

60-C-20116

Fields marked with an asterisk (\*) are required under Ontario Regulation 197/96.

RECEIVED

05-08-2023

MSO-N THUNDERBAY

**1. Application Information**

**1.1 Owner/Chargee/Purchaser Information \***

Owner     Chargee     Purchaser

First Name of Owner/Chargee/Purchaser 1 \*

Laura Ann

Last Name of Owner/Chargee/Purchaser 1 \*

Kling

First Name of Owner/Chargee/Purchaser 2

Ian Theodore

Last Name of Owner/Chargee/Purchaser 2

LeClair

Company Name (if applicable)

Home Telephone Number \*

780-713-5803

Business Telephone Number

CRA Business Number

Email Address

enleclair@hotmail.com

**Address**

Unit Number

Street Number \*

Street Name \*

PO Box

715

City/Town \*

Kenora

Province \*

Ontario

Postal/Zip Code \*

P9N 3X6

**1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner/chargee/purchaser. (This may be a person or firm acting on behalf of the owner/chargee/purchaser.)**

First Name of Contact Person

W. Randall

Last Name of Contact Person

Seller

Company Name (if applicable)

Hook, Seller & Lundin, LLP

Home Telephone Number

Business Telephone Number

807-468-9831

CRA Business Number

Email Address

rseller@hslaw.ca

**Address**

Unit Number

204

Street Number

301

Street Name

First Avenue South

PO Box

City/Town

Kenora

Province

Ontario

Postal/Zip Code

P9N 1W2

**1.3 Name of owner(s) of the sub-surface rights if different from the surface right owner(s).**

Note: Sub-surface rights can be found by contacting the Ontario Land Registry Office and the Provincial Recording Office.

First Name

Last Name

**2. Type and Purpose of Application/Transaction (Highlight appropriate dropdown box)**

**2.1 Is this application for: \***

Transfer **Lot addition**

Other Purpose

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

First Name

Darcy and Connie

Last Name

Shorrock

2.3 If a lot addition, provide the legal description of the lands to which the parcel will be added.  
 PIN 42151-0323 PCL 12242 SEC DKF; LT 1-2 PL M190; DISTRICT OF KENORA

What is the existing land use of the receiving parcel?  
 Summer recreational

What is the purpose of the lot addition request?  
 To add Part 9 on KR82 to Lots 1 and 2 on Plan M190 thereby increasing the size of the receiving parcel.

**3. Description/Location of the Subject Land (complete applicable boxes)**

3.1 What is the Property Identification Number (PIN)?  
 (If PIN number is not available please complete section 3.2) 421510293

3.2 District / Upper Tier Municipality / Geographic Township (in an area without municipal organization, select District) \*  
 Kenora Pellatt

Legal Description  
 See attached PIN.

Name of Street/Road Highway 641	Street Number
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3.3 Description

	Severed	Retained	Lot Addition (if applicable)
Frontage (m)	20.12	69.19	Lots 1 and 2 PL M190 - 37.49
Depth (m)	120.95	256.64	58.44
Area (ha)	1.22	7.68	0.26

3.4 Buildings and Structures

	Severed	Retained
Existing (construction date)	NIL	
Proposed	NIL	

3.5 Are there any easements or restrictive covenants affecting the subject land? \*  
 Yes  No  
 If yes, describe each easement or covenant and its effect. Use a separate page, if necessary.  
 KN24549 is an easement in favour of Bell Canada over Part 1 on 23R11654 for telecommunications facilities.

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#### 4. Designation of Subject Lands

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4.1 Name of the official plan  
N/A

4.2 What is the current designation(s), if any, of the subject land in the applicable official plan? \*  
N/A

4.3 What is the present zoning, if any, of the subject land?  
N/A

4.4 If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?  
N/A

4.5 If the land is covered by a Minister's Zoning Order (MZO), what uses are permitted by the order?  
N/A

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#### 5. Current and Proposed Land Use

5.1 Use of Property	Severed	Retained
Existing use(s)	Vacant Land	Residential
Proposed use(s)	Vacant Land	Residential

5.2 What are the surrounding land uses?

East Mix of seasonal and year round residential uses.

South Mix of seasonal and year round residential uses.

