



**Planning Department  
Consent/ Severance/ Right of Way Easement/  
Lot Addition Application Checklist**

11 Hudson Street, Blind River, Ontario, P0R 1B0

Tel.: (705)356-2251 Fax.: (705)356-7343

It is recommended that you consult with the Town Planning Department prior to submitting your application.

**Consent Application Checklist**

Please ensure you have completed the following prior to submitting your application:

- Fully complete all applicable sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached, made payable to the Town of Blind River.
  - Consent/Severance per lot \$ 510.00
  - Lot Addition per lot \$ 510.00
  - Right-of-way \$ 510.00
  - Right -of-way per multiple \$ 510.00 per lot
  - Registered Easement \$ 510.00 per lot
- Sketch or site plan (in metric) to scale in accordance with the requirements of the application form.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
  - Algoma Public Health
  - Ministry of Transportation
  - Ministry of Natural Resources, etc.
- Copy of all studies and reports that are required to be submitted with your application in both electronic and hard copy.
- Copy of your completed Consultation Form from the Planning Department, if you choose to use this service.

### **Application's Posting Instructions:**

In order to facilitate consideration of your Application for Consent/ Severance, we ask that you complete the following upon submission of the application to the Town:

- Post a clearly visible sign approximately 14" x 18" bearing your name, your application number (provided by the Town Planning Department), lot and concession number, and the Plan number, on the **main access side** of your property, preferably where your driveway accesses onto the Town road (and the middle of your shoreline frontage, if possible).
- Mark out, on the ground, the location of the proposed lot lines - marking it clearly with stakes and coloured ribbon surveyor's tape.
- It is the responsibility of the Applicant to mark the property which is the subject of this application.

Council members and/or Town staff may conduct site inspections of your lands. By submitting this application you are authorizing the Town to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or seasonally maintained municipal or private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on the title.

Parkland Dedication Fee is applicable for new lots\*\*\* (see Appendix 2)

Your application will not be processed until it is deemed to be complete. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application, please contact the Planning Department at:

Town of Blind River - Planning Department  
PO Box 640  
11 Hudson Street  
Blind River, Ontario, P0R 1B0  
Tel.: (705)356-2251  
Fax.: (705)356-7343

E-mail: [john.jones@blindriver.ca](mailto:john.jones@blindriver.ca) or [katie.scott@blindriver.ca](mailto:katie.scott@blindriver.ca)



## **Planning Department Application Guide Q &A Applying for a Consent/ Severance/ Right of way Easement and Lot Addition**

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These tips are intended as a guide to help you decide if your proposed lot might qualify for a severance through the consent application process. There are other factors which may be considered in assessing your application for consent.

### **Is there an Official Plan in your area?**

Official plans are local land use planning documents adopted by a local municipality or planning board and approved by the Province. They reflect provincial and local planning issues and among other things, establish policies for lot creation.

Your proposed lot must conform to the requirements of the official plan and be consistent with the Comprehensive Set of Provincial Policy Statements (under Section 3 of the Planning Act).

### **Is there a Zoning By-Law for your area?**

Local zoning by-laws exist in your area. They set out specific requirements for new developments (e.g. minimum lot size, frontage, setbacks, lot coverage, acceptable access, etc.)

Your proposed new lot must conform to these zoning requirements.

The planning staff can help you interpret your local Official Plan and Zoning By-Law.

### **Is consent the way to go?**

Generally, the creation of new lots by consent may be considered where:

- only one or two are proposed;
- no more than two lots have been severed from the parcel since 1970, when approval of lot creation became mandatory;
- the new and remaining lot will have direct access to an existing publicly-owned and maintained road;
- extensions of municipal or communal sewer or water services are minor and can be done at no cost to your local municipality.

### **Where can new lots be created?**

Generally, only limited development is permitted in rural areas. This helps protect the natural environment, the natural resources and the character of rural area and also discourages the inefficient provision of services.

New lots created for permanent, year-round use should be located in existing, built-up areas.

Industrial or commercial lots can only be created in or near a natural resource if they are dependant on that natural resource. For example, a small resort or campground next to a lake might be permitted. However, related uses, such as residential lots to house employees, would have to be located in nearby municipalities.

All new lots must be suitable for their intended use. For example, new lots must be large enough to accommodate the proposed building and all servicing requirements.

### **Where can't new lots be created?**

Generally, lots cannot be created on provincially significant wetlands, prime agricultural lands, lands containing mineral aggregate resources, hazardous lands such as steep slopes and areas susceptible to flooding or where fish or wildlife habitat will be disturbed.

In areas without municipal organization new permanent residential lots cannot be created where they are in close proximity to municipalities or settlement areas. Seasonal lots usually cannot be created in areas where there is potential for conversion to year-round use.

New lots cannot be created where they are not compatible with surrounding land uses. For example, a new lot for a house would not be permitted next door to a factory or a waste disposal site.

### **What kind of access do new lots need?**

Any new lot must provide safe, long-term access for all vehicles, including service and emergency vehicles.

Generally, this means:

- lots should be located on publicly-owned roads which are maintained year round;
- a limited number of seasonal residential lots on private roads may be considered, on an in-fill basis, provided they won't be converted to permanent residential use and they have registered rights-of-way with direct access to a public road;
- water access may be acceptable for cottage lots if the lots are on an island or in a remote location, where future demand for road access is not anticipated; lots should be located within a reasonable distance to publicly-owned and maintained parking, docking and boat launching facilities.

### **What kind of service do new lots need?**

In general:

- where municipal sewer and water services exist, lots are required to hook into the existing service;
- where municipal services are not provided, municipally-owned communal services are preferred;
- in other areas, a new lot must be acceptable for the installation of a septic tank and tile bed system and well;
- lake water for cottage lots may be permitted, subject to the approval of the Ministry of the Environment.

### **What happens to my application after I submit it?**

The Town is required to give notice of the complete application to persons and agencies that may have an interest in the proposed consent. This can occur in 2 ways: (1) by mail or personal service to all landowners and any condominium corporation within 60 metres of the subject land, or (2) by publishing notice in a local newspaper.

Generally, the notice, circulation, site visit, if necessary, and a decision on a consent request will be completed approximately in 90 days from the receipt of a complete application.

If the Town decides to approve the application, in most cases there will be conditions stipulated and these conditions **must be fulfilled prior** to granting final consent. The applicant has one year to fulfill conditions, otherwise the application is deemed to be refused and the file is closed as per the requirements of the Planning Act. The applicant, or any person or public body can appeal the decision and any or all of the conditions to Ontario Municipal Board within 30 days of receiving the notice of decision.

If the Town proposes not to approve the application, the Committee will send a notice, giving the reasons for the proposed refusal. The applicant, or any person or public body has up to 30 days from the notice to appeal the decision to the Ontario Municipal Board. If at the end of 30 days there is no appeal, the refusal decision becomes final.

The applicant can appeal the application to the Ontario Municipal Board if a decision has been reached on the consent request within 90 days on the Town receipt of an application that contains all of the prescribed or mandatory information. Before filing a notice of appeal, the applicant should determine the status of the file since it might be possible for the Committee to make a decision on the application within a reasonable time. If all the needed information is submitted at the time of the application, delays in processing the application can be avoided.