



Application for Consent/Severance

(Under Section 53 of the Planning Act, R.S.O., 1990, c.P.13, as amended)
Updated: January 2023

<p>FOR OFFICE USE ONLY</p> <p>File # _____</p> <p>Property: _____</p> <p>Date Reviewed: _____ By: _____</p> <p>Date Deemed Complete: _____</p> <p>Hearing Date: _____</p>
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<p>Date Received:</p>

INSTRUCTIONS:

PRE-CONSULTATION

A formal pre-consultation meeting with Planning, Building & Development staff is required to take place within 1 year prior to application submission.

APPLICATION

Complete all applicable sections of this application. All measurements are to be provided in **metric units**. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Planning, Building and Development Department.

Information within this application is collected under the authority of the Ontario Planning Act and will be used by the City of Niagara Falls in the processing of this application. This information as well as supporting document, studies and reports may be used by other departments as well as agencies for the purpose of assessing the proposal and preparing comments. This information may also be available and released to the public upon request.

PUBLIC CONSULTATION

Applicants and/or their agents are required to participate in the public meeting hosted by City staff to inform surrounding property owners about the proposed consent application.

FEES

Separate cheques made out to the City, Region and NPCA are required.

The Region accepts on-line payments through their on-line payment portal:

<https://www.niagararegion.ca/business/payments/default.aspx>)

If fees are paid directly to the Region, please provide a copy of receipt with application submission.

****Fees are current as of the update of the application form. Please consult with City and Agency staff, or the respective agency websites, to confirm amounts identified on your pre-consultation meeting report.**

Applicants must submit the following with the Consent Application.

Applicants are advised to review their application in person with the Planning Department prior to submission. Incomplete applications may result in delayed processing and hearing dates.

The following plans, reports, and information must accompany this application in a digital format (pdf):

- Application - One (1) copy of the application for each parcel of land
- Deed
- Survey Sketch
- A copy of the signed Pre-consultation Application
- All required plans, reports and information identified on the Pre-consultation Agreement
- Application Fees (Schedule A)
- Declaration Form (Schedule B)
- Site access permission form (Schedule C)
- Owner authorization (Schedule D)

Survey Sketch Requirements:

Two (2) copies of the survey sketch drawn to scale in **metric**, signed and stamped by an Ontario Land surveyor, showing the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Key map <input type="checkbox"/> The boundaries and dimensions of the subject lands, the part to be severed, the part to be retained <input type="checkbox"/> Size and type of all buildings and structures <input type="checkbox"/> Dimensions between buildings and structures to property lines <input type="checkbox"/> Number of storeys and height of building <input type="checkbox"/> Parking spaces and maneuvering aisles <ul style="list-style-type: none"> o Properly sized and spaces numbered. <input type="checkbox"/> Sidewalk and curb locations <input type="checkbox"/> Size and type of new building additions <input type="checkbox"/> Scale of plan <input type="checkbox"/> North Arrow <input type="checkbox"/> Street Names <input type="checkbox"/> Identify location of variance(s) <input type="checkbox"/> Driveway location and width <input type="checkbox"/> Tree locations <input type="checkbox"/> Building coverage (% of lot area) <input type="checkbox"/> Landscaped area (% of lot area) | <ul style="list-style-type: none"> <input type="checkbox"/> Location, size, dimensions of all existing and proposed structures to remain or to be removed on the subject land. <input type="checkbox"/> All setbacks: front yard depth, rear yard depth, side yard widths (exterior and interior) <input type="checkbox"/> Existing uses of abutting properties <input type="checkbox"/> Location of all natural and artificial feature's location on the subject land and adjacent land that may affect the application (opinion of applicant) <input type="checkbox"/> Location of Septic System and well <input type="checkbox"/> Location, width, centerline, and name of any roads within or abutting the subject land (indicating whether it is an unopened road allowance, public travelled road, private road or right-of-way) <input type="checkbox"/> If water access, location of parking and docking facility. <input type="checkbox"/> Location and nature of any easements of property |
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This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from many agencies, additional copies of this application and accompanying plans, reports and information may be required.