West Mix of seasonal and year round residential uses.

North Mix of seasonal and year round residential uses.

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#### 6. Former Uses of Site and Adjacent Land (History)

6.1 Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?

Yes  No  Unknown

If yes, specify the uses.

6.2 Has the grading of the subject land been changed by adding earth or other material(s)?

Yes  No  Unknown

6.3 Has a gas station been located on the subject land or adjacent land at any time?

Yes  No  Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent land?

Yes  No  Unknown

6.4 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

Yes  No  Unknown



6.5 What information did you use to determine the answers to the above questions on former uses?

Personal knowledge.

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6.6 If yes to any of (6.1), (6.2), (6.3) or (6.4) an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

Yes  No

If the inventory is not attached, why not?

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6.7 If yes to any of (5.1), (5.2), (5.3) or (5.4) was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix A

Yes  No  Unknown

If no, why not? Explain on a separate page, if necessary.

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## 7. Consultation with the Planning Approval Authority (Check boxes where applicable)

7.1 Has there been consultation with the Ministry of Municipal Affairs and Housing prior to submitting this application? \*

Yes  No

If yes, and if known, indicate the file number and/or the name of the person discussed this with.

60-C-201116 - Andrew Carr

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7.2 Have you consulted with the municipality/planning board on the application's conformity to the official plan?

Yes  No

If yes, attach a letter/documentation from the municipality/planning board on the proposal's conformity to the official plan.

Attached

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7.3 Have you included any materials identified in the official plan as submission requirements for development applications with this application?

Yes  No

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7.4 Have you provided with this application a list, accompanied by the related materials, identified in the official plan as submission requirements for development applications?

Yes  No  Attached

If no, why not? Please explain.

The subject property is located in unorganized territory.

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**Note:** All materials required in the official plan for complete application must be provided at the time of submitting an application.

## 8. Status of Current and Other Applications under the *Planning Act*

### 8.1 Current

Is this application a re-submission of a previous consent application? \*

Yes  No  Unknown

If yes, and if known, describe how it has been changed from the original application.

### 8.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land? \*

Yes  No  Unknown

If yes, provide (below) the date of transfer, the name of the transferee and the land use (for multiple transfers attach a separate sheet).

Severed parcel	Date of transfer (yyyy/mm/dd)	Name of transferee	Use of severed parcel

### Other Planning Applications

Has the subject land ever been the subject of any other planning application, including applications before the Ontario Land Tribunal (OLT) or any of its predecessors, for approval of either:

(For each if yes and if known, indicate i) file number ii) status of the application iii) OLT file number, if applicable and iv) OLT status).

### 8.3 Official Plan Amendment \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

### 8.4 Plan of Subdivision \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

### 8.5 Consent \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status
60-C-090001	Consent lapsed		

### 8.6 Site Plan \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

### 8.7 Minor Variance \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

### 8.8 Zoning By-law Amendment \*

Yes  No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

### 8.9 Minister's Zoning Order Amendment \*

Yes  No

If yes and if known, what is the Ontario Regulation number? \_\_\_\_\_

**Note:** Please provide list(s) of the relevant applications on a separate page and attach to this form.

**9. Provincial Policy**

9.1 Is the proposal consistent with the **Provincial Policy Statement (PPS)** issued under subsection 3(1) of the *Planning Act* (see Appendix A for more details)? \*

Yes  No

9.2 Explain how the application is consistent with the PPS. Attach a separate page if necessary.  
**This application is an appropriate use of resource based residential use resulting in no increase in density and substantially increasing the size of two small lots by incorporating them together ultimately as one planning unit.**

9.3 **Table A** is a checklist (not a substitute for the Provincial Policy Statement) to assist in identifying areas of provincial interest that may apply to your application.  
 Please fill in the appropriate rows in **Table A**, if any apply.

