

# APPLICATION FOR CONSENT TO SEVER AND CONVEY LANDS

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TOWNSHIP OF KING  
PLANNING DEPARTMENT  
2075 KING ROAD  
KING CITY, ONTARIO  
L7B 1A1

(905) 833-5321



# TOWNSHIP OF KING

Municipal Offices  
2075 King Road  
King City, Ontario  
L7B 1A1

Telephone: (905) 833-5321  
Toll Free: 1-800-688-5013  
Fax: (905) 833-2300  
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Website: [www.township.king.on.ca](http://www.township.king.on.ca)

## CONSENT APPLICATION GUIDE

This Consent Application Guide has been prepared for your information and provides general information about the consent process and requirements.

### 1. APPLICATION FEES

- Basic Application Fee (cash or cheque payable to Township of King)		\$2,864.00
- Change of Consent Conditions & Re-circulation of Notice		\$791.00
- Combined Minor Variance & Consent		\$3,175.00
- Re-stamping of Deed		\$83.00
- Appeal Fee (Paid by Appellant) (Payable to Minister of Finance)		141.25
- Township of King Building Department - Inspection Fee Form (cash or cheque payable to the Township of King)		
- For each Lot to be Severed		200.00
- For each Remainder Lot		200.00
- Conservation Authority Fee Collection Form (cheque payable to appropriate Conservation Authority)	TRCA LSRCA	\$1,200.00 300.00

(In accordance with Fees By-law No. 2012-169)

### 2. 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 above address. Where the application is being filed by a solicitor or agent, *Section 11* 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. Commissioners are available at the Municipal Office.

A detailed sketch must accompany each application submitted. See Section 8 of the application form for details.

It is a policy of the Committee that one application form and fee is required for each parcel to be severed.

**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.

The Township of King Building Department Inspection Fee form attached must be completed with fee if applicable, and submitted to the Secretary-Treasurer of the Committee of Adjustment with the Consent Application form.

The Conservation Authority Fee Collection form attached and fee (payable to the appropriate Conservation Authority) must be completed, if required, and submitted to the Secretary-Treasurer of the Committee of Adjustment together with the Consent Application Form.

### **3. PRE-CONSULTATION**

Prior to submitting a "formal" consent application to the Township of King Committee of Adjustment, **pre-consultation** with the appropriate agencies is required for the following consent/severance applications:

- (a) consent applications involving privately serviced lot(s) (ie. individual septic system and well) (Agency: Township of King Building Department)
- (b) consent applications where lot(s) require an entrance to or may impact upon a Provincial Highway (Agency: Ministry of Transportation (MTO)) and/or
- (c) consent applications where lot(s) have potential archaeological impacts (Agency: Ministry of Citizenship, Culture & Recreation (MCCR)).

The intent of pre-consulting is that the technical comments on the suitability of the new lot(s) be available to the Committee of Adjustment at the time the formal application is made.

### **4. APPLICATION PROCESS**

At the time the application is accepted by the Secretary-Treasurer of the Committee of Adjustment and a file number assigned, the applicant is given a yellow identification sign which is to be posted on the property as per instructions attached to the sign.

Once the **COMPLETED** application has been submitted, a copy of the application and a request for written comments is circulated 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 are given the opportunity to attend the scheduled Hearing and express any concerns or support they may have to the Committee.

Applicants are advised that the members of the Committee of Adjustment generally undertake a site visit prior to the scheduled hearing date.

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 from the date of the notice of decision to fulfil conditions, otherwise the application is deemed to be refused. If the Committee of Adjustment decides to refuse the application, the Secretary-Treasurer will send a notice of decision, giving the reasons for the refusal.

The applicant, or any person or public body can appeal the decision and any or all of the conditions to the Ontario Municipal Board not later than 20 days after the issuance of the notice of decision. If an appeal is lodged, together with the required \$125.00 fee, relevant information is forwarded to the Ontario Municipal Board (O.M.B.) which may hold a public hearing to decide the final disposition of the application. If at the end of 20 days there is no appeal, the decision becomes final.

If the Committee requires additional information or decides to provide additional time for an applicant to resolve an outstanding issue, the Committee may adjourn the hearing and defer making a decision on the application. When a hearing is adjourned, the Committee will advise verbally or by written notice of the date and time of the next hearing.

The applicant can appeal the application to the Ontario Municipal Board if a decision has not been reached on the consent request within 60 days of the Committee of Adjustment's receipt of a completed application that contains all of the prescribed or mandatory information. (See "Notice

to Applicants" on Page 1 of Application Form). 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. If all the needed information is submitted at the time of application, delays in processing the application can be avoided.