1. Type of Application			
<input type="checkbox"/> Creation of a New lot <input type="checkbox"/> Easement (describe below) <input type="checkbox"/> Partial discharge of mortgage ** <input type="checkbox"/> Disposal of surplus farm dwelling	<input type="checkbox"/> Addition to a lot (boundary adjustment) <input type="checkbox"/> Lease <input type="checkbox"/> Mortgage or charge <input type="checkbox"/> Right-of-way		
** Please note that if a mortgage exists on the property a partial discharge of mortgage will be required as part of the application			
If a lot addition, identify the lands to which the parcel will be added:			
Name of person(s), if known, to whom land or interest in land is intended to be conveyed, leased or mortgaged:			
2. Details of the Subject lands (indicate all measurements in metric)			
Municipal Address	Assessment Roll Number		
Legal Description			
Date the subject lands were acquired:	Lot area	Lot frontage	Lot Depth
Are there any easements or restrictive covenants affecting the land? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, description of easements or restrictive covenants and its effect:			
3. Registered Owner (as shown on the deed and title of the property)			
Name	Company Name	Municipality	
Mailing Address		Unit No.	Postal Code
Province	Email		Telephone
4. Authorized Agent (if one has been authorized)			
Name	Company Name	Municipality	
Mailing Address		Unit No.	Postal Code
Province	Email		Telephone
5. Solicitor (if different from authorized agent)			
Name	Company Name	Municipality	
Mailing Address		Unit No.	Postal Code
Province	Email		Telephone

Contact for all future correspondence			
<input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Solicitor <input type="checkbox"/> All of the above			
6. Mortgages, Charges, and Other Encumbrances (if applicable)			
Name		Company Name	Municipality
Mailing Address		Unit No.	Postal Code
Province	Email		Telephone
7. Description of the Proposed Lot/Severed Portion (all measurements in metric)			
Part number (s)	Lot area	Lot frontage	Lot depth
Existing Use:		Proposed Use:	
What were the previous uses of the subject lands?			
<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial <input type="checkbox"/> Parkland		<input type="checkbox"/> Commercial <input type="checkbox"/> Vacant <input type="checkbox"/> Other:	
Identify how the lands will be accessed below:			
<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal road maintained all year <input type="checkbox"/> Municipal road maintained seasonally <input type="checkbox"/> Waterway <input type="checkbox"/> Private Road		<input type="checkbox"/> Niagara River Parkway <input type="checkbox"/> Private easement <input type="checkbox"/> Regional Road <input type="checkbox"/> Other Public Road <input type="checkbox"/> Right-of-way	
If the lands to be severed will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the lands to be severed to the nearest public road:			
Identify how the lands will be serviced below:			
Water <input type="checkbox"/> Publicly owned and operated piped water system <input type="checkbox"/> Privately owned and operated individual well <input type="checkbox"/> Privately owned and operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> other	Sewage Disposal <input type="checkbox"/> Publicly owned and operated sanitary sewage system <input type="checkbox"/> Privately owned and operated individual septic system <input type="checkbox"/> Privately owned and operated communal septic system <input type="checkbox"/> Privy <input type="checkbox"/> Other:		Storm Drainage <input type="checkbox"/> Sewers <input type="checkbox"/> Ditches/swales <input type="checkbox"/> Other:
Identify the existing buildings and structures on the lands:			
Identify the proposed buildings and structures on the lands:			
If severed lands, will merge with abutting, lands identify the Part number on the attached sketch, and name of the current owner:			

If an easement is proposed, identify the Part number on the attached sketch, purpose, and benefitting Part number and owner:

8. Details of the Lands to be Retained (measurements in metric)

Part number(s) on drawing:	Lot area	Lot frontage	Lot depth
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Existing Use:	Proposed Use:
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What were the previous uses of the subject lands?

<input type="checkbox"/> Residential <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial <input type="checkbox"/> Parkland	<input type="checkbox"/> Commercial <input type="checkbox"/> Vacant <input type="checkbox"/> Other:
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Identify how the lands will be accessed:

<input type="checkbox"/> Provincial Highway <input type="checkbox"/> Municipal road maintained all year <input type="checkbox"/> Municipal road maintained seasonally <input type="checkbox"/> Waterway <input type="checkbox"/> Private Road	<input type="checkbox"/> Niagara River Parkway <input type="checkbox"/> Private easement <input type="checkbox"/> Regional Road <input type="checkbox"/> Other Public road <input type="checkbox"/> Right-of-way
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If the lands to be severed will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the lands to be severed to the nearest public road:

Identify how the lands will be serviced below:

Water <input type="checkbox"/> Publicly owned and operated piped water system <input type="checkbox"/> Privately owned and operated individual well <input type="checkbox"/> Privately owned and operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> other	Sewage Disposal <input type="checkbox"/> Publicly owned and operated sanitary sewage system <input type="checkbox"/> Privately owned and operated individual septic system <input type="checkbox"/> Privately owned and operated communal septic system <input type="checkbox"/> Privy <input type="checkbox"/> Other:	Storm Drainage <input type="checkbox"/> Sewers <input type="checkbox"/> Ditches/swales <input type="checkbox"/> Other:
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Identify the existing buildings and structures on the lands:

Identify the proposed buildings and structures on the lands:

