



County of Hastings

Land Division Committee

**COUNTY OF HASTINGS
CONSENT APPLICATION GUIDE**

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About the Consent Process

The Hastings County Planning Advisory and Land Division Committee serves as the Land Division Committee (“Committee”) and is a committee comprised of County Council members. Committee meetings are generally held at the Hastings County Administration Building and virtually on the third Tuesday of each month. The duties and responsibilities of the Committee are outlined in the provincial Planning Act.

The Committee grants consents. Generally speaking, the “consent” of the Committee enables certain transactions to occur relating to the subdivision of land. These transactions can include the creation of a new lot; leases over twenty-one (21) years; rights-of-way and easements over twenty-one (21) years; lot adjustments and extensions; correction to property descriptions; mortgage or partial discharge of a mortgage; and, foreclosure or exercise of power of sale.

It is important to realize that conformity with the County’s Official Plan and Zoning By-law does not mean that the Application for Consent will be automatically approved. Under the Planning Act, the Committee must also have regard to the health, safety, convenience, and welfare of the present and future inhabitants of the municipality. As per section 53 of the Planning Act, the Committee must consider the following:

- a. Whether a Plan of Subdivision is necessary for the proper and orderly development of the Municipality;
- b. The effect of the proposal on matters of provincial interest as referred to in section 2 of the Planning Act;
- c. Whether the proposal is premature or in the public interest;
- d. Whether the proposal conforms to the Official Plan and adjacent Plans of Subdivision, if any;
- e. The suitability of the land for the purposes for which the consent applies;
- f. The number, width, location, grades and adequacy of roads adjacent to, and in the vicinity of the lands subject to the consent;
- g. The dimensions and shape of the proposed lot(s);
- h. The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or on the buildings and structures proposed to be erected thereon and the restrictions, if any, on adjoining lands;
- i. Conservation of natural resources and flood control;
- j. The adequacy of utilities and municipal services;
- k. The adequacy of school sites;
- l. The area of land, if any, within the proposal that, exclusive of highways, is to be conveyed or dedicated for public purposes; and
- m. The physical layout of the lots having regard to energy conservation.

To ensure the above factors have been taken into account, the Committee, as part of its Decision,

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may impose conditions of approval as it considers appropriate.

The Consent Process

Step 1 – Pre-Consultation

The most important step in the process is pre-consultation with a Planner from the County of Hastings Planning and Development Department.

The purpose of pre-consultation is to provide you with an overview of the consent process and to assist you with any initial questions you may have regarding that process. The pre-consultation allows the Planner to determine if there are any major concerns or issues with your proposal with regard to Federal, Provincial or Municipal policies and regulations. The Planner may also be able to identify whether additional information or studies will be required. Pre-consultation helps to avoid unnecessary delays and any “surprises / issues” that may arise later on in the consent process. Consulting with your lawyer prior to formal submission is also strongly recommended.

It is also important to consult with your local Municipality as they often provide comments and request conditions of consent approval. There are a variety of other agencies that you may also need to pre-consult with as they may have an interest in or may provide comments on your proposed severance. These agencies may include but are not limited to the local Conservation Authority, Ministry of Transportation or Ministry of Natural Resources. The County of Hastings Planning Staff can assist you as to which agencies should be consulted prior to submitting your application.

For your reference, please refer to Appendix ‘D’, Potential Fees for the Consent Process.

To aid in the pre-consultation, the following information should be provided to the Planner in your completed Severance Proposal Form:

- a. A proposed consent layout sketch showing all structures on the property, adjoining land uses and roads / streets;
- b. Legal description, civic address and roll number(s) of the property;
- c. Brief description of the proposal; and
- d. Identification of all other departments and agencies that have been consulted.

Step 2 – Submitting a Complete Application

Application forms and instructions are available at your local municipal office, at the County of Hastings Planning and Development Department and on the County of Hastings website at www.hastingscounty.com.

The application form **MUST** be completed in its entirety. Should you have any questions regarding the information required in the application form, please contact the Planning and Development Department. Once completed, the Declaration of the Owner / Agent **must be signed in front of** a Commissioner for Taking Affidavits, a lawyer, or a designated Official to affirm the accuracy of

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the application form. If an Agent is submitting the application on behalf of the property Owner, the Owner(s) must complete and sign the Owner Acknowledgement and Consent and the Appointment of Authorized Agent section of the application.

To determine if an application should include a request referred to in s. 53(42.1)(a) of the Planning Act, it is imperative that you discuss this application with the lawyer who will be assisting you through this process. It is your responsibility to determine if the retained lands Transfer/Deed requires stamping. This request is required at the time of submission with your complete application together with your lawyers' written opinion per s. 14.2 of O. Reg. 786/21.