## **5. 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, but without restricting in any way whatsoever the generality of the foregoing, it may impose as a condition:

- (i) That land or cash-in-lieu of land to an amount not exceeding, in the case of a consent for commercial or industrial purposes, 2% and in all other cases 5% of the value of the subject land, shall be conveyed to the Municipality for park or public recreation purposes.
- (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, if required.
- (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 prints of a deposited reference plan of survey of the property.
- (v) That the owner submit an executed deed conveying the subject land.
- (vi) That the owner pay Administrative Fee(s) in an amount deemed applicable.

## **6. 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.

## **7. OFFICIAL PLANS/ZONING BY-LAWS**

Prior to submitting the application for consent, your proposal should be discussed with Planning staff at the Municipal Office to assist the applicant or agent to ascertain whether it will conform with the provisions of the Official Plan and Zoning By-law. 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-laws does not mean the application will automatically be approved. Under the Planning Act, 1990 as amended, the Committee is also required to have regard, among other matters, to the health, safety, convenience and welfare of the present and future inhabitants of the municipality and to the following:

- (a) the effect of the development on matters of provincial interest as referred to in Section 2 of the Planning Act;
- (b) whether the proposal is premature or in the public interest;
- (c) whether the proposal conforms to the official plan and adjacent lots;
- (d) the suitability of the land for the purposes for which consent is required;
- (e) the number, width, location and proposed grades and elevations of highways, and the adequacy of them, and the highways linking the highways in the proposal with the established highway system in the vicinity and the adequacy of them;

- (f) the dimensions and shapes of any proposed lot;
- (g) the restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land;
- (h) conservation of natural resources and flood control;
- (i) the adequacy of utilities and municipal services;
- (j) the adequacy of school sites;
- (k) the area of land, if any, within the proposal that, exclusive of highways, is to be conveyed or dedicated for public purposes; and
- (l) the physical layout of the plan having regard to energy conservation;

**8. COMPREHENSIVE SET OF POLICY STATEMENTS**

In keeping with its role as policy maker, the Province has established a Policy Statement on a variety of provincial interests. These policy statements summarize existing policies and positions that affect land use planning. Decisions on planning applications shall have regard to all applicable policies.

**9. DEVELOPMENT CHARGES**

Owners/applicants are advised that upon application for a Building Permit to erect a dwelling unit or non-residential structure on a lot, growth related Development Charges payable to the Region of York, the local Municipality (Township of King) and both the Public and Separate School Boards may apply. To determine the rate/cost prevailing at such time, please contact the individual agencies.

