system feasibility, OMAFRA MDS work sheets), MTO comments, etc.)
- The applicable fee for each Consent request.

***** INCOMPLETE APPLICATION FORMS WILL BE RETURNED TO THE SUBMITTING PARTY TO PROVIDE THE MISSING INFORMATION. *****

A file number [B#/locality/year] will be assigned once your application is deemed complete by the NAPB staff. This file number must be quoted in all communication on the Consent application, through the entire process.

Email communication and a letter acknowledging receipt of your fee and advising that the application is complete and ready to process will be sent to you after the application is deemed complete by staff.

A Notice of Meeting advising the date on which the Consent(s) will be heard by the NAPBoard, will be included in this mailing, along with two (2) laminated posters of the Notice of Meeting.

It is the applicant's responsibility to post the laminated Notice of Meeting Posters on the subject site for public view. An assigned agent may do this if directed by the applicant(s).



HOW TO PROCESS A CONSENT TO SEVER APPLICATION FOR PROPERTY IN THE JURISDICTION OF THE NORTH ALMAGUIN PLANNING BOARD

OVERVIEW OF THE PROCESS

(The information is provided to give an overview of the Consent process.)

STEP #1 Research and Consult with the NAPBoard and/or Municipality

STEP #2 Consult with the agencies involved with the development of new lots

STEP #3 Consent Application Package

STEP #4 Submit the Consent Application package according to the instructions provided with the Consent Form

STEP #5 NAPBoard staff process the Consent application in accordance with the Planning Act and regulations

**STEP #6 (1)The statutory Notice of Meeting is issued by NAPBoard staff 14 days prior to the statutory Public Meeting
(2)The applicant(s)/agent ensure that the Laminated Poster Notices are posted on the subject lands at least 14 days prior to the targeted meeting date**

STEP #7 NAPBoard staff will distribute any written submissions received as a result of the Notice of Meeting

STEP #8 At least 7 days prior to the Public Meeting date, NAPBoard staff will issue an agenda to the NAPBoard Members

STEP #9 The NAPBoard meets and renders its decision(s)

STEP #10 NAPBoard staff issues the Notice of Decision to the applicant, agent and the persons who requested in writing (email or letter)

STEP #11 (a) If appealed, NAPBoard staff submit the required documentation to the LPAT

OR

STEP #11 (b) If the Decision is not appealed, the Decision stands.

STEP #12 The applicant(s) provide the Notice of Decision to a surveyor of their choice to prepare a Reference Plan

STEP #13 The applicant(s) engage a solicitor and provide them the Reference Plan and all documentation that proves compliance with any conditions of approval set out in Section 3 of the Notice of Decision Form

STEP #14 NAPBoard staff and Secretary-Treasurer review the Certification documentation received from the solicitor with the required fee

STEP #15 Certification of the Consent is required to allow a conveyance of the new lot or lot addition or registration of a permanent easement, etc. If satisfied with compliance with any conditions of approval is satisfied the Secretary-Treasurer or Chairperson sign the prescribed Certificate of Official (O. Reg 197/96, Schedule I)



The Ontario Planning Act is explained in a helpful on-line publication titled "Citizen's Guide: The Planning Act" <http://www.mah.gov.on.ca/AssetFactory.aspx?did=11145>

The Consent process is set out in Section 53 of the Planning Act 2001 regulates the process for severance of land and certain other processes when a plan of subdivision is not necessary as set out in subsection 50(3) of that provincial legislation.

STEP #1

ENQUIRE! Do your 'homework' so you can properly complete the Consent Application Form.

Consult with Municipal staff (Powassan only 705-724-2813) . This will allow review of any applicable Zoning Bylaw and/or Official Plan regulations that apply to the subject property.

For property located in the unincorporated townships of East Mills, Hardy, McConkey, Patterson, Pringle, or Wilson, contact the NAPBoard at 705-724-6758.

All new lots, lot additions and easements must be surveyed and a Reference Plan created. This is usually done once approval of the Consent is achieved. However, it is always beneficial to contact a local surveyor as they have good knowledge of the legislation and how the Consent to sever process works. For a fee, the surveyor can be your agent and complete the application form and provide a proper sketch of the subject land and the proposed severance (new lot or lot addition).