An application must include a minimum of two (2) copies of a sketch to scale (preferably prepared by an Ontario Land Surveyor) in accordance with the sketch guidelines in Appendix 'A'. The applicant is responsible to obtain and submit a copy of the property's Parcel Register(s) and PIN map from the online platform of the Ontario Land Registry Office for Hastings. An application should also include any additional information that you may wish to provide or believe will be helpful in reviewing your application; it should also include information identified during the pre-consultation stage by planning staff or other agencies. Please refer to Appendix 'C', Obtaining a Parcel Register, for detailed instructions

Your application will be reviewed for completeness by planning staff. Any missing or incomplete information may result in a delay of the process and / or your application form being returned to you. Once an application has been deemed complete, planning staff will initiate the consent process.

Therefore, a complete application submission would include the following:

- Application –including Commissioning as required
- Application Fee
- Required Studies, as applicable
- Parcel Register(s) together with PIN Map obtained from the Land Registry Office website
- Solicitor's Opinion re s. 14.2 of O. Reg. 786/21, as applicable
- Sketch as per sketch requirements outlined in Appendix "A"

If applicant is Purchaser – requirements as per s. 53(1)(1.1) of the Planning Act **AND s. 18.1 of O. Reg. 197/96.

NOTE: Planning Department staff are unable to provide legal opinions as to the status of your property's title. Please contact your lawyer for this opinion.

Fees are payable based on the fee schedule in effect on the date the application is made.

Step 3 – The Consent Process

The Consent process is governed by the policies and regulations of the Planning Act. It may take three (3) to four (4) months from the time of submission of the Application for Consent until the time a Notice of Decision is received. Should appeals to the Ontario Land Tribunal ("OLT") be

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received, the process may be delayed. Times may vary greatly depending on the number and complexity of issues arising as part of the application review process and / or staff work volumes.

A) Circulation / Notice

The Planning Act requires that when a complete application for consent is received, notice of the application must be sent to a variety of different agencies (e.g., Conservation Authority) for review and comment. Also, notice of the application will be sent to all landowners within sixty (60) metres of the subject property (severed and retained lands). Should an objection be received from the public, or commenting agency, a public hearing will then be held.

You will be sent orange placards to be posted at the roadside at the two (2) front corners of the proposed severed lots. These placards must be clearly visible from the road and are to remain there until the Land Division / Planning Committee's decision becomes final.

The placards can be attached to an existing feature such as a fence or pole or placed on a stake.

It is a requirement that you take photos of the placards from the roadside and attach these photos to the Declaration confirming the date that they were posted. This Declaration, with photos attached, must be returned to the Land Division Secretary. The Commissioner for Taking Affidavits portion of the Declaration form may be completed on-site, by appointment at the closest Municipal office or by a Notary Public of your choice. Photos and the Declaration may be submitted either in person or by mail to the attention of the Land Division Secretary at 235 Pinnacle Street, Belleville, Ontario K8N 3A9, or by email at westerhofL@hastingscounty.com.

If the identification placards are lost or damaged / destroyed, please contact the Land Division Secretary immediately to request replacement placards. Failure to post these placards may result in a delay of your application. The placards must be posted a minimum of fourteen (14) days prior to a decision being rendered.

After the appeal period for an application has concluded and a notice of no appeal has been issued to the Applicant, the placards may then be removed.

B) Land Division / Planning Committee

A public meeting is held for those files that are not recommended for approval by County Planning Staff, or those that have received agency or public comments of concern. Should an objection be received from the public or commenting agency, your application will be scheduled for the next available Planning Committee meeting. At the public meeting, the Committee will review all of the information and make a decision to **Approve**, subject to conditions, **Deny** or **Defer** the application.

Council of the County of Hastings has delegated authority to the Director of Planning and Development to give provisional consent to uncontested applications. Planning staff prepare a report for the consideration of the Director of Planning and Development which addresses the proposed application with regard to consistency with the Provincial Policy Statement, conformity to the County of Hastings' Official Plan, compliance with the local municipality's comprehensive zoning by-law and other applicable legislation. The staff report provides a recommendation and conditions of approval which the Director of Planning and Development will consider when

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reviewing the application and making their final decision. Should planning staff recommend approval, and no concerns or objections received from the public or agencies; then your file may be approved without a public hearing by the Director of Planning and Development.

After a decision has been made to approve or deny an application, the Land Division Secretary circulates a Notice of Decision within fifteen (15) days of the date of the decision which includes the conditions that need to be fulfilled in order to create the new lot. There is a twenty (20) day appeal period (from the date the notice of decision is mailed) which the applicant or any other person or public body that provided a written request prior to the decision being made, may appeal the decision or condition(s) to the Ontario Land Tribunal. Should no appeals be received within the twenty (20) day appeal period, the decision is deemed final.

Step 4 – Fulfilling Conditions

The applicant has **two (2) years** from the date of the mailing of the notice of decision to fulfill all conditions. It is the sole responsibility of the applicant to obtain the necessary approvals or information to fulfill all conditions of approval, and to provide proof of completion to the Land Division Secretary for the County of Hastings. If all conditions have not been fulfilled within the specified two (2) years, the approval of the severance will lapse, and the applicant will need to reapply and go through the consent process again.

The applicant should begin to address and fulfill conditions as soon as possible as some conditions take substantial time to complete. There is **no extension** to the two (2) year limitation as it is a statutory timeframe and, save and except the passing of emergency provincial legislation, cannot be granted for any reason.

