



**The Corporation of the  
City of North Bay**  
200 McIntyre St. East  
North Bay, ON P1B 8V6

**Planning Department**  
Direct Line: (705) 474-0400, ext. 2414  
Toll Free: 1-800-465-1882  
zoning@northbay.ca

## Application for Consent

PLEASE READ BEFORE COMPLETING THIS APPLICATION

**NOTICE TO ALL APPLICANTS OF CONSENT APPLICATIONS  
TO THE CITY OF NORTH BAY COMMITTEE OF ADJUSTMENT**

1. Before you prepare and submit your application to the Committee of Adjustment, it is strongly recommended that you consult with Planning Services. It is also advisable to communicate with your neighbours with respect to your plans.
2. A public notice sign, which will be provided to you, is required to be posted in a prominent location on the subject property for a minimum of fourteen (14) days before the scheduled Hearing of the Consent application.
3. **Development Charges may be payable before the issuance of a building permit.**

**Checklist**

- Application form (**with original signatures**) (all sections must be complete) and **one-sided**
- Any required technical or justification study (1 hard copy and 1 digital copy)
- The required fee **\$1,400.00 for the first lot created plus \$115.00 for each additional lot or part lot created** (includes fees collected on behalf of the Conservation Authority)
- Current Parcel Register or PIN Sheet as proof of ownership (obtained from Land Registry Office)
- A cover letter or Planning Report summarizing the purpose of the application, including the proposed strategy for consulting with the public with respect to the application
- If the applicant is a numbered company or in a company's name, please provide a list of officers (President, Secretary, etc)
- Permission to Enter Form (all sections must be completed)
- 1 copy of the required sketch (drawn to scale), which must include:
  - The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
  - The boundaries and dimensions of the subject land, the part that is to be "**severed**" and the part that is to be "**retained**". Clearly identify "severed" and "retained" lands.
  - The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wood areas, wells and septic tanks and narrow waterbodies
  - The existing uses on the adjacent land, such as residential, agricultural and commercial uses
  - 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 is by water only, the location of the parking and boat docking facilities to be used
  - The location and nature of any easements affecting the subject land
  - Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor

Note: The Committee of Adjustment requires that all properties that are subject to an application be properly identified in accordance with the following:

- a) All buildings shall have the street number clearly displayed and the street number shall be visible from the street
- b) The front of the subject property to be marked using wooden stakes with bright paint in order to assist the Committee of Adjustment Members and Staff with the inspections.



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## Application for Consent

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 197/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets. Two copies of the completed application accompanied by the required fee must be filed with the Secretary Treasurer of the Committee of Adjustment.

**Please Print and Complete or ( ✓ ) Appropriate Boxes**

### Section 1 – Applicant Information

#### **1.1 Name of Owner(s):**

An owner's authorization is required in Section 11.1, if the applicant is not the owner.

Name of Owner(s)	Home Telephone No.	
Business Telephone No	Fax No.	Email Address
Address	Postal Code	

#### **1.2 Agent/Applicant – Name of the person who is to be contacted, if different than the owner:**

(This may be a person/firm acting on behalf of the owner or the purchaser. If purchaser, please provide a copy of the portion of the Agreement of Purchase and Sale that authorizes the purchaser to make this application)

Name		
Address	Home Telephone No.	
Business Telephone No	Postal Code	
Fax No.	Email Address	

#### **1.3 Communications to be between the Municipality and:**

Owner  Purchaser/Agent  All

#### **1.4 Names and addresses of any mortgages, holders of charges or other encumbrances:**

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## Section 2 – Location/Description of the Subject Land(s)

### **2.1 Municipal Address (if any):**

Municipal Address	
Concession Number(s)	Lot / Part Lot Number (s)
Registered Plan No.	Lot (s) Block(s)
Reference Plan No.	Part Number(s)
PIN (Parcel Number)	Former Township

### **2.2 Are there any easements or restrictive covenants affecting the subject land?**

NO       YES      If "Yes", describe the easement or covenant and its effect:

## Section 3 – Purpose of Application

### **3.1 Type and Purpose of proposed transaction (check the appropriate transaction):**

Transfers:

Creation of a new lot       Addition to a lot       An easement       Other purpose

Other:

A charge       A lease       A correction of title

### **3.2 Person(s), if known, to whom land or interest in land is to be transferred, leased or charged:**

### **3.3 If a lot addition, identify the lands to which the parcel will be added:**

### **3.4 Number of new lots to be created:**

### **3.5 Certificate of Consent: Will you be requesting a Certificate of Consent for both retained and severed parcel(s)?**

No       Yes       If "Yes", you must provide a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening Section 50 of the *Planning Act*.

