



Development Services Department
24 Church Street West, P.O. Box 158
Elmira, ON N3B 2Z6
519-669-1647 / Toll Free 1-877-969-0094
planning@woolwich.ca

Submission: B - _____

Under S.53 of the Planning Act

Date Received: _____

APPLICATION FOR CONSENT

Preapplication Consultation

A formal Preapplication Consultation Meeting with Township staff is **strongly recommended** prior to submission of this application.

The perspective applicant will pay the Township of Woolwich the prescribed, non-refundable preapplication consultation review fee of \$620.00. Through the preapplication consultation, other information and material (e.g. technical information or reports) may be required to assist the Township and other agencies in their planning evaluation of the proposed consent.

Consent Application

The information in this form is prescribed in Schedule 1 to Ontario Regulation 197/96 made under the Planning Act. This Information must be provided with the appropriate fee(s). Incomplete applications will not be processed until all information is provided. If the information, including copies of the required plans and the applicable fees are not provided, the Township may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided.

If you require assistance completing the application, please contact Township Planning staff:

planning@woolwich.ca

SUBMISSION REQUIREMENTS:

- ☐ Signed and completed application form.
- ☐ 1 PDF version of a sketch (see Section 9 for sketch requirements) – forward to planning@woolwich.ca
- ☐ If the subject lands are within a Source Protection Area a Notice of Source Protection Compliance or Section 59 Notice must be submitted with this application. Please visit <https://taps.regionofwaterloo.ca> to complete this review.
- ☐ The required Township application fee(s) and review fee(s) identified during pre-consultation. For current Township fees, please visit <https://www.woolwich.ca/learn-about/by-laws/> and view the Fees and Charges By-laws - Development Services Fees (Planning)
- ☐ Region of Waterloo review fee in the form of a cheque made payable to the Region of Waterloo. For current Regional fees, please visit www.regionofwaterloo.ca/en/doing-business/applications.aspx
- ☐ Grand River Conservation Authority (GRCA) review fees may apply if the subject property is regulated by the GRCA. The GRCA will invoice the applicant/agent directly. For current GRCA fees, please visit <https://www.grandriver.ca/planning-development>

For Office use only

TOWNSHIP FEE: _____(Application) _____ (Advertising) _____ (Dev Eng)

Receipt # _____ Roll Number _____

1.0 APPLICANT INFORMATION

1.0 Name of Registered Owner(s):

Mailing Address - Please check preferred method of communication: ☐ Regular mail ☐ Email:

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

1.1 Name of Authorized Agent(s):

Mailing Address - Please check preferred method of communication: ☐ Regular mail ☐ Email:

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____

Email Address: _____

2.0 LOCATION OF THE SUBJECT LAND

2.1 Municipal Address: _____

Legal Description (i.e. Lot and Concession, Registered Plan and Lot(s) and / or Reference Plan and Part(s)) :

2.2 Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☐ No

If yes, describe the easement or covenant and its effect:

3.0 PURPOSE OF THE APPLICATION

3.1 Type and purpose of proposed transaction (check appropriate box)

Transfer: ☐ Creation of a new lot ☐ Addition to a lot ☐ An easement ☐ A right-of-way

Other: ☐ A charge ☐ A lease ☐ A correction of title ☐ Other purpose

3.2 Please provide an explanation summarizing the purpose of your application:

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

3.4 If the application is for a lot addition, identify the lands to which the parcel will be added:

Municipal Address:

Legal Description (i.e. Lot and Concession, Registered Plan and Lot(s) and / or Reference Plan and Part(s)) :

4.0 DESCRIPTION OF SERVICES, LANDS AND BUILDNGS

	PROPOSED SEVERED LANDS	PROPOSED RETAINED LANDS
Water Supply Check appropriate box:	☐ Municipal	☐ Municipal
	☐ Private Well	☐ Private Well
	☐ Other – Explain:	☐ Other – Explain:

	PROPOSED SEVERED LANDS	PROPOSED RETAINED LANDS
Sewage Disposal Check appropriate box:	☐ Municipal	☐ Municipal
	☐ Private Septic	☐ Private Septic
	☐ Other – Explain:	☐ Other – Explain:

Storm Drainage Check appropriate box:	☐ Sewers	☐ Sewers
	☐ Ditches or Swales	☐ Ditches or Swales
	☐ SWM Pond	☐ SWM Pond
	☐ Infiltration Trenches	☐ Infiltration Trenches
	☐ Other – Explain:	☐ Other – Explain:

Road Access Check appropriate box:	☐ Township Road	☐ Township Road
	☐ Regional Road	☐ Regional Road
	☐ Provincial Highway	☐ Provincial Highway
	☐ Other – Explain:	☐ Other – Explain:

DESCRIPTION OF REQUEST		PROPOSED SEVERED LANDS	PROPOSED RETAINED LANDS
Description	Lot Frontage / Width: (metres)		
	Lot Depth: (metres)		
	Lot Area: (square metres / hectares)		
Use of Land	Existing Use(s) – list all that apply: (i.e. residential, agricultural, commercial, industrial)		
	Proposed Use(s) – list all that apply: (i.e. residential, agricultural, commercial, industrial, vacant)		

List **ALL** Buildings and structures on Severed and Retained Lands:

DESCRIPTION OF BUILDINGS

List ALL Buildings and Structures including approximate size in square metres
(i.e. house, detached garage, storage shed, livestock barn, driving shed, silo, manure pit etc.)