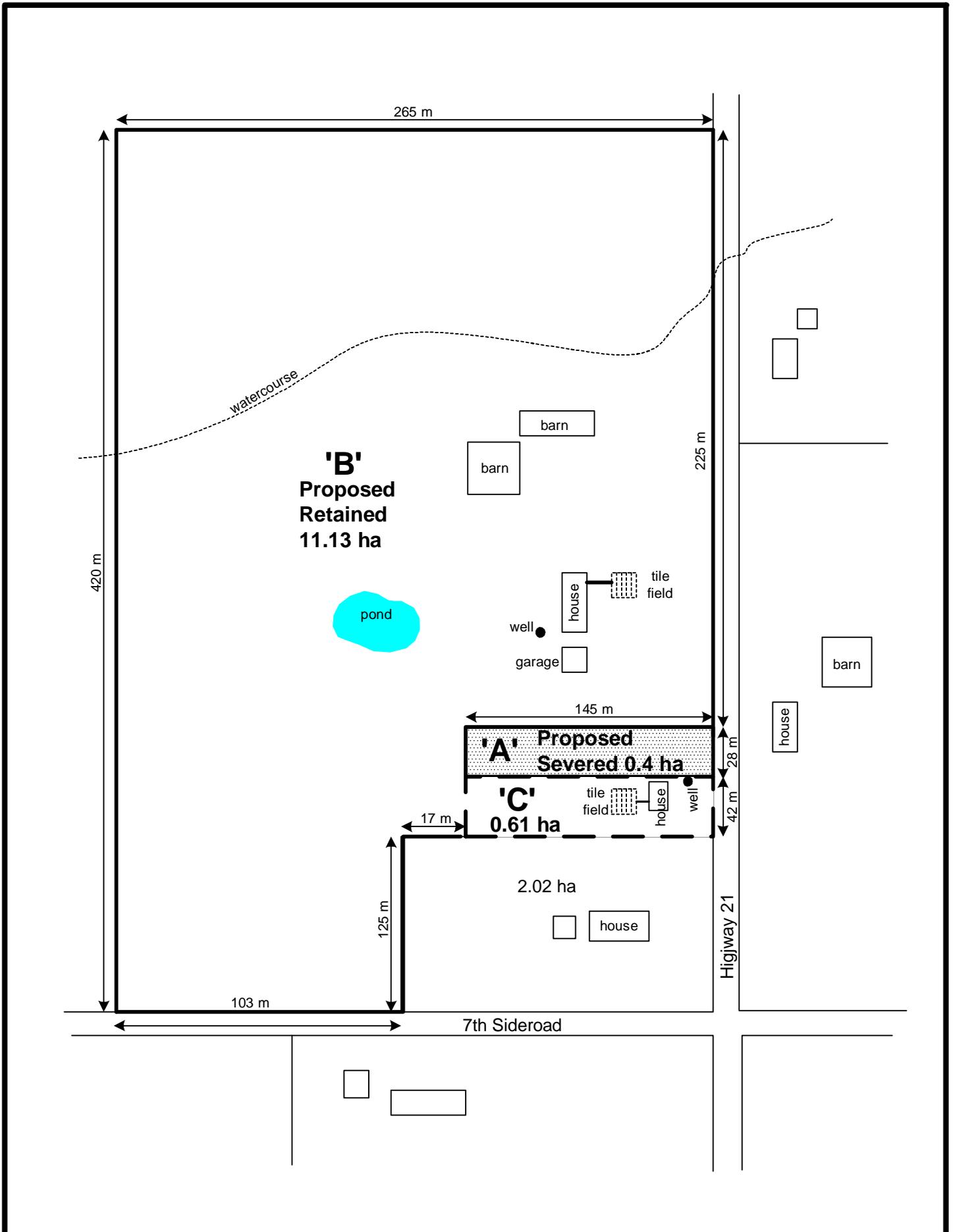
**10. METRIC CONVERSION**

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  
Example: 7985 sq. m. = 0.7895 hectares
- (d) **Acres to Hectares** - Multiply the Number of Acres by 0.4046856

**(THIS GUIDE MAY BE DETACHED FOR YOUR INFORMATION)**

# SAMPLE SKETCH - Consent Application



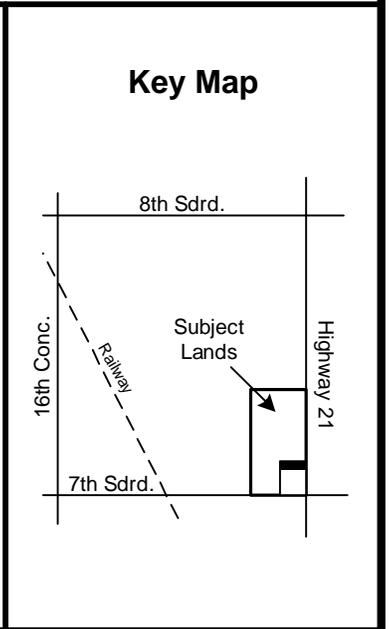
**Proposed Consent**  
 Township of King  
 13578 Highway 21  
 Part Lot 11 Concession 15  
 Owner: W. Calder  
 Submitted April 22, 2005

