



TOWN OF GEORGINA
Civic Centre, Keswick, Ontario L4P 3G1

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CONSENT APPLICATION GUIDE

1. PURPOSE OF THE APPLICATION

A consent to a land severance is an authorization to separate one parcel of land from another adjoining parcel in order to sell it or mortgage it or in order to lease it for more than 21 years. As of 1984-04-01, the Committee of Adjustment, appointed by Council, reviews and makes decisions on consent applications.

The purpose of this ***Consent Application Guide*** is to set forth the information required by the Committee to allow it to properly evaluate your application.

The attached application forms are to be used only when applying to the Committee of Adjustment for the Corporation of the Town of Georgina.

2. APPLICATION FEES

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2011-0015(PL-7), as amended. A copy of the fee schedule is attached for reference. The basic application fee (payable to the Town of Georgina) is required to cover normal costs incurred in processing a consent application.

In accordance with By-law No, 98-165 (BU-I), applications requiring review by the Town of Georgina On-Site Sewage Inspector must be accompanied with a completed ON-SITE SEWAGE INSPECTION form. The coloured form, attached to this guide, must be completed and submitted to the Secretary-Treasurer at the Town office at the same time the application for consent is submitted. The fee (payable to the Town of Georgina) and application are then forwarded to the On-Site Sewage Inspector. The Inspector must submit comments to the Committee of Adjustment regarding your application, therefore the fee is payable, to help, in part, cover the cost of preparing such a report.

NOTE: You are **exempt** from the \$200.00 fee, if the new lot:

- i. Is serviced by municipal sanitary sewers
- ii. Comprises a public highway
- iii. Is designated for the purpose of an easement
- iv. Is Larger than 4 hectares (10 acres)

- v. Is land on which the owner lives and from which he/she derives their chief source of income by farming, where no person other than the applicant and one or more members of their immediate family* are parties to the transaction for which the application is made.

*Immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent or legal guardian.

Please be advised that effective April 1, 2004 the Board of Directors of the Lake Simcoe Region Conservation Authority (LSRCA) adopted Staff Report 13-04-BOD which provided for the collection of fees for the review of planning and engineering submissions to the Conservation Authority. A fee in the amount of \$500.00 is required and will be collected by the Town of Georgina on behalf of the LSRCA for the review of your consent application if the subject property is regulated by LSRCA.

3. APPLICATION FORM

The application should be completed by the property owner or his solicitor or authorized agent and returned to the Secretary-Treasurer for the Committee of Adjustment at the provided Civic Centre address. Where it is being made by a solicitor or agent, **Section 18** of the application form must be completed by the owner.

It is important to note that your signature on the application forms must be witnessed by a Commissioner (**sections 17 & 19**). Commissioners are available at the Civic Centre.

4. INFORMATION REQUIRED

Make sure **ALL** the questions on the application form are answered in full or marked "not applicable" as the case may be. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Committee of Adjustment will return the application or refuse to further consider the application until the information and fee have been provided.

5. SKETCH

A detailed sketch must accompany each application submitted. See **Section 10** of the Application Form for details.

NOTE: While a legal survey of the land is not initially required with the application, it is important to note that a deposited reference plan (a legal survey deposited in the Registry Office) of the land will be required if the application is approved. Such plan should show the property to conform with the application as approved.

6. APPLICATION PROCESS

Once the **COMPLETED** application has been submitted, a copy of the application and request for written comments thereon is sent to various agencies. A notice of your

proposal is also sent to property owners within 60 metres (200 feet) of your property and these owners will have the right to attend the scheduled Hearing and express any concerns or support they may have to the Committee.

If the Committee decides to approve the application, in most cases there will be conditions stipulated and these conditions must be fulfilled prior to granting the consent. The applicant has one year to fulfill conditions, otherwise the application is deemed to be refused.

The applicant, or any person or public body, can appeal the decision and any or all of the conditions to the Ontario Municipal Board (O.M.B.) within 20 days of issuing the notice of decision. If an appeal is lodged with the required OMB form and \$300.00 fee, relevant information is forwarded to the OMB, who will then hold a public hearing to decide the final disposition of the application.

If the Committee of Adjustment proposes not to approve the application, the Secretary-Treasurer will send a notice, giving the reasons for the proposed refusal. The applicant, or any person or public body has up to 20 days from the notice to appeal the decision to the OMB. If at the end of the 20 days there is no appeal, the refusal decision becomes final.

*The applicant can appeal the application to the OMB if a decision has not been reached on the consent request within 60 days of the Committee of Adjustment's receipt of a complete application, containing **all** of the **prescribed or mandatory information**. Before filing a notice of appeal, the applicant should determine the status of the file since it might be possible for the Committee of Adjustment to make a decision on the application within a reasonable time.*

More information can be found on the OMB website at www.omb.gov.on.ca.

All information must be provided at the submission time.

For appeals submitted by the applicant, an additional separate administrative fee is to be submitted to the Town as prescribed under By-law 2011-015 (PL-7), as amended, by certified cheque and made payable to the "Town of Georgina". Additional fees are required of the applicant where the decision of the Committee of Adjustment is appealed by a 3rd party (refer to By-law 2011-015 (PL-7) as amended).

7. CONDITIONS OF APPROVAL

The Committee may impose such conditions to the approval of the application for consent as, in its opinion are advisable, and in particular, may impose the following as conditions:

- i. That land in an amount determined by the Town, but not exceeding 5% (residential) or 2% (commercial/industrial) of the subject land, be conveyed to the municipality for park purposes or alternatively require payment of a park levy in lieu of the deeding of the land to the Town, the amount of the levy not to exceed 5% (residential) or 2% (commercial/industrial) of the value of the subject land.
- ii. When the proposal abuts an existing highway, that sufficient land be deeded to the appropriate road authority to provide for the widening of the highway.
- iii. That the owner of the land enter into one or more agreements with the Municipality dealing with such matters as the Committee may consider necessary, including the provision of municipal services.
- iv. That the owner submit six white prints of a deposited reference plan of survey of the property.
- v. That the owner submit two executed deeds conveying the subject land.