STEP #2

IT IS IN YOUR BEST INTEREST TO CONTACT THE RESPECTIVE AGENCIES BEFORE submitting a Consent application, to ensure that your proposed new lot, lot addition or other process can be done. Issues that **MUST BE** satisfied are: septic system installation, road access and on Provincial Highways, an MTO entrance permit, and information about environmental aspects (Environmental Protection Area, provincially significant wetlands and flood plains) of the primary land and the surrounding area for impacts that creation of a new lot will have on the environment. from livestock on the subject or adjacent lands, mine/quarry sites and utility corridors and railway lines.

YOU MUST SUBMIT ALL RELEVANT INFORMATION ALONG WITH YOUR CONSENT APPLICATION FORM. (see Sections 4 and 5 on the Consent application form). This requires the applicant(s) / agent to consult with the agencies that regulate certain aspects of land development.

Consultation with the relevant agencies is required for ALL CONSENT APPLICATIONS SEEKING TO CREATE A NEW LOT AND EASEMENTS. In certain instances, lot addition proposals would benefit from such consultation.

The NAPBoard may issue a condition of approval to address any relevant issue that it determines to be of consequence to the creation of a new lot, lot addition or easement.

VEHICULAR & PEDESTRIAN ACCESS / ROAD FRONTAGE (Section 4.4 of the Consent Form)

MTO North Bay office 705-497-5401 is to be consulted for any new lots located on a highway, lot additions of property fronting on a highway (Hwy 522, 524 and 534) or easements that will require entry and create traffic on the highway. Also, MTO has regulations for private access roads that might be created for travel across an Easement. MTO issues Driveway Entrance Permits. For a fee, they will review the proposed new lot or easement location for these requirements. A report of the MTO review must accompany the Consent application.

Local Roads Boards (LRB) and **Local Services Boards** that oversee the roads in the respective Unincorporated Townships. The NAPBoard office can help you identify the LRB / LSB that covers the locality of the subject land and relay your enquiry to the appropriate LRB and LSB. They can confirm whether the local road can provide frontage for the new lot. The LSB assigns 911 civic numbers and arrange for the standard 911 sign to be posted at frontage of the new lot.



Ministry of Natural Resources and Forestry (MNRF) (North Bay Office 705-475-5550) has jurisdiction over all Crown land and road allowances throughout the unincorporated townships.

Access to the proposed new lot that requires travel along an MNRF road allowance, requires permission from the MNRF. Consultation with the MNRF needs to be done and the resulting report submitted with the Consent application. (Section 4.5 of the Consent Form)

Water Access Only Lots will require on-shore parking to be assured for the owners and their visitors. Documentation that will satisfy this requirement is to be submitted with the Consent application. The on-shore parking can be achieved through a lease agreement with an existing marina or through other arrangements with an owner of private property. Use of the MNRF landing sites along rivers and lakes in the unincorporated townships is possible, however there is no assurance that sufficient parking will always be available at those locations, and is therefore not viable to satisfy this requirement.

NOTE: The NAPBoard is consulting with the MNRF and LRBs to provide detailed information about the provision of on shore parking and to determine way(s) that an owner of a water access only lot can assure they have parking for their towing vehicle and boat trailer and vehicles of any guests or tenants of their water access lot.

PRIVATE WATER SUPPLY & SEWAGE TREATMENT SYSTEMS (Sections 4.5 & 4.6 of the Consent Form)

The **North Bay Mattawa Conservation Authority (NBMCA) 705-474-5420** is the authority that issues permit for septic system installations. For a fee, they will do a review of whether the proposed new lot can accommodate a septic system. Note that certain lakes the Ministry of the Environment, Conservation and Parks has deemed to be at capacity for phosphorus load will require a minimum 300m setback for the septic bed. Therefore the size and configuration of the proposed lot will have to accommodate this setback.



NBMCA On Site
Sewage System Review

For small lots or lots located in close proximity to lakes deemed by the **Ministry of the Environment Conservation and Parks** to be at capacity for phosphorus load, there are alternative systems that should be reviewed for feasibility.

MOECP Barrie Office 1-800-461-6290



Advanced-Treatment-
Systems—Alternative

For development that involves a 10,000 litre per day system, the Ministry of the Environment, Conversation and Parks must be contacted.

ENVIRONMENTAL ASPECTS of the SUBJECT PROPERTY and ADJACENT LANDS (Section 5.3 Consent Form)

Ministry of Heritage, Sport, Tourism and Culture Industries – Archaeological Potential Screening Tool

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/021-0487E~2/\\$File/TXT_0478E.htm](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetFileAttach/021-0487E~2/$File/TXT_0478E.htm)

Lands with Livestock and/or Barns That Might House Livestock

A property that contains a barn or has livestock or the potential to house or pasture livestock, or where the new lot for residential development will be within 750m proximity to a barn that does or could house livestock, **requires MDS1 Work Sheets** to be submitted with the Consent application.