Units in Metric  
 Not to Scale  
 Measurements are Accurate



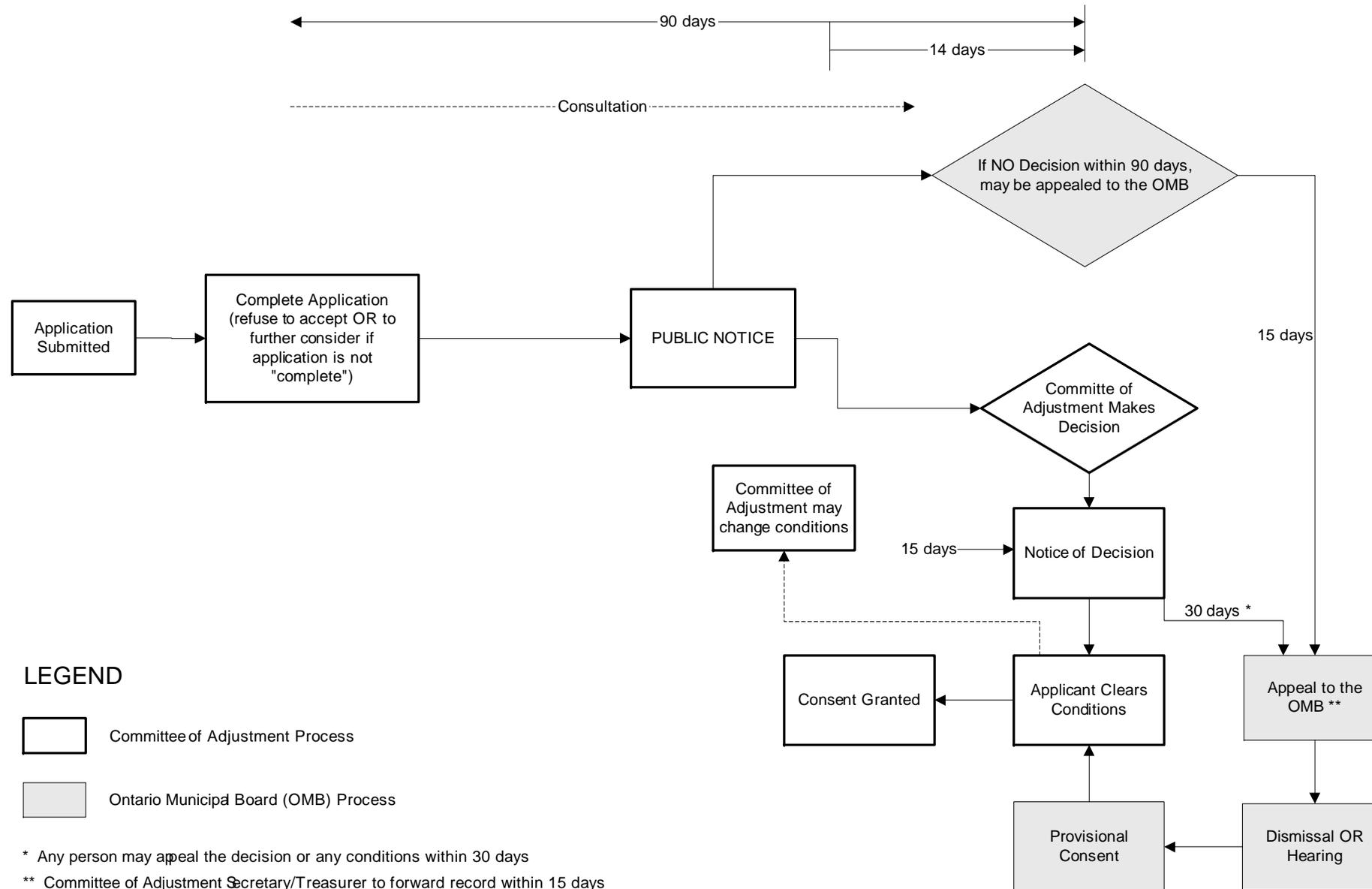
**Proposal:**

-  'A' - Proposed Severed Lands
-  'B' - Proposed Retained Lands
-  'C' - Lands to be Enlarged



# Township of King

## Consent Process



# Township of King

## COMMITTEE OF ADJUSTMENT SIGN REQUIREMENT



### NOTICE TO OWNER/AGENT

Please be advised that in order to give proper notice of the Public Hearing respecting the application, the Planning Act requires that an information sign be placed on the subject property prior to the Hearing.

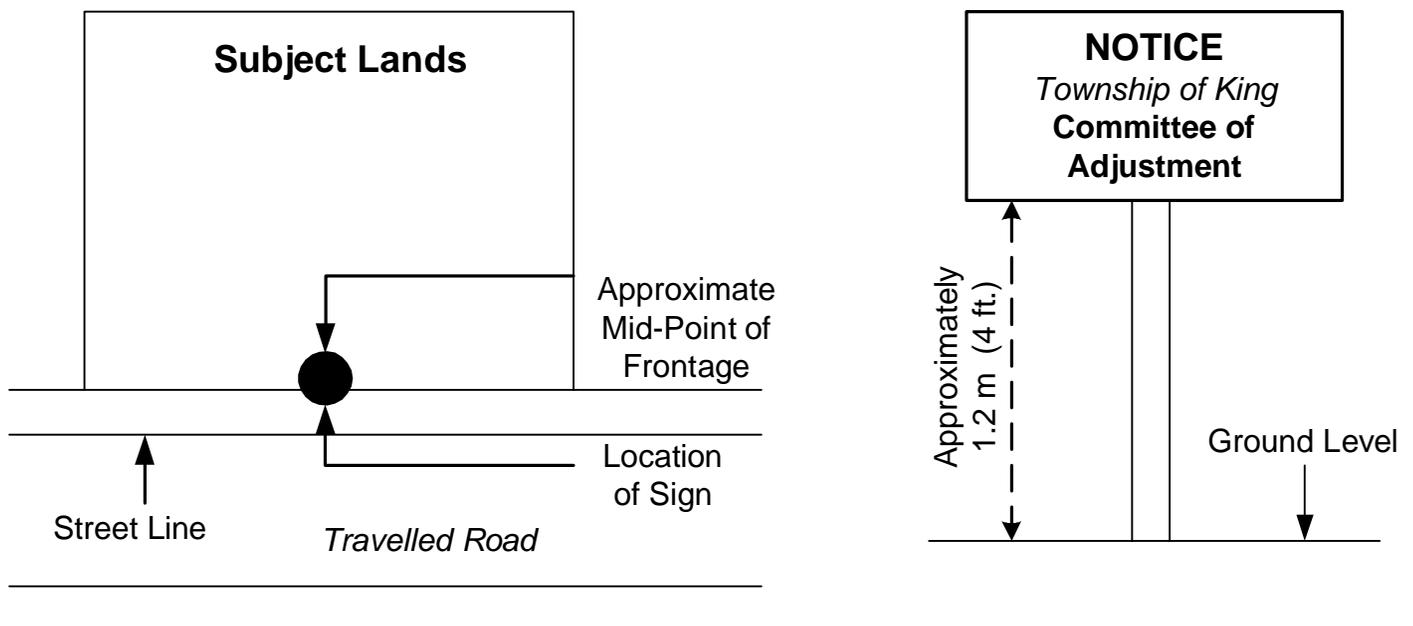
Accordingly, a sign will be provided by the Township indicating the nature of the application, the hearing date and file number. This sign should be posted as soon as it is received, in the manner shown below or attached to an appropriately located existing feature such as a fence or pole which provides adequate visibility from the road.