**Table A - Features Checklist**

Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	<input type="checkbox"/>	
An industrial or commercial use {specify the use(s)}		
A landfill site (closed or active)	<input type="checkbox"/> Closed <input type="checkbox"/> Active	
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	
A provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	
Significant coastal wetlands	<input type="checkbox"/>	
Significant wildlife habitat and significant habitat of endangered species and threatened species	<input type="checkbox"/>	
Fish habitat	<input type="checkbox"/>	
Flood plain	<input type="checkbox"/>	
A rehabilitated mine site, abandoned mine site or mine hazards	<input type="checkbox"/>	
An operating or a non-operating mine site within 1000 metres of the subject land	<input type="checkbox"/>	
An active mine site or aggregates operation site within 1000 metres of the subject land	<input type="checkbox"/>	
A contaminated site	<input type="checkbox"/>	
Provincial highway	<input checked="" type="checkbox"/>	School Road (Local Roads Board) and Highway 641
An active railway line	<input type="checkbox"/>	
A municipal or federal airport	<input type="checkbox"/>	
Utility corridors	<input type="checkbox"/>	



Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
Electricity generating station, hydro transformer, railway yard, etc.	<input type="checkbox"/>	
Crown land (identified by the Ministry of Natural Resources and Forestry as being of special interests, such as lake access points)	<input type="checkbox"/>	
Known Archaeological Resources	<input type="checkbox"/>	
Areas of Archaeological Potential	<input type="checkbox"/>	

## 10. Provincial Plans

10.1 Is the subject land for the proposed development located within an area of land designated in any provincial plan? \*

Yes  No

10.2 If yes, identify which provincial plan(s) and explain the current designation(s) of the subject land(s).

10.3 If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)? \*

Yes  No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of the planning report, if applicable.

## 11. Servicing

### 11.1 Subject Lands

Indicate in a) and b) the proposed type of servicing for the subject land. Select the appropriate type of servicing from Table B. If servicing is private, please indicate the type of private servicing.

11.1 a) Indicate the proposed type of sewage disposal system – whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means? \*

[Private Services](#)

11.1 b) Indicate the proposed type of water supply system – whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means? \*

[Private Services](#)

### 11.2 Retained Lands

Indicate in a) and b) the proposed type of servicing for the retained lands. Select the appropriate type of servicing from Table B. If servicing is private, please indicate the type of private servicing.

11.2 a) Indicate the proposed type of sewage disposal system – whether sewage disposal will be provided to the retained land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means? \*

[Private Services](#)

11.2 b) Indicate the proposed type of water supply system – whether water will be provided to the retained land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means? \*

[Private Services](#)

### 11.3 Hauled Sewage

If development is proposed on privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage (septage) resulting from the proposed development. See Table B below.

[Privately owned and operated individual septic system. Please see the enclosed NWHU septic permit for the retained lands.](#)

**Table B – Sewage Disposal and Water Supply**

	Type of Servicing	Reports/Information Needed
<b>Sewage Disposal</b>	a) Publicly owned and operated sanitary sewage system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of conditional consent.
	b) Public communal septic	Development generating effluent of more than 4,500 litres per day may need a servicing options study and hydrogeological report.
	c) Privately owned and operated individual septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed.  If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	d) Privately owned and operated communal septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed.  If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	e) Privy	Provide details on location and size of out-houses.
	f) Other	Please describe.
<b>Hauled Sewage</b>		If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either:  i) municipal confirmation of sufficient uncommitted reserve sewage system capacity for treatment of septage resulting from the proposed development; OR  ii) confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available to accommodate the specific proposal.
<b>Water Supply</b>	a) Publicly owned and operated piped water system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of conditional consent.
	b) Privately owned and operated individual well	Development on communal or individual well system may need a servicing options report and a hydrogeological report.  Non-residential development on communal well system may need a hydrogeological report.
	c) Privately owned and operated communal well	Development on communal or individual well system may need a servicing options report and a hydrogeological report.  Non-residential development on communal well system may need a hydrogeological report.
	d) Lake	A Permit to Take Water may be required. Contact your regional Municipal Services Office and the Ministry of Environment, Conservation and Parks office for guidance.
	e) Other water body	Please describe.
	f) Other means	Please describe.



## Notes

1. To facilitate review of the application, submit a letter from the municipality to show concurrence (or not) with the recommendations in the servicing options report.
2. Before undertaking a hydrogeological report, consult MMAH for advice given the location of the subject land.
3. Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.
4. To facilitate review of the application, submit a letter from the local health unit indicating that the site is developable and could accommodate the proposal.
5. A building permit is required for septic systems under Part 8 of the Building Code. See Appendix A.