FULFILMENT OF CONDITIONS

All conditions imposed by the Committee must be fulfilled within one year of the date of the notice of the Committee's decision. No extensions beyond the one year period are permitted and should all conditions not be met within that time, the application is considered to be refused.

8. OFFICIAL PLANS/ZONING BY-LAWS

Prior to submitting the application for consent, your proposal should be discussed with Planning staff at the Civic Centre to ascertain whether it will conform with the provisions of the Official Plan and Zoning By-law. **The Planner is required to sign *Section 9 on the application prior to submitting the application.*** If the proposal does not conform, it should be altered so that it does conform, or if, following consultation with Planning staff it appears reasonable to do so, consideration should be given to making application to Council for appropriate amendment(s) to the relevant planning document(s) or to the Committee of Adjustment for a minor variance.

Failure to observe the foregoing may result in the consent application being refused. Conformity with the Official Plan and Zoning By-law does not mean the application will automatically be approved; under the *Planning Act*, the Committee is also required to have regard, among other matters, to the health, safety, convenience and welfare of the future inhabitants of the municipality and to the following:

- a) Whether a Plan of Subdivision under Section 50 of the *Planning Act*, of the land described in the application is necessary for the proper and orderly development of the Municipality;
- b) Whether the proposal conforms to adjacent lots;
- c) Whether the proposal is premature or necessary in the public interest;
- d) The suitability of the land for the purpose for which consent is required;
- e) The dimensions and shape of any proposed lot;

- f) The restrictions or proposed restrictions, if any, on the land, buildings and structures proposed to be erected thereon and the restrictions, if any, on adjoining lands;
- g) Conservation of natural resources and flood control;
- h) The adequacy of utilities and Municipal services;
- i) Adequacy of school sites;
- j) The area of land, if any, within the proposal that, exclusive of highways, is to be conveyed for public purposes;
- k) The location and adequacy of roadways serving the lands to be severed;
- l) The physical layout of the lots having regard to energy conservation; and
- m) The effect of the development on matters of Provincial interest referred to in Section 2 of the Act.

9. TIPS THAT CAN HELP

A) IS CONSENT THE WAY TO GO?

Generally, the creation of new lots by consent may be considered where:

- Only one or two are proposed;
- No more than two lots have been severed from the parcel since 1970, when approval of lot creations became mandatory;
- The new and remaining lots will have direct access to an existing publicly-owned and maintained road;
- Extensions of municipal or communal sewer or water services are minor and can be done at no cost to the municipality.

B) WHERE CAN NEW LOTS BE CREATED?

Generally, only limited development is permitted in rural areas. This helps protect the natural environment, the natural resources, the character of rural areas and also discourages the inefficient provision of services.

New lots created for permanent, year-round use should be located in existing, built-up areas.

All new lots must be suitable for their intended use. For example, new lots must be large enough to accommodate the proposed building and all servicing requirements.

C) WHERE CAN'T NEW LOTS BE CREATED?

Generally, lots cannot be created on provincially significant wetlands, prime agricultural lands, lands containing mineral aggregate resources, hazardous lands such as steep slopes and areas susceptible to flooding, or where fish or wildlife habitats will be disturbed.

New lots cannot be created where they are not compatible with the surrounding land uses. For example, a new lot for a house probably would not be permitted next door to a factory or a waste disposal site.

D) WHAT KIND OF ACCESS DO NEW LOTS NEED?

Any new lot must provide safe, long-term access for all vehicles, including service and emergency vehicles.

Generally this means:

- Lots should be located on publicly-owned roads which are maintained year round;
- A limited number of seasonal residential lots on private roads may be considered, on an infill basis, provided they won't be converted to permanent residential use and they have registered rights-of-way with direct access to a public road;
- Water access may be acceptable for cottage lots if the lots are in a remote location, where future demand for road access is not anticipated; lots should be located within a reasonable distance to publicly-owned and maintained parking, docking and boat launching facilities.

E) WHAT KIND OF SERVICES DO NEW LOTS NEED?

- Where municipal sewer and water services exist, lots should hook into that service;
- Where municipal services cannot be provided, municipally-owned communal services are preferred;
- In other areas, a new lot must be acceptable for the installation of a septic tank and tile bed system and wells;
- Lake water for cottage lots may be permitted, subject to the approval of the Ministry of the Environment and Energy.

10. COMPREHENSIVE SET OF POLICY STATEMENTS

In keeping with its role as policy maker, the Province has established a Comprehensive Set of Policy Statements (CSPS) on a variety of provincial interests. These policy statements summarize existing policies and positions that affect land use planning. Decisions on planning applications must be consistent with all applicable policies.