Failure to post the sign will result in the hearing of the application being delayed.

**PLEASE ENSURE THAT A SIGN IS OBTAINED FROM THE TOWNSHIP OF KING AT THE TIME OF SUBMISSION OF THE APPLICATION.**

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### TYPICAL EXAMPLE





# TOWNSHIP OF KING

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**APPLICATION FOR CONSENT**  
*(Under Section 53 of the Planning Act)*

**FILE NO:** \_\_\_\_\_

**Notes to Applicant:**

The information in this form that **must** be provided by the applicant is indicated by an \* on the left side of the Section numbers. This information is prescribed in the Schedule of Ontario Regulation 197/96 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 Committee of Adjustment will return the application or refuse to further consider the application 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 other 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.

In this form the term "**SUBJECT**" land means the land to be severed **and** the land to be retained.

**1. APPLICANT INFORMATION**

**1.A\* Registered Owner(s)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**1.B\* Applicant/Agent (if different than the owner) (An owner's authorization is required in Section 11 if applicant is not the owner)**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**1.C Mortgagees, Holders Of Charges Or Other Encumbrances**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**1.D Correspondence:**

Of the above, to whom is correspondence relating to the application to be sent?

1.A or 1.B (circle one)

**2. LOCATION OF THE SUBJECT LAND**

**2.A\*** In the Township of King, in the Regional Municipality of York, being:

Concession \_\_\_\_\_ Township Lot \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s) or Block(s) \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Municipal Address (street name & number) \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

**3. PURPOSE OF THE APPLICATION**

**3.A\* Type And Purpose Of Proposed Transaction (Check Appropriate Space)**

- Transfer  Creation of a New Lot  
 Addition to a Lot  
 An Easement or Right-of-Way  
 Other Purpose

- Other  A Mortgage or Charge  
 A Lease  
 A Correction of Title

**3.B** Number of new lots (not including retained lot) proposed: \_\_\_\_\_

**3.C** If lot addition, identify the lands to which the parcel will be added:  
\_\_\_\_\_

**3.D\*** Name of person(s), if known (ie. purchaser, lessee, mortgagee, etc.), to whom land or interest in land is to be transferred, leased or charged: \_\_\_\_\_

**3.E** Relationship (if any) of person(s) named in 3.D to Owner or Applicant (specify nature of relationship): \_\_\_\_\_

**4. DESCRIPTION OF LAND AND SERVICING INFORMATION**

**4.A\* Land Intended To Be Severed (In Metric)**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Number and type of buildings and structures (ie. residential dwelling, shed, detached garage, industrial building, etc.) on the land intended to be conveyed or otherwise dealt with: (Please indicate buildings or structures to be demolished). \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**4.B\* Land Intended To Be Retained (In Metric)**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Number and type of buildings and structures (ie. residential dwelling, shed, detached garage, industrial building etc.) on the lands intended to be retained or otherwise dealt with: (Please indicate buildings or structures to be demolished) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**4.C Road Access To Land (Check Appropriate Space)**

<u>Ownership</u>	<u>Severed Land</u>	<u>Retained Land</u>
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Regional	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) _____		
Maintenance: Seasonal <input type="checkbox"/>	Year Round <input type="checkbox"/>	
Common Name of Road _____		

**4.D Water Supply (Check Appropriate Space)**

<u>Type</u>	<u>Severed Land</u>	<u>Retained Land</u>
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Well (Private)	<input type="checkbox"/>	<input type="checkbox"/>
Lake or Other Body of Water	<input type="checkbox"/>	<input type="checkbox"/>
Other Means (specify) _____		

Has the application been submitted with a Hydrogeological letter/report? Yes \* No