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## 12. Access

### 12.1 The proposed road access would be by: \*

Provincial highway

**Note:** (See Appendix A for information on MTO Access Permits)

Certain type of development is not permitted on seasonally maintained roads.

Early consultation with your regional MSO is recommended.

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### 12.2 Additional details on "other public road" and "right-of-way"

Would proposed road access be by:

Crown road     Local roads board     Private road

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### 12.3 If access to the subject land is by "other public road" or "right-of-way", or private road, indicate:

i) The owner of the land or road

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ii) Who is responsible for maintenance

---

iii) Whether maintenance is seasonal or year round

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**Note:** Access by right-of-ways and/or private roads are not usually permitted, except as part of a condominium.

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### 12.4 Is water access ONLY proposed? \*

Yes     No

If yes, on a separate page, describe i) the parking and ii) docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road access.

Attached

You may be required to provide a letter from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate your specific proposal.

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## 13. Proposal Waste Disposal

### 13.1 Garbage disposal is proposed to be by:

Garbage collection     Municipal dump     Crown landfill     Other

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### 13.2 Other Services Please check the other services available and the provider(s) of these services.

Services	Provider
<input checked="" type="checkbox"/> Electricity	Hydro One
<input checked="" type="checkbox"/> School bussing	
<input type="checkbox"/> Other	

- 13.3 a) The proposed stormwater drainage would be by:  
Natural flow

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#### 14. Sketch: Use the attached sketch sheet.

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To help you prepare the sketch, refer to the attached sample sketch.

14.1 The application shall be accompanied by a sketch showing, in **metric units**, the following:

- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- The location, size and type of all existing and proposed buildings and structures on the subject land, including their setback from the front yard, rear yard, side yard and opposite side yard;
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- The approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- The location of all lands previously severed from the parcel originally acquired by the current owner of the subject land;
- The approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- The current use(s) on land that is adjacent to the subject land;
- 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;
- If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- The location and nature of any easement affecting the subject land;
- The severed parcel, the date of transfer, the name of the transferee and the use of the land.

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#### 15. Other Information

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15.1 Is there any other information that may be useful to the ministry in reviewing this application (e.g., information relating to the requirements and policies in the municipal official plan or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

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15.2 The original or certified copy of any other information and materials, as required by the official plan of the municipality/ planning board, must be provided with this application.

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15.3 Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/ report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/ report(s) in any of the questions above.

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15.4 Include a copy of the agreement of purchase and sale for the proposed severed lands and a statement from a lawyer certifying that there are no abutting lands.

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**16. Affidavit or Sworn Declaration**

I, Seller, W. Randall

\_\_\_\_\_  
Last Name, First Name \*

of the City of Kenora

\_\_\_\_\_  
Municipality \*

in the province of \* Ontario

make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 197/96, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of Kenora

\_\_\_\_\_  
(lower-tier municipality)

in the Province of Ontario

\_\_\_\_\_  
(upper-tier municipality)

this \* \_\_\_\_\_ day of \* \_\_\_\_\_, \* 20 23

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**17. Authorizations**

If the applicant is not the owner/chargee/purchaser of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**17.1 Authorization of Owner/chargee/purchaser for Agent to Make the Application**

I, Kling, Laura Ann

\_\_\_\_\_  
Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for consent and I authorize

Seller, W. Randall

\_\_\_\_\_  
to make this application on my behalf.

Signature of Owner

*L. Kling*

Date (yyyy/mm/dd)

2023/05/04

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

**17.2 Authorization of Owner/chargee/purchaser for Agent to Provide Personal Information**

I, Kling, Laura Ann

\_\_\_\_\_  
Last Name, First Name

am the owner/chargee/purchaser 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 Seller, W. Randall

\_\_\_\_\_  
Last Name, First Name

as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application

Signature of Owner

*L. Kling*

Date (yyyy/mm/dd)

2023/05/04



**16. Affidavit or Sworn Declaration**

I, Seller, W. Randall

Last Name, First Name \*

of the City of Kenora

Municipality \*

in the province of \* Ontario

make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 197/96, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the City of Kenora

(lower-tier municipality)

in the Province of Ontario

(upper-tier municipality)

this \* \_\_\_\_\_ day of \* \_\_\_\_\_, \* 20 23

Commissioner of Oaths

Applicant

**17. Authorizations**

If the applicant is not the owner/chargee/purchaser of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**17.1 Authorization of Owner/chargee/purchaser for Agent to Make the Application**

I, LeClair, Ian Theodore

Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for consent and I authorize

Seller, W. Randall

to make this application on my behalf.