9. Current Designation

Municipal Official Plan:	Regional Policy Plan:
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Current Zoning:

10. Previous Applications (if applicable)

Have any lands been severed from the parcel originally acquired by the Registered owner of the subject lands?
 Yes
 No

If yes, provide the dates:

Transfer	Name of transferee	Use of severed lands
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Have the subject lands ever been the subject of an application under the Planning Act, R.S.O. 1990, c.P.13, as amended for approval of a plan of subdivision or condominium, a consent, a minor variance, a site plan, an official Plan amendment or a zoning by-law amendment?
 Yes
 No
 Unknown

If yes, provide the information requested below for each previous application:

Application Type	File Number	Status of the Application

11. Concurrent Applications

Application Type	File Number	Status of Application

12. Additional Information

Is the application consistent with the policy statements issued under section 3(l) of the Act?
 Yes
 No

Are the subject lands within an area of land designated under any Provincial plan(s)?
 Yes
 No
 If yes, please indicate if the application conforms to or does not conflict with the applicable Provincial Plan.



SCHEDULE A 2023 FEES

City of Niagara Falls Application Fees	Fee (includes HST)
Consent Application	\$3,675.00
Consent Application to separate two existing units	\$1,850.00
Change of Conditions	\$600.00
Minor Variance	\$2,300.00
Re-notification/Rescheduling (consent/minor variance)	\$300.00
Concurrent Consent/Minor Variance Application	\$4,450.00
Concurrent Consent Application - First Application	\$3,675.00
Each additional consent application on same lands	\$550.00
Request for Exemption from 2-year waiting period for variances	\$425.00
Additional fee for calling of a Special Meeting to address an application	\$800.00

Other Fees:	Fee (includes HST)
<p>Niagara Peninsula Conservation Authority (NPCA) Properties near a waterbody/water course or lands designated "hazard" Pre-consultation with the NPCA is necessary and will determine if application is subject to this fee.</p>	<p>Consent: Minor - \$1,050.00 Major - \$1,987.50</p> <p>Minor Variance: Minor - \$ 600.00 Major - \$1,800.00</p>
Niagara Region (2022 fees)	
Minor Variance Review	\$435.00
Consent Review – Within Urban Area	\$645.00
Consent Review – Rural/Outside Urban Area	\$905.00
Consent with Private Sewage System Review	\$400.00
Niagara Escarpment Commission Development Permit	
Development Permit Review	\$815.00
Minor Development Permit Review (No Provincial or Regional concerns identified such as sheds, garages, pools, etc.)	\$435.00



SCHEDULE B DECLARATION OF THE APPLICANT OR AUTHORIZED AGENT

The following declaration must be signed by the applicant or agent in the presence of a Commissioner for the Taking of Affidavits.

I, _____
(Name of Owner or Applicant/Agent on behalf of owner if required)

of the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region/County/District)

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 fore and effect as if made under oath y the virtual of THE CANADA EVIDENCE ACT.

Dated at the: _____
(Town, City or Township)

in the Regional Municipality of _____
(Region/County/District)

this _____ day of _____ 2023.
(day) (month)

Name (Please print)

Signature

COMMISSIONER:

Declared before me at the Town/City of _____
(Town, City or Township)

in the Regional Municipality of _____
(Region/County/District)

this _____ day of _____ 2023.
(day) (month)

A Commissioner, etc.

Commission Stamp



SCHEDULE C SITE ACCESS PERMISSION FORM

To be completed by the owner:

I / We, _____ being the registered owner(s)
of _____
(Subject Lands/Municipal Address)

hereby grant City of Niagara Falls staff, agencies, and Members of a City Committee to enter the subject site to review and confirm the information provided on this application.

Date at the Town/City of _____
(Town/City or Township)

In the Regional Municipality of _____
(Region/County/District)

This _____ day of _____ 2023.
(day) (month)

Owner Name (Please print)

Owner Signature

Owner Name (Please print)

Owner Signature

CORPORATE SEAL (if applicable)

Note: If the subject property is owned by a numbered company, please include the names/signatures of the principal owners.



SCHEDULE D – OWNER AUTHORIZATION

AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

(Must be completed if the applicant/agent is not the registered owner of the lands)

I / We, being the registered owner(s) of the lands subject to this application hereby authorize _____
(Name of Person and Company if applicable)

of the Town/City of _____
(Town/City or Township)

In the Regional Municipality of _____
(Region/County/District)

This _____ day of _____ 2023.
(day) (month)

Owner Name (Please print)

Owner Signature

Owner Name (Please print)

Owner Signature



NOTE: if the registered owner is a corporation, the corporate seal must be affixed to this form in addition to the signature of authorized signing officers.