**\*NOTE: It is the practice of the Township of King that all applications requiring a Hydrogeological letter/report demonstrate compliance with the Ministry of the Environment Procedure D-5-4 to provide sufficient dilution by recharge infiltration to decrease nitrates to meet the Ministry Guideline.**

**4.E\* Sewage Disposal (Check Appropriate Space)**

<u>Type</u>	<u>Severed Land</u>	<u>Retained Land</u>
Municipal Sewers	<input type="checkbox"/>	<input type="checkbox"/>
*Private Septic System	<input type="checkbox"/>	<input type="checkbox"/>
Other Means (Specify) _____		

\* If private septic system, please complete attached Township of King Building Department Inspection Fee Form.

**4.F\* Restrictions On The Land**

Please indicate the nature of any easements or restrictive covenants affecting the subject lands.

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**5. LAND USE**

**5.A\*** What is the existing Township of King Official Plan designation(s) of the subject land?

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**5.B** What is the zoning of the subject land?

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**5.C\*** What is the existing Region of York Official Plan designation(s) of the subject land?

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**5.D** 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 approx. distance)
An agricultural operation, including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilization plant		
A provincially significant wetland (Class 1,2 or 3 wetland)		
Flood plain		
An industrial or commercial use, and specify the use(s)		
An active railway line		

**6. HISTORY OF SUBJECT LAND**

**6.A\*** Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or a Consent under the Planning Act? Yes  No  Unknown   
If yes, and known, provide the application file number and the decision made on the application.

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**6.B** If this application is a re-submission of a previous consent application, describe how it has been changed from the original application.

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**6.C\*** Has any land been severed from the parcel originally acquired by the owner of the subject land?  
Yes  No

If yes, and if known, provide for each parcel severed, the date of transfer, the name of the transferee, and the land use.

**7. CURRENT APPLICATIONS**

**7.A\*** Is the subject land currently the subject of an application for a proposed Amendment to the Township or Regional Official Plan? Yes  No  Unknown

If yes, specify the file number and status of the application. \_\_\_\_\_  
\_\_\_\_\_

**7.B\*** Is the subject land the subject of an application for a Zoning By-law Amendment, Minister's Zoning Order Amendment, Minor Variance, Consent, or Approval of a Plan of Subdivision?

Yes  No  Unknown

If yes, specify the file number and status of the application \_\_\_\_\_  
\_\_\_\_\_

**8. SKETCH (REFER TO THE ATTACHED SAMPLE SKETCH)**

**8.A** The application shall be accompanied by 15 prints of a sketch (maximum size 8½" x 14") drawn to a standard metric scale, showing the following:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the distance between the subject land and the nearest Township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the severed land, and the land to be retained;
- (d) the location of all land previously conveyed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells, septic tanks, and tile fields;

- (f) the existing uses on adjacent land, such as residential, agricultural, and commercial;
- (g) 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;
- (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- (i) the location and nature of any easement affecting the subject land.

**9. 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.

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**10. AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_, of the \_\_\_\_\_  
 (please print full name) (Town, City, or Township)

in the County/District/Regional Municipality of \_\_\_\_\_, solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

**DECLARED BEFORE ME AT THE**

\_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
 this \_\_\_\_\_ day of 20 \_\_\_\_\_.

\_\_\_\_\_  
 Commissioner, etc.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

**11. AUTHORIZATION OF AGENT BY OWNER**

If the applicant is not the owner 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.

I/We \_\_\_\_\_  
(Name of Land Owner(s))

Hereby Authorize \_\_\_\_\_  
(Name of Agent or Person Authorized to Sign this Form)

To act as our Agent to make application to the Township of King Committee of Adjustment, to appear on my/our behalf at any hearing(s) of the application and to provide any information or material required by the Committee relevant to the application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**12. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, and/or external planning consulting expenses incurred by the Township of King during the processing of this application, in addition to any application fee set by the Township of King.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**NOTE: All invoices for payment shall be sent to the person indicated in Section 1 for correspondence of this application, unless otherwise requested.**

**13. AUTHORIZATIONS RESPECTING PERSONAL INFORMATION**

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

**Authorization of Owner for Agent  
to Provide Personal Information**

I, \_\_\_\_\_ am the owner of the land that is the subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**13.B** Complete the consent of the owner concerning personal information set out below.

**Consent of the Owner to the Use and Disclosure of Personal Information**

I, \_\_\_\_\_ am the owner of the land that is the subject of this consent application and for the purposes of the Freedom of Information and 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.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner



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## SITE SCREENING QUESTIONNAIRE CONTAMINATED SITES

### TO BE COMPLETED WITH ALL DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWNSHIP OF KING PLANNING DEPARTMENT

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario **is not provided**.