Signature of Owner

Date (yyyy/mm/dd)

2023/05/04

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

**17.2 Authorization of Owner/chargee/purchaser for Agent to Provide Personal Information**

I, LeClair, Ian Theodore

Last Name, First Name

am the owner/chargee/purchaser 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 Seller, W. Randall

Last Name, First Name

as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application

Signature of Owner

Date (yyyy/mm/dd)

2023/05/04

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## 18. Consent of the Owner/Chargee/Purchaser

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Complete the consent of the owner/chargee/purchaser concerning personal information set out below.

### 18.1 Consent of the Owner/chargee/purchaser to the Use and Disclosure of Personal Information

I, Kling, Laura Ann

\_\_\_\_\_  
Last Name, First Name

I am the owner/chargee/purchaser of the land that is the subject of this application for application and for consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*.

I 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.

Signature of Owner

Date (yyyy/mm/dd)



2023/05/04

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## 19. Submission of Application

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Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)\*

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## 20. Applicant's Checklist

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i) Have you remembered to attach the following:

- One original and one copy of the completed application form (ensure you have a copy for yourself), including the sketch, key plan and any reports indicated in the application form?
- The required fee, either a certified cheque or money order, payable to the Minister of Finance?
- A copy of the letter from the local health unit or conservation authority (as appropriate) indicating that the site is developable and could accommodate the proposed development?

ii)  Check that the application form is signed and dated by the owner/agent?

Note: Applicants will be also required to cover the ministry's cost for providing public notice (e.g., advertising).

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## 18. Consent of the Owner/Chargee/Purchaser

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Complete the consent of the owner/chargee/purchaser concerning personal information set out below.

### 18.1 Consent of the Owner/chargee/purchaser to the Use and Disclosure of Personal Information

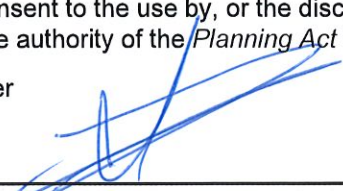
I, LeClair, Ian Theodore

\_\_\_\_\_  
Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for application and for consent and for the purposes of the *Freedom of Information and Protection of Privacy Act*.

I 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.

Signature of Owner



Date (yyyy/mm/dd)

2023/05/04

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## 19. Submission of Application

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Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)\*

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## 20. Applicant's Checklist

---

i) Have you remembered to attach the following:

- One original and one copy of the completed application form (ensure you have a copy for yourself), including the sketch, key plan and any reports indicated in the application form?
- The required fee, either a certified cheque or money order, payable to the Minister of Finance?
- A copy of the letter from the local health unit or conservation authority (as appropriate) indicating that the site is developable and could accommodate the proposed development?

ii)  Check that the application form is signed and dated by the owner/agent?

Note: Applicants will be also required to cover the ministry's cost for providing public notice (e.g., advertising).

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## 21. Sketch Sheet

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- ▶ Sketch Accompanying Application  
(Please use metric units and refer to section 14 for details.)