11. METRIC CONVERSION

To convert:

a) **Feet to metres** → Multiply the number of feet by 0.3048

b) **Square feet to square metres** → Multiply the number of square feet by 0.092903

c) **Square metres to hectares** → Move the decimal point four places to the left

E.g. 7985 square metres = 0.7895 hectares

d) **Acres to hectares** → Multiply the number of acres by 0.4046856

TOWN OF GEORGINA
COMMITTEE OF ADJUSTMENT
CONSENT APPLICATION CHECKLIST FOR OWNER/SOLICITOR/AGENT

Please read and complete this form checking boxes (✓) and return with your application:

1. The '**Consent Application Guide**' has been read by the owner/agent/solicitor.
2. **The proposal has been discussed with municipal Planning staff.**
3. All questions on the application have been fully completed, checked (✓) or marked 'not applicable'.
4. The application has been signed by the owner(s) or a duly authorized agent. **NOTE:** if a corporation is the owner, please place the corporation's seal over the signature of the signing officer of the corporation and designate. Note: Original signatures are required for the record.
5. **Section 18** (Consent of the Owner) of the Application Form has been signed and dated by the owner, appointing an agent (if applicable) to act on behalf of the owner. **NOTE:** Anyone appearing before the Committee other than the owner or duly appointed agent will be required to file with the Committee, written authorization of the owner to speak on behalf of the owner. Note: Original signatures are required for the record.
6. **Section 17** (Affidavit or Sworn Declaration) of the Application Form has been properly sworn before a Commissioner of Oaths.
7. **Section 19** (Affidavit) of the Application Form has been properly sworn before a Commissioner of Oaths.
8. Two (2) legible copies of a legal survey, prepared by an Ontario Land Surveyor, accurately drawn to a metric scale and clearly showing the owner's entire land holding and all other land abutting in which the owner has an interest as set out in **Section 10** of the Application Form, are enclosed.
9. The parcel to be conveyed or otherwise dealt with by the Committee of Adjustment has been outlined in **RED** and marked **SUBJECT LAND** on each copy of the plan mentioned in item #8 above.
10. With reference to **Section 10(d)** of the application, distances of all buildings and structures, etc., from the proposed boundaries of the lots, have been accurately indicated (**in metric units**).
11. Any building, etc., that is to be demolished has been so marked.
12. Municipal taxes have been paid to date in reference to lands which are applicable to this application.
13. The Application Fee for new lot creation and for all other Consent Applications (payable by Cheque to Town of Georgina), is enclosed.
14. The On-site Sewage Inspection form (yellow copy) has been fully completed and the required \$200.00 fee (payable by Cheque to the Town of Georgina), is attached and enclosed, respectively.
15. The Lake Simcoe Region Conservation Authority's review fee of \$500.00 (payable by Cheque to the Lake Simcoe Region Conservation Authority), is enclosed.

NOTE: EXCEPT FOR REQUIRED SIGNATURE, ANSWERS MUST BE TYPED OR NEATLY PRINTED IN DARK INK. ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED, CHECKED (✓) OR MARKED 'NOT APPLICABLE' AS THE CASE MAY BE. MEASUREMENTS MUST BE IN METRIC ON THE SITE PLAN AND THE APPLICATION. THE APPLICATION MUST BE REVIEWED AND SIGNED BY A PLANNER BEFORE SUBMISSION.

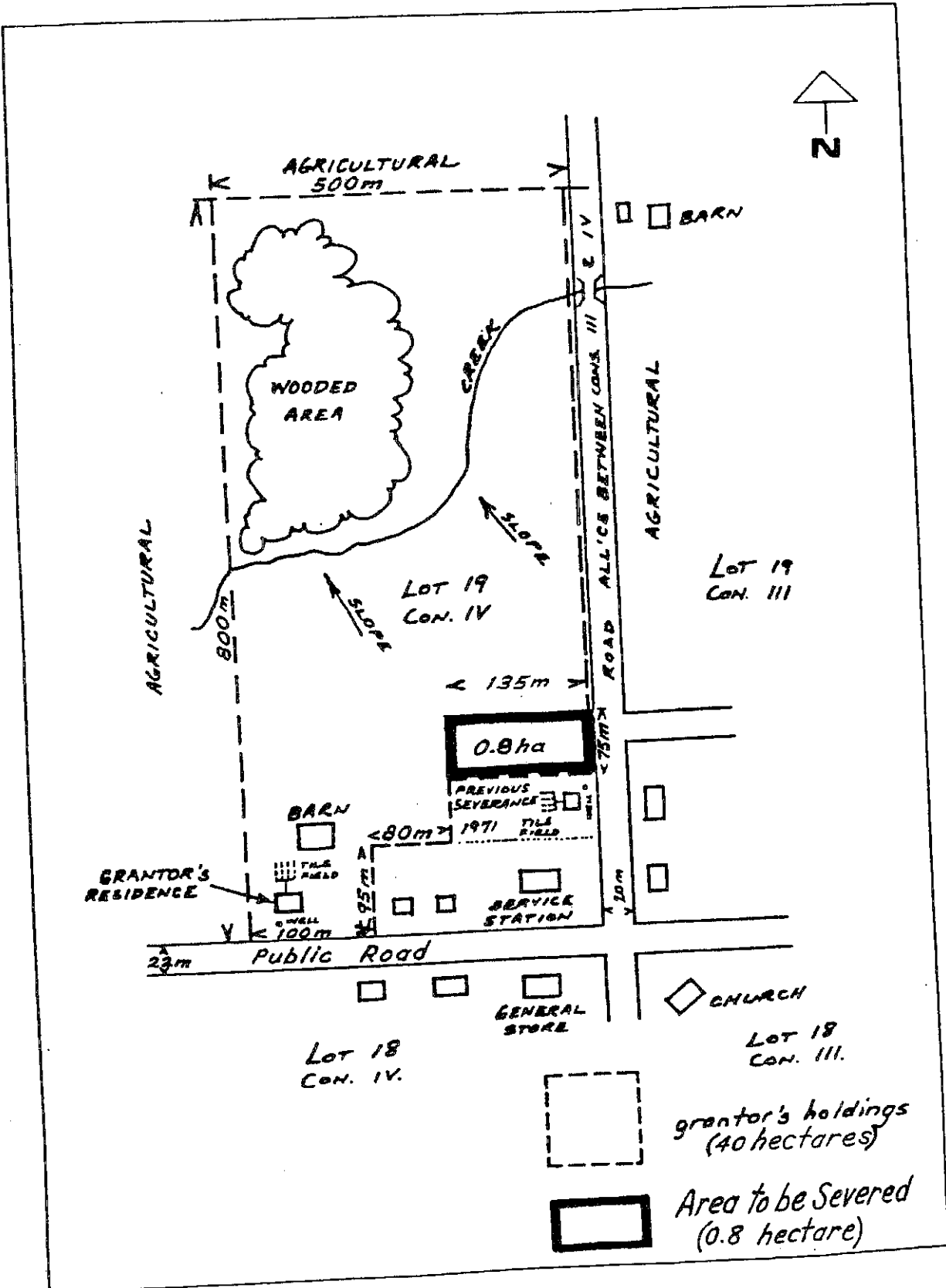
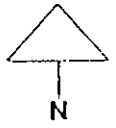
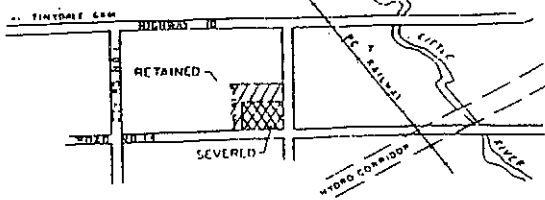
Signature of Owner/Agent/Solicitor