PROPOSED SEVERED LANDS	PROPOSED RETAINED LANDS

Will you be Requesting a Certificate for the Retained Lands: ☐ Yes* ☐ No

*If yes, a statement from an Ontario solicitor in good standing 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 Act. (O.Reg.786/21)

5.0 LAND USE

5.1 Township Official Plan designation of the subject land and a brief explanation how the application conforms with the Township Official Plan:

5.2 Regional Official Plan designation of the subject land and a brief explanation how the application conforms with the Regional Official Plan:

5.3 An explanation of how the application is consistent with policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement):

5.4 Is the subject land within an area of land designated under any provincial plan or plans (ie. Growth Plan for the Greater Golden Horseshoe)? ☐ Yes ☐ No

If yes, an explanation of how the application conforms or does not conflict with the provincial plan or plans:

5.5 Zoning of the subject land:

6.0 APPLICATION HISTORY

6.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision under the Planning Act? ☐ Yes ☐ No ☐ Uncertain

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

6.2 Has any land been severed from the parcel originally acquired by the owner of the subject land? ☐ Yes ☐ No ☐ Uncertain

If yes, and if known, provide the date of the transfer, the name of the transferee and the uses of the severed land:

6.3 Is the subject land currently the subject of another application under the Planning Act, such as an amendment to the official plan or zoning by-law, a Minister's zoning order, a minor variance application or an application for an approval of a plan of subdivision or consent? ☐ Yes ☐ No ☐ Uncertain

If yes, and if known, provide the application file number and status of the application:

7.0 OTHER INFORMATION

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

8.0 ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE (collected on behalf of the Region of Waterloo)

8.1 Was the subject property ever used for industrial purposes? ☐ Yes ☐ No ☐ Uncertain

If yes, please describe approximate dates and types of industry:

8.2 Was the subject property ever used for commercial purposes where there is potential for site contamination (i.e., automotive repair, gas station, dry cleaning operation, chemical warehousing etc.)? ☐ Yes ☐ No ☐ Uncertain

If yes, please describe approximate dates and types of commercial activity:

8.3 Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?

☐ Yes ☐ No ☐ Uncertain

If yes, please describe approximate dates and description of waste materials:

8.4 Have hazardous materials ever been stored or generated on the property (e.g. has HWIN registration or other permits been required?) ☐ Yes ☐ No ☐ Uncertain

If yes, please summarize details:

8.5 Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property? ☐ Yes ☐ No ☐ Uncertain

If yes, please describe the nature of the suspected contamination:

8.6 Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides? ☐ Yes ☐ No ☐ Uncertain

8.7 Are there or were there ever any above ground or underground storage tanks for fuels or chemicals on the property? ☐ Yes ☐ No ☐ Uncertain

If yes, please summarize details:

8.8 Does the property have or ever had a water supply well, monitoring well, geothermal well?

☐ Yes ☐ No ☐ Uncertain

If yes, please provide details:

8.9 Does this property use or has it ever used a septic system? ☐ Yes ☐ No ☐ Uncertain

8.10 Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use?

☐ Yes ☐ No ☐ Uncertain

8.11 Will lands be dedicated to the Region as part of this application (including road allowances, daylight triangles)? ☐ Yes ☐ No ☐ Uncertain

9.0 SKETCH

The application must be accompanied by a sketch / site plan drawn to scale and legible on letter, legal or tabloid size paper showing the following:

- the boundaries and dimensions of the subject land;
- the boundaries and dimensions of the proposed severed and retained lands, clearly denoting which is the proposed severed portion and which is the proposed retained portion;
- the location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings and structures from all existing and proposed lot lines;
- the approximate location of all natural and artificial features on the subject land and on adjacent lands that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, septic tanks and septic beds);
- the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- the location 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;
- the location and nature of any easement(s) affecting the subject land.

10.0 ACKNOWLEDGEMENT, AUTHORIZATION, AND AFFIDAVIT

10.1 Acknowledgement

I/We understand that receipt of this application by the Township of Woolwich does not guarantee it to be a complete application. Further review of this application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application submitted.

Once the application is deemed to be fully complete, the application will be circulated for agency comments, a notice of hearing will be mailed to neighbouring property owners within 60 metres of the subject property, and a notice will be placed in the local newspaper.

Be advised that all applications and accompanying reports are considered public document and may be made available to the public. This may including providing copies of the same on the Township website.

By making an application to the Township under The Planning Act you acknowledge that you are granting Township staff or any necessary agency the right to enter onto the lands to reasonably review the property in terms of the proposed application during regular business hours.

Signature of Owner / Authorized Agent

Date

Signature of Owner / Authorized Agent

Date

10.2 Authorization

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed.

I/We, _____, owner of the land that is the subject of this application, hereby authorize _____ to make this application and to act on my/our behalf.

Signature of Owner

Date

Signature of Owner

Date

10.3 Affidavit

I/We, _____ solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Declared before me at the Township / City of _____ in the
Region of _____ this _____ day of _____ 20____.

Commissioner of Oaths (with stamp)

Signature of Owner / Authorized Agent