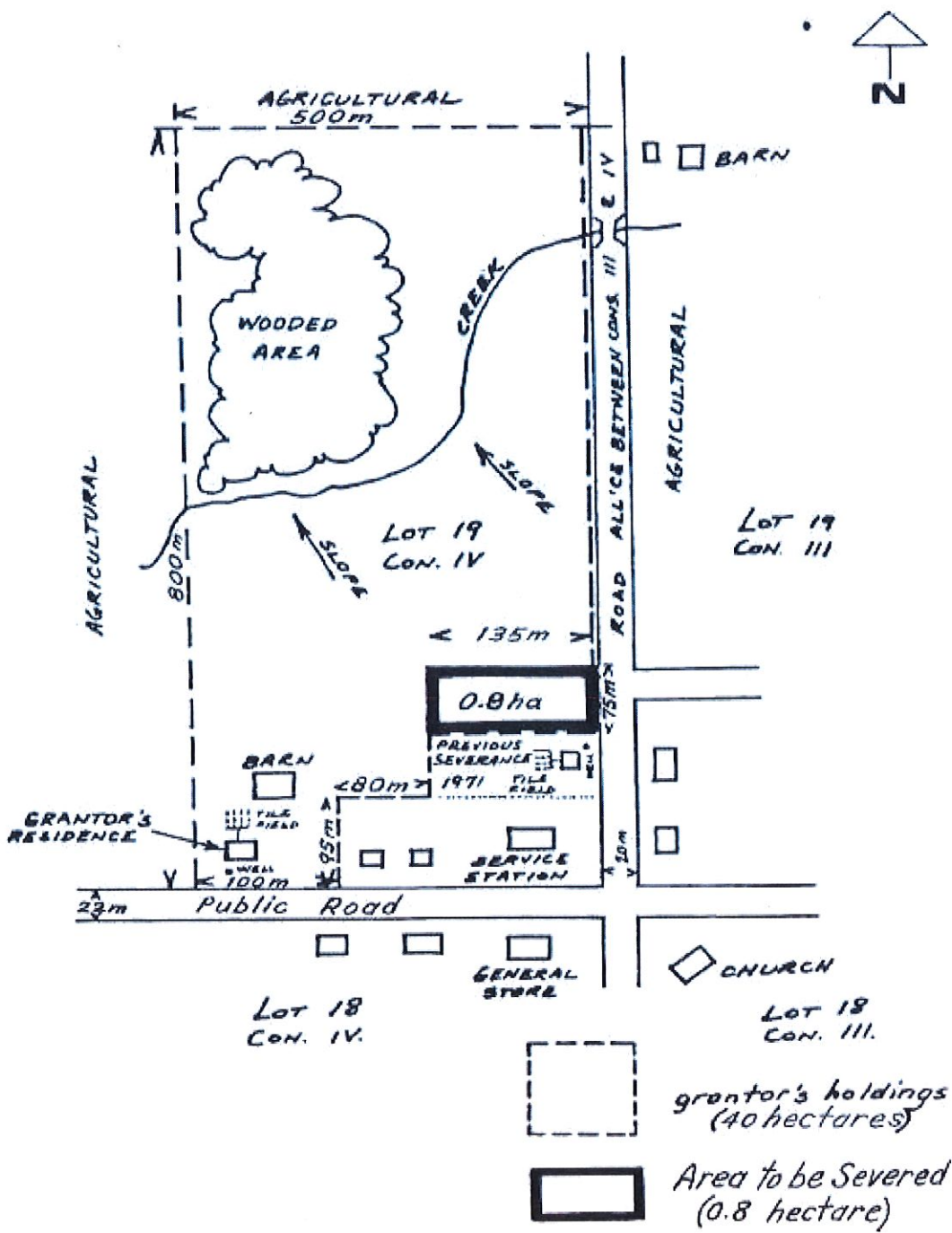
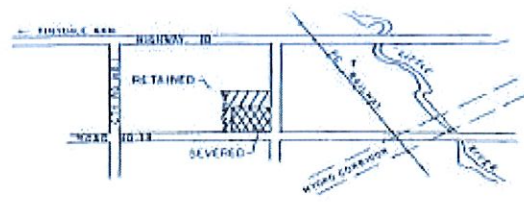
**Key Plan**

**N**





This sketch is an example only



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## Appendix A

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### Some General Requirements for Development Applications Where Ministry of Municipal Affairs and Housing is the Approval Authority

#### Planning Application Fees

Fees are required for permit(s) and certificate(s) of approval and set by individual permitting agencies. There is also an application processing fee for consents and other planning applications to be submitted to the Ministry of Municipal Affairs (MMAH) (a certified cheque or money order made out to the Minister of Finance) at the time of submission of the application.

Please see the attached Fee Schedule for more details.

#### Early Consultation

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact staff of the regional Municipal Services Office (MSO) of the MMAH to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with ministry staff and discuss what supporting documents and information may be required.

Please contact your local Municipal Services Office (MSO) to discuss your proposed development. (Refer to Page 1 for office locations).