Sample Sketch

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

Key Map



**SCHEDULE 'A' TO BY-LAW 2011 – 0015 (PL-7) AS AMENDED BY
BY-LAW NUMBERS 2012-0050 (PL-7), 2016-0021 (PL-7); and
2017-0116 (PL-7)**

**PLANNING APPLICATION AND SERVICE FEES
As Amended – Effective January 1st, 2018**

DEVELOPMENT AREA PLANS (DAP)

New DAP or <i>Major</i> Review/Update to an Existing DAP.....	\$14,475
Consideration of a <i>Minor</i> Revision to an Existing DAP.....	\$7,668

Major:

- Any significant change to text or schedules of the DAP, required as a result of implementing new Town, Regional and/or Provincial Plans or policies
- Any change as determined to be major by the Director of Development Services

Minor:

- Any minor change to text or schedules of an existing DAP
- Any change as determined to be minor by the Director of Development Services

OFFICIAL PLAN AMENDMENT APPLICATION

Major Application Fee (see note below).....	\$14,475
Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial)...	\$228
Additional Planning Report (after first two).....	\$907

Minor Application Fee (see note below).....	\$7,668
Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial)...	\$228
Additional Planning Report (after first two).....	\$907

Major Amendment: an application which is relatively large in scale or scope which may have a significant impact or policy implication beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment having broader municipal or regional implications and/or requiring Regional approval
- Amendment affecting a large geographic area or multiple properties
- Any Industrial, Commercial, Institutional (ICI) application for development exceeding 250m² in gross floor area
- Any residential development exceeding 3 lots/units
- Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.)
- Significant change to text or policies or schedules of the Plan
- Re-designation of land use category
- Any amendment as determined to be Major by the Director of Development Services

Minor Amendment: an application that is relatively small in scale and likely having minimal impact or issues beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment having little or no broader municipal or regional planning implications and/or has been exempted from Regional approval
- Amendment affecting a small geographic area or single property
- Minor change to text or policies and/or schedules of the Plan
- Any ICI application for development up to 250m² in gross floor area
- Any residential development up to 3 lots/units
- Any amendment as determined to be Minor by the Director of Development Services

ZONING BY-LAW AMENDMENT APPLICATION

Major Application Fee (see note below).....	\$11,309
Additional Public Meeting (after first two).....	\$1,755
Additional Public and/or Agency Circulation (after initial)...	\$228
Additional Planning Report (after first two).....	\$907

Schedule 'A' to By-law 2011 – 0015 (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018
Town of Georgina

Major Amendment: an application which significant in scale or scope which may have an impact beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment affecting a broad geographic area or multiple properties
- Amendment having broader municipal or regional planning implications
- Any ICI application for development exceeding 250m² in gross floor area
- Any residential development exceeding 3 lots/units
- Any development requiring 3 or more major studies (e.g. transportation, traffic, environmental, hydrogeological, market analysis, etc.)
- Amendment requiring creation of a new zone category
- Any amendment affecting a brownfield site, or an influence area/separation distance for an industrial use, mineral aggregate use, waste management facility or communal sewage disposal facility
- Any amendment for a mixed-use zoning
- Interim Control By-law (Sec. 38 of Planning Act)
- Increased Density By-law (Sec. 37 of Planning Act)
- Any amendment as determined to be Major by the Director of Development Services

Minor Application Fee (see note below).....	\$6,956
Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial)....	\$228
Additional Planning Report (after first two).....	\$907

Minor Amendment: an application that is small in scale and having minimal or no impact beyond the subject lands. Such applications may include, but not necessarily be limited to:

- Amendment affecting a small geographic area or individual site or property specific change to one or more zone standards, such as permitting a dwelling on a rural “undersized” lot
- Addition of one or more permitted uses with no significant impact on existing development standards
- Any ICI application for development up to 250m² in gross floor area
- A rezoning or change of standards for up to 3 residential lots/units
- Renewal of Interim Control By-law (2nd or subsequent year)
- Rezoning required as a result of a lot addition or boundary adjustment for a residential or minor non-residential lot addition or boundary adjustment
- Rezoning required to legalize an existing accessory apartment or second dwelling unit
- Any amendment as determined to be Minor by the Director of Development Services

REZONING TO PERMIT A NEW (I.E. YET TO BE CONSTRUCTED) ACCESSORY APARTMENT OR SECOND DWELLING UNIT.....\$3,395

REMOVAL OF HOLDING OR “H” ZONE PROVISION..... \$1,698

TEMPORARY USE BY-LAW APPLICATION OR EXTENSION

Application Fee.....	\$6,956
Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial)....	\$228
Additional Planning Report (after first two).....	\$907