#### **SUBJECT LANDS:**

**Registered Owner:** \_\_\_\_\_

**Township Lot:** \_\_\_\_\_ **Concession:** \_\_\_\_\_

**Part/Lot:** \_\_\_\_\_ **Registered/Reference Plan:** \_\_\_\_\_

**Municipal Address:** \_\_\_\_\_

**Tax Roll No.:** \_\_\_\_\_

#### **SITE AND PROPERTY HISTORY:**

Condition	Yes	No
Is the application on lands or adjacent to lands previously used for Industrial uses?		
Is the application on lands or adjacent to lands previously used for commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant?		
Is the application on lands or adjacent to lands where filling has occurred?		
Is the application on lands or adjacent to lands where there may have been underground storage tanks or buried waste on the property?		
Is the application on lands or adjacent to lands that have been used as an orchard, and where cyanide products may have been used as pesticides?		
Is the application on lands or adjacent to lands previously used as a weapons firing range?		
Is the nearest boundary of the application within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump?		
If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g. asbestos, PCB's etc.)?		
Is there any other reason to believe that the lands may have been contaminated based on previous land use?		

**If the answer to any of the above Questions was Yes, a Phase 1 and Phase 2 Environmental Site Assessment, in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario, is required. PLEASE SUBMIT TWO COPIES WITH YOUR APPLICATION.**

Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? If Yes, please submit two copies of the Phase 1 Assessment with the application.	<b>Yes</b>	<b>No</b>
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**DECLARATION:**

This form must be completed, signed, and stamped by a Professional Engineer, and by the Property Owner.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

**Consulting Engineer:**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner, or Authorized Officer:**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Company (If Applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**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 and required agencies.
3.  Pre-Consultation with applicable agencies as per Section 3 of the Consent Application Guide, if required, has been undertaken.
4.  All questions on the application have been fully completed, checked (✓) or marked "not applicable".
5.  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 his or her office.
6.  Section 11 (Authorization of Agent by 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.
7.  Section 10 (Affidavit or Sworn Declaration) of the Application Form has been properly sworn before a Commissioner, etc.
8.  The sketches as required in Section 8 of the application form are attached.
9.  The parcel to be conveyed or otherwise dealt with by the Committee of Adjustment has been outlined in **RED** and marked **SEVERED LAND** on each copy of the sketch mentioned in #8 above.
10.  With reference to Section 8(e) 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.  Application fee in the amount of \$2,864.00 payable to the Township of King, is enclosed. In the case of a combined application for consent and minor variance, a fee of \$3,175.00 payable to the Township of King is enclosed.

**NOTE: EXCEPT FOR REQUIRED SIGNATURE, ANSWERS MUST BE TYPED OR NEATLY PRINTED IN DARK INK, SUITABLE FOR REPRODUCTION. ALL SECTIONS MUST BE COMPLETED, CHECKED (✓) OR MARKED "NOT APPLICABLE" AS THE CASE MAY BE.**

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**Signature of Owner/Agent/Solicitor**

**LIST OF STANDARD AND SPECIAL CONDITIONS OF CONSENT  
WHICH MAY BE IMPOSED BY THE COMMITTEE OF ADJUSTMENT  
WHEN A \*PROVISIONAL CONSENT IS GRANTED**

**STANDARD CONDITIONS** (Generally applied to all consent applications)

1. Payment of a Municipal Administration Fee of \$353.00 to the Township of King.
2. Submission to the Secretary-Treasurer of two (2) prints of a deposited Plan of Reference of all/severed land, which conforms substantially with the application as submitted, and which shows (the distance of all buildings and structures from the proposed line of severance if applicable), and the calculated area of each Part of the Plan.
3. Fulfilment of Conditions (list the number of conditions), not later than \_\_\_\_\_ (specify date that conditions must be fulfilled which must be within a period of one year after the Notice of Decision is given).