## **Section 4 – Description of Subject Land & Servicing Information**

### **4.1 Description of the Property:**

	Lot 1	Lot 2	Lot 3	Retained
Frontage (m)				
Depth (m)				
Area (ha)				

### **4.2 Use of Property:**

Existing Use(s) (please be specific i.e. duplex, retail store, offices, etc):

	Lot 1	Lot 2	Lot 3	Retained

Proposed Use(s) (please be specific as outlined above):

	Lot 1	Lot 2	Lot 3	Retained

### **4.3 Buildings or structures:**

	Lot 1	Lot 2	Lot 3	Retained
Existing (Date of Construction)				
Proposed				

### **4.4 Access:**

	Lot 1	Lot 2	Lot 3	Retained
Provincial Highway				
Municipal road:				
Maintained all year				
Seasonally maintained				
Other public road (e.g. LRB)				
Right of way				
Water access (describe below)				

Describe in Section 8, the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.

### **4.5 Water Supply:**

	Lot 1	Lot 2	Lot 3	Retained
Publicly owned and operated piped water system				
Privately owned and operated individual well				
Privately owned and operated communal well				
Lake or other water body				
Other means				

**4.6 Sewage Disposal:**

	Lot 1	Lot 2	Lot 3	Retained
Publicly owned sanitary sewage system				
Privately owned individual septic system				
Privately owned communal septic system				
Privy				
Other means				

**4.7 Other services:**

	Lot 1	Lot 2	Lot 3	Retained
Electricity				
School Bussing				
Garbage Collection				

**4.8 Additional Access Information:**

If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 4.4, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year:

**Section 5 – Land Use****5.1 What is the existing Official Plan designation(s), of the subject land?****5.2 What is the existing Zoning?****5.3 Has the subject property ever been used for commercial or industrial purposes?**

NO       YES

If "Yes", please advise if a **record of site condition** has ever been completed in accordance with Ontario Regulation 153/04 and provide a copy as an attachment to this application.

**5.4 Is the property located in vulnerable areas identified on Schedule 3B of the Official Plan?**

No       Yes

If yes, please indicate if the property is located within Intake Protection Zone 1, 2 or 3 or the Callander Issue Contributing Area (ICA).

## 5.5 Nearby Uses and Features:

Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified?

Use or Feature	On the subject Land	Within 500 meters of subject land, Unless otherwise specify (indicate approximate distance)
An agricultural operation including livestock facility or stockyard		
A landfill		
A sewage treatment plant or waste stabilisation plant		
A provincially significant wetland (class 1,2, or 3 wetland)		
A provincially significant wetland within 120 meters of the subject property		
Flood Plain		
A rehabilitated mine site		
A non-operating mine site within 1 kilometre of the subject land		
An active railway line , a municipal/federal airport, utility corridors, Heritage Buildings, structures, sites		

## Section 6 – History of the Subject Land

### 6.1 Historical Planning Act Applications:

Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act?

NO  YES  UNKNOWN

If "Yes" and if known, provide the application file number and the decision made on the application:

### 6.2 Resubmission of an Application:

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

## **Section 7 – Current Application**

### **7.1 Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment?**

YES       NO

If "Yes", indicate status of the application

### **7.2 Subject to other *Planning Act* applications:**

Is the subject land the subject of an application for a Zoning By-law Amendment, Minor Variance, other type of Consent or approval of a Plan of Subdivision?

YES       NO

If "Yes" and if known specify the appropriate file number and status of the application:

## **Section 8 – Other Information**

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

**Section 9 – Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the District of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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Commissioner of Oaths

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Applicant

## Section 10 – Authorization

**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.**

Authorization of Owner for Agent/Purchaser to make the Application

I, \_\_\_\_\_, am the owner of the land that is subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

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Date

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Signature of Owner

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

Authorization of Owner for Agent/Purchaser to Provide Personal Information

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize \_\_\_\_\_ as my agent/purchaser 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.

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Date

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Signature of Owner

**To be Completed by the Owner:**

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 application 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.

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Date

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Signature of Owner

## **Section 11 – Permission to Enter**

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

Secretary-Treasurer  
Committee of Adjustment  
City of North Bay  
P.O. Box 360  
200 McIntyre Street East  
North Bay, ON P1B 8H8

Dear Secretary-Treasurer:

Re: Application to Committee of Adjustment

Location of Land: \_\_\_\_\_

I hereby authorize the members of the Committee of Adjustment and members of the Staff of the City of North Bay and the North Bay-Mattawa Conservation Authority to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

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Signature of Owner or authorized person

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Please print name

Note: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the municipal address clearly visible from the street. The front of the subject property to be marked using wooden stakes with bright paint in order to assist the Committee of Adjustment Members and Staff with the inspections.

Failure to properly identify the subject property may result in the deferral of the application.

## Section 12 – Municipal Acceptance

### **TO BE COMPLETED BY MUNICIPALITY**

**Date received by Planning Services:**

#### **Additional Information:**

In addition to the information contained within all other sections of this application, the following information/studies are required to satisfy the requirements of a complete application under the Planning Act:

#### **Review:**

I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act.

**Date:**