PART LOT CONTROL APPLICATION

Application Fee.....	\$850
	Plus: \$115 per lot or unit

RESTRICTIVE COVENANT AGREEMENT

Application Fee.....	\$1,135
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COMMITTEE OF ADJUSTMENT APPLICATIONS

File Maintenance Fee.....	\$426 per year
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Consent (Lot creation, Lot Addition/Boundary Adjustment)

Application Fee per lot/unit/parcel created.....	\$2,264
Additional COA Meeting.....	\$623
Additional Public and/or Agency Circulation (after initial)....	\$115
Additional Planning Report (after first report).....	\$454

Schedule 'A' to By-law 2011 – 0015 (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018
Town of Georgina

Change of Consent Conditions.....	\$1,304
Additional COA Meeting.....	\$228
Additional Public and/or Agency Circulation (after initial)....	\$115
Additional Planning Report (after first report).....	\$454
Consent Agreement.....	\$1,020
<i>(Preparation of agreement and registration; fees are exclusive of any financial security, administrative or other fee set out in the agreement.)</i>	
Validation of Title, Easement, Title Clearance, Mortgage Discharge, Foreclosure, Power of Sale, Partition Order, Land Leases	
Application Fee.....	\$567
Additional COA Meeting.....	\$228
Additional Public and/or Agency Circulation (after initial).....	\$115
Additional Planning Report (after first report).....	\$115
Minor Variance, Non-Conforming Uses, Other Permissions	
Application Fee.....	\$567
Additional COA Meeting.....	\$228
Additional Public and/or Agency Circulation (after initial).....	\$115
Additional Planning Report (after first report).....	\$115
Minor Variance Agreement.....	\$228

SITE PLAN CONTROL APPLICATIONS

Major Application Fee (see note below).....	\$12,439
Additional Public Meeting (after first mtg).....	\$3,629
Additional Public and/or Agency Circulation (after initial).....	\$907
Additional Planning Report (after first rpt).....	\$765

Major Application applies to:

- Any Industrial/Commercial/Institutional (ICI) use or mixed use development exceeding 500 m² of gross floor area
- A re-use/re-development of an existing building, including a building expansion/addition exceeding 50 m² of gross floor area
- A residential building or development exceeding 25 lots/units
- A development affecting a large geographic area or multiple properties
- A theme park or large scale recreational/commercial use such as a golf course, marina, resort, casino
- An application as determined to be Major by the Director of Development Services

Graduated Site Plan Control Fee (see note below).....	\$6,787
Additional Public Meeting (after first mtg).....	\$3,629
Additional Public and/or Agency Circulation (after initial).....	\$907
Additional Planning Report (after first rpt).....	\$765

Note: Base Fee Plus additional fees as follows:

- \$25/m² for any new ICI use or mixed use development exceeding 250 m² and up to 500 m² in gross floor area
- \$283/residential unit/lot for any development exceeding 5 lots/units up to 25

Minor Application Fee (see note below).....	\$6,787
Additional Public Meeting (after first mtg).....	\$3,629
Additional Public and/or Agency Circulation (after initial).....	\$907
Additional Planning Report (after first rpt).....	\$765

Minor Application applies to:

- A development with 5 or fewer residential lots/units
- A re-use/re-development of an existing building, including a building expansion/addition of up to 50 m² of gross floor area
- An application as determined to be Minor by the Director of Development Services

Major Amendment to Existing Site Plan
 (see note below)

Application Fee	\$4,525
Additional Public Meeting (after first mtg).....	\$3,629
Additional Public and/or Agency Circulation (after initial).....	\$907
Additional Planning Report (after first rpt).....	\$765

Major: any amendment greater than 40% expansion to existing gross floor area, or any amendment as determined to be Major by the Director of Development Services

Minor Amendment to Existing Site Plan
 (see note below)

Application Fee.....	\$2,264
Additional Public Meeting (after first mtg).....	\$3,629
Additional Public and/or Agency Circulation (after initial).....	\$907
Additional Planning Report (after first rpt).....	\$765

Minor: Any amendment equal to or less than 40% expansion to existing gross floor area, any request to extend the duration of Site Plan Approval, or any other amendment or application as determined to be Minor by the Director of Development Services

Subsequent Site Plan Submissions – after 3rd

Each subsequent submission and review after
 3rd submission25% of initial fee

Preparation of Site Plan Agreement.....\$3,822

Amendment to Site Plan Agreement.....\$1,529

Minor/Temporary Use Agreements (ex. Sales Trailers, etc.)

Minor/Temporary Use Agreement	\$2,548
Amendment to Minor/Temporary Use Agreement	\$1,019

Site Plan Inspection (see note below)

➤ 5.4% of estimated construction cost – minimum \$4,000

Note: That the 5.4% Fee – minimum \$4,000 for Site Plan Applications shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.).

PLAN OF SUBDIVISION AND/OR CONDOMINIUM

Draft Plan of Subdivision or Condominium

Application Fee.....	\$18,940
Plus: \$286 per residential unit/lot for first 25 units/lots	
\$172 per residential unit/lot for 26-50 units/lots	
\$115 per residential unit/lot for 51+ units/lots	
\$793 per Institutional/Commercial/Industrial unit/lot/block	
\$793 per Mixed Use unit/lot/block	

Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial).....	\$228
Additional Planning Report (after first two).....	\$907

Extension of Draft Plan Approval

Application Fee.....	\$3,395
Additional Public Meeting (after first one).....	\$1,698
Additional Public and/or Agency Circulation (after initial).....	\$228
Additional Planning Report (after first one).....	\$907

Revise or Alter an Approved Draft Plan Requiring Council Approval

Application Fee.....	\$3,395
Additional Public Meeting (after first two).....	\$1,698
Additional Public and/or Agency Circulation (after initial).....	\$228
Additional Planning Report (after first two).....	\$907

Request to Change to Conditions.....\$2,321
(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any financial security, administrative or other fee set out in the agreement.)