**SPECIAL CONDITIONS** (Applied to consent applications as deemed appropriate)

4. Payment of Parkland Levy to the Township of King in an amount equivalent to 5% of the appraised land value of the severed land or alternatively the Township will accept a fixed sum of \$3,800.00 (per residential lot).
5. Payment of a Parkland Levy to the Township of King in an amount equivalent to 2% of the appraised land value of the severed land for commercial/industrial lot(s).
6. Submission to the Secretary-Treasurer of a copy of a registered deed of conveyance of a parcel of land \_\_\_\_\_ metres in width across the frontage of the severed land (width to be determined on site specific basis) to the Township of King/Region of York/Province of Ontario, without costs, and free of all encumbrances.
7. Payment of a Municipal Administration Fee of \$2,520.00 to the Township of King. (Applicable when a road widening is required by the Township. In these instances, the \$353.00 Municipal Administration Fee noted in #1 above would not be charged.)
8. Submission to the Secretary-Treasurer of a written Undertaking by the applicant's solicitor in the form set out as Appendix 2 to the Decision in order that Section 50(3) of the Planning Act, 1990 shall apply to any subsequent transfer, conveyance or transaction involving the parcel of land for which the consent granted hereunder applies. (Applies to lot or boundary adjustments only.) (Copy of Appendix 2 attached.)
9. Submission to the Secretary-Treasurer of written confirmation that Zoning By-law No. \_\_\_\_\_ (specify By-law No.) has come into force and effect as evidenced by a Clerks Certificate, or an Ontario Municipal Board Order.
10. Written confirmation from the Township of King that the existing \_\_\_\_\_ (specify subject building or structure - i.e. barn, shed) has been demolished or relocated in compliance with Zoning By-law requirements.
11. Submission of a fully executed deed conveying the severed land. (Where a new lot is created.)
12. Submission of a fully executed deed conveying the severed land only to the owners of the land abutting on the \_\_\_\_\_ (specify direction), reportedly being, (name the owner(s). \_\_\_\_\_)
13. Confirmation by the Secretary-Treasurer that a Certificate pursuant to Section 53(42) of the Planning Act, 1990, has been given in respect of Consent File # \_\_\_\_\_ (specify number and year of file). (Applicable when multiple, consecutive lots are being created).
14. Execution of a Development Agreement with the Township of King (i.e. regarding road improvements or providing municipal services).

15. Submission to the Secretary-Treasurer of written confirmation by the Conservation Authority that the concerns set out in its correspondence dated (specify date) and attached as Appendix \_\_\_\_\_, have been satisfied.
16. Written confirmation from the Township of King that the severed lands have been placed under Site Plan Control.

\* A "Provisional Consent" means that an applicant/owner must fulfill the set of conditions noted in the Notice of Decision of the Committee of Adjustment before the Committee will grant "final consent".

**N.B. The foregoing list of conditions represent typical standard and special conditions which were imposed by the Region of York Land Division Committee while the consent or severance function was under its jurisdiction (1974 to September 1, 1995). It is anticipated that the Township of King Committee of Adjustment may impose these or similar conditions as specific circumstances may dictate, however, the Committee retains the right to add to or to amend**



# TOWNSHIP OF KING

Municipal Offices  
2075 King Road  
King City, Ontario  
L7B 1A1

Telephone: (905) 833-5321  
Toll Free: 1-800-688-5013  
Fax: (905) 833-2300  
e-mail: [online@township.king.on.ca](mailto:online@township.king.on.ca)  
Website: [www.township.king.on.ca](http://www.township.king.on.ca)

## **BUILDING DEPARTMENT - INSPECTION FEE**

**Registered Owner:** \_\_\_\_\_

**Township Lot:** \_\_\_\_\_ **Concession:** \_\_\_\_\_

**Part/Lot:** \_\_\_\_\_ **Registered/Reference Plan:** \_\_\_\_\_

**Municipal Address:** \_\_\_\_\_

**Tax Roll No.:** \_\_\_\_\_

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(Please Print)

**Owner / Agent:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

As part of the Planning approval process, your application must be circulated to the Township of King Building Department. The Building Code Act, R.S.O. 1997, allows for the collection of a user fee to pay a portion of the inspection and administration costs.

A fee payable by cheque, cash, or money order to the Township of King, as allowed for by by-law 98-162, must accompany your application.

**A fee is not payable under the following circumstances.**

If the new lot is:

1. Serviced by municipal sanitary sewers.

### **Consent Applications Only:**

2. Comprises a public highway;
3. Designated for the purpose of an easement;
4. Larger than 4 hectares (10 acres);
5. Land on which the owner lives and from which he derives his chief source of income by farming, where no person other than the applicant and one or more members of his 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, legal guardian)

<b>APPLICATION TYPE</b>	<b>APPLICATION FEE</b>	<b>NUMBER OF LOT(S) OR APPLICATION(S)</b>	<b>FEE AMOUNT PROVIDED</b>	<b>EXEMPT (STATE NO.)</b>
Official Plan Amendment	\$200.00 / application			
Zoning / By-law Amendment	\$200.00 / application			
Plan of Subdivision up to 3 reviews	\$300.00 / lot or block			
Site Plan	\$200.00 / application			
Consent / Severance (proposed and remaining)	\$200.00 / lot			
Minor Variance	\$200.00 / application			

**NOTE:** Only one set of application fees (the highest fee) will apply when processing and reviewing consolidated application circulation. Additional fees may apply to applications which require extensive investigation (i.e. reports) by Building Department staff. The applicant will be informed of these additional fee requirements if applicable.