

Application No. _____

**FORM 1
PLANNING ACT
APPLICATION FOR CONSENT
TOWN OF ESSEX**

1. Name of approval authority Town of Essex

2. Date application received by municipality _____

3. Date application deemed complete by municipality _____

4. Name of registered owner _____

Telephone number _____

Address _____

Name of registered owner's solicitor
or authorized agent (if any) _____

Telephone number _____

Address _____

Please specify to whom all communications should be sent:

registered owner solicitor agent

5. Location and description of subject land:

Municipality _____

Concession No. _____ Lot(s) No. _____

Registered Plan No. _____ Lot(s) No. _____

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

Street Address _____ Assessment Roll No. _____

6. Current Size of Subject Parcel:

Frontage _____ Depth _____ Area _____

7. Are there any easements or restrictive covenants affecting the subject land?

yes no

If yes, please provide a description of each easement or covenant and its effect

8. (a) Type and purpose of proposed transaction:

Conveyance

Agricultural Area:

- farm split
- retirement lot
- surplus dwelling
- technical severance
- addition to lot

Other Areas:

- creation of new lot
- addition to lot
- technical severance

Other

- mortgage or charge
- partial discharge of mortgage
- easement/right-of-way
- correction of title
- other (specify) _____

(b) Name of person(s) [purchaser, lessee, mortgagee, etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged

(c) Relationship (if any) of person(s) named in (b) to owner (specify nature of relationship)

9. Description and use of land intended to be **severed**:

Frontage _____ Depth _____ Area _____

Existing Use _____

Proposed Use _____

Number and use of buildings and structures (both existing and proposed) on the land intended to be severed

Existing _____

Proposed _____

Is there an existing access bridge on this parcel?

- yes (locate on sketch)
- no

Is there a water service connection on this parcel?

- yes (locate on sketch)
- no

Is there a sanitary sewer connection on this parcel?

- yes (locate on sketch)
- no

10. Description and use of land intended to be **retained**:

Frontage _____ Depth _____ Area _____

Existing Use _____

Proposed Use _____

Number and use of buildings and structures (both existing and proposed) on the land intended to be retained

Existing _____

Proposed _____

Is there an existing access bridge on this parcel?

- yes (locate on sketch) no

Is there a water service connection on this parcel?

- yes (locate on sketch) no

Is there a sanitary sewer connection on this parcel?

- yes (locate on sketch) no

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

12. Access to proposed severed lot:

- Municipal Road County Road Provincial Highway
 Private Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

Access to proposed retained lot:

- Municipal Road County Road Provincial Highway
 Private Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

13. Type of water supply:

TYPE	PROPOSED LOT	RETAINED LOT
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municipally owned and operated piped water supply	<input type="checkbox"/>	<input type="checkbox"/>
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well	<input type="checkbox"/>	<input type="checkbox"/>
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Other (specify) _____

14. Type of sanitary sewage disposal:

TYPE	PROPOSED LOT	RETAINED LOT
municipally owned and operated sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>
septic tank	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		

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

16. (a) Have there been any previous severances of land from this holding?

- yes no

(b) If the answer to (a) is “yes”, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee’s name _____

Relationship (if any) to the owner _____

Use of parcel _____

Date parcel created _____

17. What is the current Official Plan Land Use designation of the subject property?

18. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under section 53 of the Act, as amended, or its predecessors?

- yes no

If yes, please indicate the file number and the decision:

19. Please indicate whether the property is the subject of an application for one of the following:

- official plan or official plan amendment approval
- zoning by-law amendment
- Minister’s zoning order amendment
- minor variance
- consent or approval of a plan of subdivision

If known, indicate the file number and status of the foregoing, application(s):

20. Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

yes no

21. Is the owner, solicitor or agent applying for any minor variance or permission to extend or enlarge under Section 45 of the Planning Act, R.S.O. 1990, as amended, in relation to any land that is the subject of this application?

yes no

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

I, _____ of the _____ in the County/District/Regional Municipality of _____ solemnly declare that all 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.

(signature of applicant, solicitor or authorized agent)

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 20 _____.

A Commissioner, etc.

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b) the distance between the subject land and the nearest landmark such as a bridge or railway crossing;
- c) the boundaries and dimensions of the parcel of land that is the subject of the application, the part that is to be severed, the part that is to be retained, and the location of all land previously severed;
- d) 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 of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- e) the current uses on land that is adjacent to the subject lands;

- f) 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;
- g) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- h) the location and nature of any easement affecting the subject land.

SAMPLE SKETCH

REQUIRED SKETCH (USE SEPARATE SHEET IF NECESSARY)

AUTHORIZATION

(Please see note below)

To: Secretary-Treasurer
Committee of Adjustment
Town of Essex

Description and Location of Subject Lands:

I/WE, the undersigned, being the registered owner(s) of the above lands hereby authorize _____ of the _____ of _____ to:

- (1) make an application on my/our behalf to the Committee of Adjustment for the Town of Essex;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by the Committee of Adjustment relevant to the application.

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

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

NOTICE TO APPLICANTS FOR LOT SEVERANCES

SEWAGE SYSTEM REVIEW

As part of the requirements for severance in the Town of Essex, the Building Department is asked to review the Application and comment on any discrepancies with Town By-Laws, The Ontario Building Code, or other applicable law.

During the review a visit to the site may be necessary. While at the site the Building Inspector may inspect the entire sewage system (septic system) to verify conformance with Part 8 of the Building Code. If the sewage system is found to be deficient, there may be a condition that the sewage system be upgraded or replaced. If the system is not upgraded by the expiration date, the severance approval would lapse but the sewage system may still be required to be brought up to code.

It may be in your best interest to consult a licensed private sewage system installer prior to completing your application for consent.

Your responsibility as an applicant

- consider severance application carefully
- if a septic system review is required please contact the Building Department to schedule an on site meeting
- provide unhampered access to property
- provide information on the location for sewage system components
- if not sure of locations you can consult a private sewage system installer to locate and verify all sewage system information

What the Building Inspector looks for during inspection

- verify that all components of the sewage system are in place
- septic tank (primary treatment of sewage)
- weeping bed (secondary treatment of effluent)
- verify that existing system is functioning properly (no effluent outcropping)
- determine if there are any illegal connections to ditches, field tiles, overflows, or “hot taps”
- “severed” and “retained lots” will be inspected equally.

Signature of Applicant