These are available on the Ministry of Agriculture, Food and Rural Affairs website.

<http://www.omafra.gov.on.ca/>

Phone numbers for local offices are on that website.

If no current or future use of the subject land will involve livestock, the applicant(s) may submit an Affidavit to affirm that a property will no longer be used for farm or pastureland.



Provincially Significant Wetlands / Flood Plains

This information can be obtained from the North Bay Mattawa Conservation Authority (**NBMCA**) **705-474-5420** or the Ministry of the Environment, Conservation and Parks **MOECP Barrie Office 1-800-461-6290**

Ministry of Natural Resources and Forestry – “Make a Map” tool

https://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US

Sewage Treatment Plant

See <https://www.canada.ca/en/environment-climate-change/services/wastewater/management.html>

Waste Stabilization Plant

See <http://www.omafra.gov.on.ca/english/nm/nasm/info/brochure.htm#1>

Mine Sites

See <https://www.oma.on.ca/en/ontariominning/Map.asp>

See <https://www.mndm.gov.on.ca/en/mines-and-minerals/applications/ogsearth/abandoned-mines>

Industry or Commercial Use

Review by existence of industrial and /or commercial building

Gravel Pits

See <https://www.ontario.ca/page/aggregate-resources>

Active Railway Line

See <https://www.proximityissues.ca/reference/maps/> [Railway in Your Community]

Utility Corridor (Hydro One / Natural Gas)

Contact Hydro One -1-888-664-9376

See <https://www.hydroone.com/sitemap>

Natural Gas Pipeline - Call to Enquire if Pipe Line is Underground 1-800-400-2255

OR See <https://www.enbridgegas.com/Service-Area-Lookup>

STEP #3 Consent Application Package

Print or type the Consent application form. ALL SECTIONS MUST BE COMPLETED BY THE APPLICANT(S)/AGENT
ALL agency documentation gathered to support the Consent MUST BE INCLUDED at the time the CONSENT APPLICATION IS SUBMITTED.

Attach a sketch depicting the requested new lot, lot addition or easement location. **This should also provide an inset or separate map of the outlying locality of the primary property. A surveyor’s sketch is preferred as it will provide exact measurements and other pertinent information.**

Complete Section 10 and have a Commissioner of Oaths or Notary Public process the Affidavit.

The Consent Fee in the form of cheque or money order must accompany the application package.

STEP #4 – Submit a single sided copy of the Consent Application package according to the instructions provided with the Consent Form. Keep a copy of the Consent form and all attachments for your records.

STEP #5 – NAPBoard staff will review the Consent Application Package and if complete, process the Consent request in accordance with the Planning Act and regulations thereto. Staff might still request additional information required to provide sufficient information to the NAPBoard Members in order to make a viable decision. Staff has to be satisfied that all appropriate documentation is provided in order to deem the application complete for the purpose of issuing the Notice of Meeting. The date at which the matter will be listed for hearing at a statutory Public Meeting will be determined by NAPBoard staff. The Consent application may only be heard after it is DEEMED COMPLETE.



STEP #6

(1) The Notice of Meeting will be issued by NAPBoard staff once the Consent application is deemed complete. The statutory Notices will be issued at least 14 days prior to the Public Meeting at which the matter will be considered. These Notices are mailed to the owners of land located within 60m of the subject site.

Laminated versions of the Notice of Meeting will be provided to the applicant(s)/agent with direction these be posted on the subject site at least fourteen (14) days prior to the meeting date.

(2) The applicant(s)/agent ensure that the Laminated Poster Notices are posted on the subject lands at least 14 days prior to the targeted meeting date at locations where these Notices can be viewed by the general public.

STEP #7- NAPBoard staff will distribute any written submissions received as a result of the Notice of Meeting to the applicant, agent and Members of the NAPBoard up to 48 hours prior to the assigned public meeting date.

STEP #8 At least 7 days prior to the Public Meeting date, NAPBoard staff issue an agenda to the NAPBoard Members and post it on the NAPBoard website.

STEP #9 The NAPBoard convenes a Public Meeting to consider and render its Decision on the requested Consent. The applicant(s) / agent and other interested persons may attend the Public Meeting.