#### Consistency with the Provincial Policy Statement (PPS)

*The Planning Act* requires that decisions affecting planning matters "shall be consistent with" the PPS which supports a comprehensive, integrated and long-term approach to planning in Ontario, and recognizes linkages among policy areas. The PPS is intended to be read in its entirety and the relevant policies are to be applied to each situation.

For more information, visit the ministry's website: [www.ontario.ca/page/ministry-municipal-affairs-housing](http://www.ontario.ca/page/ministry-municipal-affairs-housing)

#### Conformity to Official Plan

Assessment/review of a consent application is based on land use planning legislation, policies and principles and potential social, economic and environmental impacts. A major consideration is conformity to the official plan policies.

Applicants are advised to determine if the proposed development is in conformity with official plan policies by discussing the proposal with MMAH and/or the relevant municipality/planning board.

#### Some 'Commonly Required' Permits and Approvals

##### Part 8 Permit/Certificate of Approval for Sewage System

Consents proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, would require a Part 8 permit under the Building Code issued by either the local municipality, public health unit or area conservation authority where it exists (if there is no health unit). The municipality (through the health unit or conservation authority) administers Part 8 of the Building Code that sets out the standards for locating accepted kinds of sewage/septic systems on a lot.

Prior to issuing a permit, the health unit would inspect the property, may stake the septic system site and recommend to the planning approval authority whether a servicing options report and/or a hydrogeological report is required.

Consents proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the Ministry of Environment, Conservation and Parks under the *Environmental Protection Act*.

Some larger private or communal sewage treatment systems are also subject to the *Environmental Assessment Act* (generally where there is a surface water discharge).

For more information on larger private or communal sewage treatment systems, contact the Ministry of Environment, Conservation and Parks.

#### Communal Systems

Communal septic and communal well systems would generally require a servicing options and a hydrogeological report based on assessment of the specific circumstances.

Communal septic systems generating effluent of more than 4,500 litres per day would need a servicing options and a hydrogeological report.

Communal well systems for non-residential development may need a hydrogeological report.

Where communal services are proposed (water and/or sewage), the applicant must confirm, through a signed letter of acceptance, that the municipality or other public body would assume ownership and maintenance of these systems.



### **Entrance Permits**

Any consent application that is proposed in close proximity to a provincial highway or has the potential to impact upon a provincial highway, would require an entrance permit from the Ministry of Transportation issued under the *Public Transportation and Highway Improvement Act*.

Contact your local Ministry of Transportation office to obtain information on permit requirements.

### **Record of Site Condition (RSC) for Contaminated Sites**

Proposals for sensitive land uses on sites with potential soil contamination would require the completion of an environmental site assessment by a qualified person to determine the extent of contamination and to recommend actions for site remediation.

A change in activity regardless of the zoning could also trigger the need for an RSC as applicable law under the Building Code. An RSC is required when changing from industrial, commercial or community use to a more sensitive land use, such as residences or schools.

For more information on contaminated sites, refer to Ontario Regulation 153/04 (Records of Site Condition - Part XV.1) made under the *Environmental Protection Act*; and Ontario Brownfields website at [www.ontario.ca/brownfields](http://www.ontario.ca/brownfields); or contact your local Ministry of Environment, Conservation and Parks office.

### **Permit for Alteration to Shoreline**

If a proposed severance has potential to impact natural heritage areas or alteration to a shoreline, a permit would be required prior to any site alteration(s) or erecting of structures. Permits would be required from a local conservation authority or the Ministry of Natural Resources and Forestry (MNRF). Applicants are advised to discuss their proposal with the Ministry of Municipal Affairs and Housing or the municipality/planning board. You may be directed to contact your local area conservation authority or the MNRF office prior to making a formal application under the *Planning Act*.

### **Permit to Take Water**

Section 34 of the *Ontario Water Resources Act (OWRA)* provides that "no person shall take more than a total of 50,000 litres of water in a day" for wells or surface water supply without a permit issued by a director of the Ministry of Environment, Conservation and Parks.

### **Crown Lands**

Certain areas of Crown lands are identified by the MNRF as being of special interests, such as lake access points.

Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.

For Contact the MNRF District Office regarding the actual acquisition or use of Crown land.