Draft Plan of Condominium Requesting Exemption from
Sec. 51- *Planning Act* Processing Requirements
(applns. Per Sec. 9(7) – Condominium Act)
Application Fee.....\$6,787
Additional Public Meeting (after first one).....\$1,698
Additional Public and/or Agency Circulation (after initial).....\$228
Additional Planning Report (after first one).....\$907

Preparation of Subdivision / Condominium Agreement.....\$6,956

Amendment or Revisions to Agreement for Each Phase
Subsequent to 1st Phase
Application Fee.....\$4,638
Additional Public and/or Agency Circulation (after initial).....\$482
Additional Planning Report (after first one).....\$907

Amendment to Agreement\$2,321
(Applies only to an existing approved plan where no new lots/units/blocks are created. Fees are exclusive of any financial security, administrative or other fee set out in the agreement.)

Compliance Certificate for Clearance of Conditions
And Final Approval and Registration
For the Second and each subsequent phase.....\$2,321 per phase

Engineering Submission Review:
Review of Engineering Submissions – max. 3 (see note below)
➤ 5.4% of estimated construction costs of which 1% is due and payable with 1st submission

Note: That the 5.4% Fee for Subdivision Applications shall not be subject to annual indexing based on the Consumer Price Index (C.P.I.).

Review of each subsequent submission after 3rd submission
➤ 25% of initial fee

Plot Plan Review - Single family or Semi-detached\$306 per lot

Plot Plan Review - Townhouse.....\$306 per residential unit in a townhouse block

DEEMING BY-LAW OR REPEAL OF DEEMING BY-LAW

Application Fee.....\$962
Plus: \$115 per lot

PROPERTY INFORMATION REPORTS

Application Fee.....\$139 per property

LEGAL COSTS

All Town incurred legal fees associated with the processing of any application at any stage, including, but not necessarily limited to, the review and/or preparation of any related documents, agreements, etc. shall be paid in full by the applicant, plus an additional 15% administrative fee.

CONSULTANTS COSTS

The Town may engage consultants to conduct reviews (e.g. Peer Reviews) and evaluate studies, in which case the costs incurred will be charged back to the applicant, plus an additional 15% administrative fee.

LANDSCAPE ARCHITECT COSTS

At the Town’s discretion, the Town’s Landscape Architect may conduct reviews and evaluate studies in association with conditions of development application approvals, in which case the cost determined on an hourly basis incurred will be charged back to the applicant, plus an additional 15% administration fee.

RADIOCOMMUNICATION TOWER SITING

Application Submission Fee.....\$3,395
Prior to Staff Report to Council Regarding Concurrence
Request.....\$3,395

Transition:

Any person who has proposed to establish a radiocommunication tower prior to May 28, 2012 shall be required to pay the Corporation of the Town of Georgina the fee of \$6,788 prior to a staff report to Council regarding a concurrence request.

REFUND POLICY

Refunds are at the discretion of the Director of Development Services, and all requests for refunds must be made in writing to the Director. Refunds will be based on the following criteria:

Committee of Adjustment Applications:

- Application has been received and the circulation list has been prepared - 2/3 of fee refunded;
- Hearing date has been confirmed and Notices of Hearing have been mailed - 1/3 of fee refunded;
- Hearing has been held – No Refund.

All other Applications:

- Up to 75% of the planning application fee required may be refunded if the application is withdrawn prior to the circulation to the commenting agencies; less a 15% administrative fee.
- Up to 50% of the planning application fee required may be refunded if the application is withdrawn after the circulation to the commenting agencies, but prior to one of the following: any public meetings; preparation of staff reports; or drafting of agreements and/or by-laws; less a 15% administrative fee.
- No refund of fees will be given after a public meeting has been held or after staff reports or by-laws have been prepared.

ONTARIO MUNICIPAL BOARD APPEALS

- Administrative Referral Fee.....\$169
Note: Due and payable to the Town of Georgina upon receipt of an appeal with respect to any application.
- Appeal Deposit where approval authority decision is appealed by a 3rd party:
 - For appeals against major official plan amendments, major zoning by-law amendments, plans of subdivision or plans of condominium
Deposit.....\$25,000
 - For all other appeals
Deposit.....\$10,000

Note: Deposits on 3rd party appeals are due and payable upon receipt of an appeal with respect to the application(s). The said deposit shall be paid by the applicant. Fees incurred by the Municipality above and beyond the amount of the deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of the deposit required, the appropriate refund will be issued to the applicant. Furthermore, failure to pay the appeal deposit, or maintain

Schedule 'A' to By-law 2011 – 0015 (PL-7)
Planning Applications and Services Fee By-law
As Amended – Effective January 1st, 2018
Town of Georgina

the deposit as required may result in the Town's refusal to provide services in support of the application at the Ontario Municipal Board.

CIVIC CENTRE
26557 Civic Centre Road
KESWICK, ONTARIO
L4P 3G1
Ph: (905) 476-4301
Fax: (905)476-4394

TOWN OF GEORGINA
Committee of Adjustment

CONSENT APPLICATION

APPLICATION NO. B _____
DATE APPLICATION SUBMITTED: MM ____ DD ____ YY ____
DATE COMPLETED APPLICATION RECEIVED: MM ____ DD ____ YY ____

UPDATED: December, 2016

**NOTE TO APPLICANTS: INFORMATION MUST BE IN DARK PEN
MEASUREMENTS MUST BE IN METRIC ON THE SITE PLAN AND THE APPLICATION**

The information in this form that **must** be provided by the applicant is indicated by ➤ on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 41/95 made under the *Planning Act*. The mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the application will be returned or refused any further consideration until the information and fee have been provided.