Meeting dates are identified by the NAPBoard and the list of these dates is posted on its website. When a Consent application has been deemed complete, the Notice of Meeting identifies the meeting at which it will be considered.

STEP #10 NAPBoard staff issue the Notice of Decision to the applicant(s), agent and the persons who requested a copy of the Notice of Decision within 15 days of the Public Meeting.

A date by which the Decision can be appealed to the Local Planning Appeal Tribunal (LPAT) (20 days from the date the Notice of Decision is mailed) is cited in the letter of instruction sent with the Notice of Decision. The letter of instruction also provides direction on the documentation the applicant(s) / agent are to provide to the surveyor and then the solicitor handling the Certification request and conveyance of the severed parcel to perfect the Consent.

STEP #11 (a) If appealed, NAPBoard staff submit the required documentation to the LPAT. The prescribed time line for fulfilling conditions of approval is suspended by such an appeal.

OR

STEP #11 (b) If the Decision is not appealed, the Decision stands. The applicant pursues meeting any conditions of approval issued in Section 3 of the Notice of Decision. It is recommended that the applicant(s) / agent obtain documentation satisfying the conditions of approval, *prior to seeking a survey of the new lot.*

Those conditions of approval must be fulfilled and the Consent certified 365 days from the date on which the Notice of Decision was mailed. Otherwise, the Decision of the NAPBoard will lapse. If the applicant(s) want to achieve the Consent, a new application will have to be processed anew, complete with another fee.

STEP #12 The applicant(s) /agent provide the Notice of Decision to a surveyor of their choice to prepare a Reference Plan identifying the new parcel. In instances where a surveyed parcel or original Concession lot is re-established, a new survey is not required.

STEP #13 The applicant(s)/agent provide the Reference Plan and all documentation that proves compliance with any conditions of approval set out in Section 3 of the Notice of Decision Form to their solicitor. The solicitor prepares the transaction documentation and submits it to the NAPBoard 30 days prior to any assigned closing date for a conveyance or sale of the new lot, along with the prescribed Certification fee.

STEP #14 NAPBoard staff and Secretary-Treasurer review the Certification documentation for completion and compliance.



STEP #15 If satisfied with compliance with any conditions of approval, the **Secretary-Treasurer or Chairperson signs the prescribed Certificate of Official**. NAPBoard staff return this documentation to the solicitor and put a copy of the Certificate to the file.



NORTH ALMAGUIN PLANNING BOARD

250 Clark Street, Suite 126
P.O. Box 57, Powassan Ontario P0H 1Z0
705-724-6758
Email: northalmaguinplanningboard2018@gmail.com
Website: <http://napb.ca>

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE *PLANNING ACT, R.S.O. 1990 c.P.13*

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

1.1 Applicant(s):

Name(s) of Property Owner(s): _____

Day Time Phone #s: Home: _____ Mobile: _____ Business: _____

Mailing Address: _____

Postal Code: _____ Email Address _____

1.2 Agent for the Applicant

The property owner(s) may appoint a person or a professional firm to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: _____

Phone #s: Home: _____ Mobile: _____ Business: _____ Fax: _____

Address: _____

Postal Code: _____ Email Address _____

2. LOCATION OF THE SUBJECT LAND

2.1 District of Parry Sound: **(mandatory)** Tax Roll Number: _____

Municipality / Unincorporated Township: _____

Municipal Address (Civic Address): _____

Legal Description: Concession: ____ Lot Number: ____ Registered Plan: ____ Lot(s): ____ Reference Plan: ____ Part(s): ____

Parcel Number: _____ PIN: _____

2.2 **IMPORTANT:** If there are **existing easements or restrictive covenants** affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of the relevant documentation.



3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

___ Create a new lot (or re-establish an existing parcel) / ___ Lot Addition / ___ Easement

Other: Charge ___ / Release a Mortgage ___ Lease ___

3.2 Name of party(s), if known, to whom the land or interest in land is to be transferred, leased or charged:

3.3 If a lot addition, identify the lands to which the parcel will be added? _____

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Fully complete each Section in order that your application can be process. Incomplete applications will be delayed until they are complete.)

(If 2 new lots are proposed, split the SEVERED section and apply appropriate dimensions and information through Sections 4.1 through

4.1 Description / Size <i>Metric and Imperial</i>	SEVERED		RETAINED	
Frontage	metres	feet	metres	feet
Depth	metres	feet	metres	feet
Area	hectare	acres	hectare	acres
4.2 Existing Use of Property:				
4.3 Existing Building or Structures and date of construction				
4.4 Proposed Use of the Severed and Retained Parcels				
4.5 Road Access: Provincial highway <i>MANDATORY: Provide written comments from MTO North Bay. 705-497-5401</i>				
Municipal road, maintained all year				
Municipal Road, seasonally maintained				
Other Public Road (e.g. Local Roads Board)				
Right of Way / Easement*(IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year round.				
MNRF Road Allowance <i>[Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550]</i>				
4.6 Water Access Lots: Documented proof of on-shore parking and docking facilities is mandatory. <i>(e.g. lease with an existing marina or dedication of a portion of the retained parcel provided the retained parcel provided it is accessible by land.)</i> Also provide the approximate distance of these facilities from the subject land and the nearest public road.				



4.7 Water Supply	SEVERED	RETAINED
Publicly owned and operated piped water system		
Privately owned and operated individual well		
Privately owned and operated communal well		
Lake or other water body		
Other means		
Does your property abut a lake? <i>[Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load ? **1-800-461-6290 for enquiries]</i>		

4.8 Sewage Disposal	SEVERED	RETAINED
Publicly owned and operated sanitary sewage system		
Privately owned and operated individual septic tank <i>[MANDATORY: Attach documentation of the results of the Planning Act proposal review by the North Bay Mattawa Conservation Authority 705-474-5420]</i>		
Privately owned and operated communal septic tank		
Privy		
Other Means (e.g. Advanced Treatment System) <i>** (Septic System over 10,000 litre requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)</i>		

4.9 Other Services (indicate which service(s) are available)	SEVERED	RETAINED
Electricity		
School Bussing		
Garbage Collection		



5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Please contact the Municipality of Powassan for this information.)

5.2 What is the Zoning, if any, on the subject land? (Please contact the Municipality of Powassan for this information.)

If the subject land covered by a Minister's Zoning Order, what is the Plan and registration number? _____

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

Use or Feature	On the Subject Land	Within 500 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance.
An agricultural operation including livestock facility or stockyard <i>[MANDATORY: Attach MDS work sheets from OMAFRA (Ontario Ministry of Food Agriculture and Rural Affairs)]</i>		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>		
A provincially significant wetland within 120 meters of the subject land <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i>		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site within one kilometer of the subject land		
An active mine site		
An industrial or commercial use, and specify the use (eg gravel pit)		
An active railway line		
Utility corridors (Natural Gas / Hydro Corridor)		



6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? NO YES UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

Do you know the year the property was created? _____

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subject of an application for a Zoning By-law Amendment, Minister’s Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application.



ALL OF THE FOLLOWING SECTIONS ARE MANDATORY:

10. AFFIDAVIT OR SWORN DECLARATION *(all applicant(s))*

I, _____ OF THE _____
IN THE DISTRICT OF _____ MAKE OATH AND SAY THAT THE INFORMATION CONTAINED IN THIS
APPLICATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THE DOCUMENTS THAT ACCOMPANY THIS APPLICATION IS
TRUE.

SWORN OR DECLARED BEFORE ME

AT THE _____

IN THE _____ OF _____

THIS _____ DAY OF _____

(month and year)

A COMMISSIONER OF OATHS

11. AUTHORIZATION OF AGENT *(if applicable)*

11.1 If the applicant is not the owner of the land subject in this application, written authorization of the property owner authorizing the particular person to act as their agent to make the application and represent them at the meeting when the Board considers this matter, must be submitted with this application form OR the authorization section below be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS
APPLICATION FOR CONSENT AND HEREBY AUTHORIZE _____

TO MAKE THIS APPLICATION ON MY BEHALF.

DATED: _____ **SIGNATURE OF PROPERTY OWNER** _____

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

APPOINTMENT AND AUTHORIZATION OF AN AGENT AND CONSENT TO PROVIDE PERSONAL INFORMATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR
CONSENT AND FOR THE PURPOSES OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, I AUTHORIZE
_____ TO SUBMIT THE INFORMATION REQUIRED FOR THIS PURPOSE.

DATED _____ **SIGNATURE OF PROPERTY OWNER** _____

12. CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION *(all applicant(s))*

I/WE _____, AM/ARE THE OWNER(S) OF THE LAND THAT IS THE SUBJECT OF THIS CONSENT
APPLICATION AND FOR THE PURPOSES OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY
ACT, I/WE AUTHORIZE AND CONSENT TO THE USE BY OR 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.

DATED _____ **SIGNATURE OF PROPERTY OWNER** _____