The application form also sets out other information that will assist the Committee of Adjustment and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE TOWN OF GEORGINA UNDER SECTION 53 OF THE PLANNING ACT, S.O., 1990, AS AMENDED, FOR CONSENT, AS DESCRIBED IN THIS APPLICATION.

PLEASE PRINT AND COMPLETE OR (✓) APPROPRIATE BOX(ES)

1. APPLICANT INFORMATION

➤ **NAME OF OWNER(S):** _____
(When registered owner is a numbered company, please provide name company is operating under)

➤ Check one only: Registered Owner(s) of total parcel *Beneficial Owner(s) of total parcel

1. If you are not the registered owner (that is, the person or firm actually holding the fee in the entire parcel) but are showing yourself as the beneficial owner of the entire parcel by virtue of an agreement of sale and purchase, please attach one legible copy of such agreement to the back of this application.
2. If your agreement of sale and purchase affects only the land that is the subject of this application (or remainder) you may not show yourself as beneficial owner for the purposes of this application, and must show the owner who holds title to the entire parcel.

ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: HOME: () _____ **BUSINESS:** () _____ **FAX:** () _____

EMAIL: _____

2. SOLICITOR/AUTHORIZED AGENT INFORMATION

➤ (OWNER'S AUTHORIZATION IS REQUIRED FOR SOLICITOR/AGENT TO ACT ON THEIR BEHALF)

NAME: _____

ADDRESS: _____

POSTAL CODE: _____

TELEPHONE: HOME: () _____ **BUSINESS:** () _____ **FAX:** () _____

EMAIL: _____

3. MORTGAGEES/HOLDERS OF CHARGES ETC

➤ Name(s) mailing address(es) and Postal Codes of any Mortgagees, Holders of Chargers or other encumbrances must be included with this application:

_____ **POSTAL CODE:**

4. LOCATION OF THE SUBJECT LAND

➤ **LOCATION OF PROPERTY:**

MUNICIPALITY: *TOWN OF GEORGINA*

CONCESSION: _____ **LOT NO.:** _____

REGISTERED PLAN: _____ **LOT(S)/BLOCK(S):** _____

REFERENCE PLAN: _____ **PART NO.:** _____

NAME OF STREET: _____ **STREET NO:** _____

ROLL NO.: _____

5. EASEMENTS/RESTRICTIVE COVENANTS

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

No Yes If **Yes**, describe the purpose of the easement or covenant and its effect.

6. PURPOSE OF THIS APPLICATION

➤ Type and purpose of proposed transaction (check appropriate box).

Transfer Creation of a new lot Addition to a lot An easement

Other purpose

Other A charge A lease A correction of title

➤ Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

If a lot addition, identify the lands to which the parcel will be added.

7. CURRENT APPLICATIONS

➤ Is the subject land currently the subject of a proposed official plan or official plan amendment?

Yes No Unknown If **yes**, and **if known**, specify status of the application.

➤ Is the subject land the subject of an application for a zoning by-law amendment, minor variance, or approval of a plan of subdivision?

Yes No Unknown If **yes**, and **if known**, specify status of the application.

8. HISTORY OF SUBJECT LAND

- Date property acquired. _____ (DD/MM/YY)
- Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the **Planning Act**?
- Yes No Unknown

If **Yes**, and if **known**, provide the file number and the decision made on the application.

Is this a resubmission of an earlier proposal?

Yes No If yes, indicate Application No. _____

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

Yes No

If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

9. LAND USE

- What is the existing official plan designation(s), if any, of the subject land? **TO BE INITIALLED BY THE PLANNER. (BEFORE SUBMISSION)**
-

What is the present zoning of the subject land? **TO BE INITIALLED BY THE PLANNER.**

What is the map #? _____ **TO BE INITIALLED BY THE PLANNER.**

Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check (✓) the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
Agricultural operation	<input type="checkbox"/>	<input type="checkbox"/>
A landfill	<input type="checkbox"/>	<input type="checkbox"/>
Sewage treatment plant	<input type="checkbox"/>	<input type="checkbox"/>
Waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
Provincially significant wetland (Class 1, 2 or 3)	<input type="checkbox"/>	<input type="checkbox"/>
Provincially significant wetland within 120 m of subject land.		N/A
Flood plain	<input type="checkbox"/>	<input type="checkbox"/>
Industrial/Commercial use	<input type="checkbox"/>	<input type="checkbox"/>

10. SKETCH

- To help you prepare the sketch, refer to the attached Sample Sketch.
- The application shall be accompanied by a sketch (maximum size 8 ½ X 14") drawn to scale and showing:
- abutting land owned by the grantor, its boundaries and dimensions;
 - the distance between the grantor's land and the nearest township lot line or appropriate landmark (eg. bridge, railway

crossing, etc.);

10. SKETCH (Cont'd...)

- c) the parcel of land owned, showing the boundaries and dimensions of the parcel and showing the part of the parcel that is to be conveyed or otherwise dealt with, the part that is to be retained and the location of all land previously conveyed;
- d) the approximate location of all natural and artificial features on the subject land (eg. buildings, railways, highways, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells and septic tanks) and the location of any of these features on adjacent lands which may affect the application;
- e) the use of adjoining land (eg. residential, agricultural, cottage, commercial etc.);
- f) the location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads, rights-of-way or unopened road allowances;
- g) the location and nature of any restrictive covenant or easement affecting the subject land.
- h) directional north arrow.

➤ Description of property as Shown on Sketch	Subject Land	Retained Land	Beneficiary Land (If applicable)
	Frontage (metres)	_____	_____
Depth (metres)	_____	_____	_____
Area (square metres/hectares)	_____	_____	_____

➤ Use of property	Subject Land	Retained Land
Existing Use	_____	_____
Proposed Use	_____	_____

➤ Buildings (Please include description and approximate date of construction).	Subject Land	Retained Land
Existing	_____	_____
	_____	_____
Proposed	_____	_____
	_____	_____

11. ROAD ACCESS

➤ Road Access	Subject Land	Retained land
Ownership		
Municipality	<input type="checkbox"/>	<input type="checkbox"/>
Regional	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Right of Way	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Water Access	<input type="checkbox"/>	<input type="checkbox"/>

If water access, describe the parking and docking facility to be used and the approximate distance of the facilities from the subject land and the nearest public road:

11. ROAD ACCESS (Cont'd...)

➤ Maintenance - Road

1.		Subject Land	Retained Land
	Municipality	<input type="checkbox"/>	<input type="checkbox"/>
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
	Regional	<input type="checkbox"/>	<input type="checkbox"/>
	Private	<input type="checkbox"/>	<input type="checkbox"/>
	Seasonal	<input type="checkbox"/>	<input type="checkbox"/>

Common Name of Road: _____

2.	Seasonal	<input type="checkbox"/>	<input type="checkbox"/>
	Year-Round	<input type="checkbox"/>	<input type="checkbox"/>

12. SERVICING - WATER

➤	Water	Subject Land	Retained Land
	Municipal	<input type="checkbox"/>	<input type="checkbox"/>
	Well	<input type="checkbox"/>	<input type="checkbox"/>
	Lake	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify) _____

When will water supply be available? _____

13. SERVICING - SEWERS

➤	Sewer	Subject Land	Retained Land
	Municipal	<input type="checkbox"/>	<input type="checkbox"/>
	Septic Tank	<input type="checkbox"/>	<input type="checkbox"/>

Other (specify) _____

When will sewage disposal system be available? _____

14. OTHER INFORMATION

➤ Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or attach on a separate page.

18. CONSENT OF THE OWNER

➤ If this application is to be submitted by a solicitor or agent on behalf of the owner(s), item No. 18 must be completed and signed by the owner(s). If the owner is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

NOTE TO THE OWNER(S):

IF THE APPLICATION IS TO BE PREPARED BY A SOLICITOR OR AGENT, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED AND APPROVED BY YOU.

I/WE _____

HEREBY AUTHORIZE _____
(PRINT FULL NAME OF SOLICITOR OR AGENT)

TO SUBMIT THE ENCLOSED APPLICATION TO THE SECRETARY-TREASURER OF THE COMMITTEE OF ADJUSTMENT FOR THE TOWN OF GEORGINA, AND TO APPEAR ON MY BEHALF AT ANY HEARING(S) OF THE APPLICATION AND TO PROVIDE ANY INFORMATION OR MATERIAL REQUIRED BY THE COMMITTEE RELEVANT TO THE APPLICATION.

DATED AT THE _____ OF _____
(city or town) (name of the city or town)

IN THE COUNTY/REGIONAL MUNICIPALITY OF _____

THIS _____ DAY OF _____ 20 _____

SIGNATURE OF OWNER(S)

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.

19. AFFIDAVIT

➤ AFFIDAVIT FOR THE PRESCRIBED INFORMATION

**IN THE MATTER OF THE REQUIRED SIGN(S) TO BE POSTED ON THE PROPERTY
SUBJECT OF APPLICATION(S) TO COMMITTEE OF ADJUSTMENT TO MEET THE NOTICE
REQUIREMENTS OF THE ONTARIO PLANNING ACT.**

AFFIDAVIT

I, _____, of the _____ of _____
(your name, please print) (city or town) (name of city or town)

in the County/Regional Municipality of _____ being the _____
(applicant/authorized agent)

having made application(s) to the ***Committee of Adjustment of the Corporation of the
Town of Georgina.***

For the property located at _____
(the subject property)

MAKE OATH AND SAY AS FOLLOWS:

I hereby declare that I will post the required sign(s) on the subject property in a location clearly visible and legible from the street a minimum of 15 days prior to the hearing date. Included on the face of the sign is the following information:

- Application Number
- Location of the property
- Date, Time and Location of the Hearing

SWORN BEFORE ME

AT THE _____
(city or town)

OF _____
(name of city or town)

IN THE COUNTY/REGIONAL MUNICIPALITY OF

THIS _____ DAY OF _____, 20_____

Commissioner of Oaths

Signature of Owner, Solicitor or
Authorized Agent

TOWN OF GEORGINA

ON-SITE SEWAGE INSPECTION – APPLICATION FOR A CONSENT

APPLICATION NUMBER: **B** _____

LOT _____ REGISTERED PLAN _____

PART _____ REGISTERED SURVEY _____

MUNICIPAL LOT _____ CONCESSION _____

PROPERTY ADDRESS _____

ASSESSMENT ROLL NUMBER _____

PLEASE PRINT

OWNER/AGENT _____
First Name *Last Name*

TELEPHONE _____
Business *Home*

MAILING ADDRESS _____
Street Address *Town/City* *Postal Code*

As part of the land division process, your application must be circulated to the Town of Georgina On-Site Sewage Inspector for review. The Ontario Building Code Act allows for the collection of a user fee to pay a portion of the inspection and administration costs.

A fee of \$200.00 payable by cheque or money order to the Town of Georgina, as allowed for by Town By-law Number 98-165 (BU-1), must accompany your application.

A fee is not payable under the following circumstances, you **MUST** check the appropriate box if the new lot is:

- Serviced by municipal sanitary sewers
- Comprises a public highway
- Designated for the purpose of an easement
- Larger than 4 hectares (10 acres)
- Land on which the owner lives and from which he/she derives their chief source of income by farming, where no person other than the applicant and one or more members of their immediate family* are parties to the transaction for which the application is made.

Date

Signature

NOTE: This form and your cheque must accompany the application to be submitted to the Committee of Adjustment.

*immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent, legal guardian.