Please be advised that building permits cannot be issued nor real estate transactions completed until after all conditions have been fulfilled and the Transfer has been registered with the Hastings Land Registry Office by a lawyer. You must complete all conditions and have the survey and deed(s) “stamped” and finalized no later than the date that a consent lapses.

The Committee, or the Director of Planning and Development, as the case may be, may impose such reasonable conditions to the provisional approval of an Application for Consent, as it deems appropriate. Such conditions may include, **but are not limited to**, the following:

1) **Proof of Potable Water**

Prior to the endorsing of deeds for the severed lot, proof be lodged with the Land Division Office that there is a minimum of three and one-half (3½) gallons per minute of potable water available on the severed lot. This is applied to proposed lots (severed or retained) less than five (5) acres in area where no municipal water supply is available.

2) **Rezoning**

The severed lot be rezoned to “Rural Residential”, for example, and proof of completion and approval of same be lodged with the Land Division Office prior to the issuance of the Certificate for the severed lot. (See your individual Municipality for the rezoning procedure).

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3) Road Widening

Sufficient land be conveyed to the Township for road widening purposes, by REGISTERED Transfer / Deed to provide a road width of 33 feet to the centre line of a Township road, across the frontage of the severed and retained land.

4) Cash-In-Lieu of Parkland

A cheque in the amount of \$_____ (determined by Municipality) under Section 51.1(3) of the Planning Act, R.S.O. 1990, and upon receipt of same, confirmation be lodged with the Land Division Secretary.

Fees:

Pursuant to Schedule 'A' in the Hastings County's Fees and Charges By-law **2017-0027**, as amended, the fee for processing an Application for Consent is **\$900.00** and is payable to the "**COUNTY OF HASTINGS**" by cheque, certified cheque, bank draft or money order upon submission of the application for consent. Cash, Debit and Credit Cards cannot be accepted. Application fees are non-refundable. Receipts are provided in the name of the party who issued and executed the cheque, certified cheque or in the case of a bank draft or money order, the party listed as the purchaser of the draft. Please refer to Appendix 'E', Schedule 'A' in the Hastings County's Fees and Charges By-law 2017-0027, as amended, for Planning Department fees current to May 31, 2022. Presently under review.

At the discretion of the Municipality, there may be need for a peer review of any of the required supporting studies / reports. The peer review shall be at the Applicant's expense.

Should the subject property lie within a Conservation Authority watershed, your application will be sent to that Conservation Authority for their review. Any fees for this review are invoiced directly by the individual Conservation Authority and will be your responsibility to provide prompt payment as per their direction.

We therefore strongly encourage all applicants to pre-consult with Planning Department staff prior to submitting an application.

Application Form:

Each application must be filled out completely and must be accompanied with a sketch of the **Subject Lands** (this includes **both** the proposed severed and retained lot). If you are using an agent, please ensure Section 6 of the Authorization of Owner has been completed. Incomplete applications may impede the processing of your application or result in your application being returned. Should you have any questions or concerns with regard to any part of the application form please contact the Hastings County Planning and Development Department.

Application Sketch:

The application sketch constitutes part of the complete application.

The sketch must be to scale and *preferably* prepared by an Ontario Land Surveyor. At least one (1) copy of the sketch should be signed by the owner or agent. If the sketch is not accurate or



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does not contain the proper details, the processing of the application may be impeded or result in the application being returned to you, due to lack of information. Applications will not be accepted if any of the sketch guidelines are not included on the submitted sketch. Please refer to Appendix 'A', Sketch Guidelines, for detailed instructions, and Appendix 'B' for a Sample Sketch.

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APPENDIX 'A' - Sketch Guidelines

We strongly encourage you to have an Ontario Land Surveyor prepare the sketch for proposed severance in efforts to reflect as much accuracy of the subject lands as possible with your application.

The application must be accompanied by 2 colour copies of a sketch with metric dimensions showing:

1. All property boundaries and approximate dimensions.
2. The boundaries and dimensions of the parcel that is to be severed and the part that is to be retained; Label "TO BE SEVERED" (outlined in **Red**) and "TO BE RETAINED" (outlined in **Green**).
3. The boundaries and dimensions of the parcel that is to be added; label "LANDS BEING ADDED" (outlined in **Blue**).
4. The location and nature of any easement affecting the subject land (highlighted in **Yellow**).
5. Note any land abutting the subject land that is also owned by the owner.
6. The locations of all land previously severed from the parcel originally acquired by the current owner of the subject land.
7. North directional arrow.
8. Lot and Concession or Plan Number for the property.
9. Location and size of existing and proposed buildings (including estimated distance from nearest property lines).
10. Locate and identify existing (drilled or dug) wells and septic beds and their distances to proposed lot lines.
11. Location of existing and proposed property entrances.
12. 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.
13. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
14. Location of any barns on the property and surrounding properties. Please indicate use of barn if known (i.e. livestock, storage, equipment storage etc.) and the distance to the proposed severed lot.

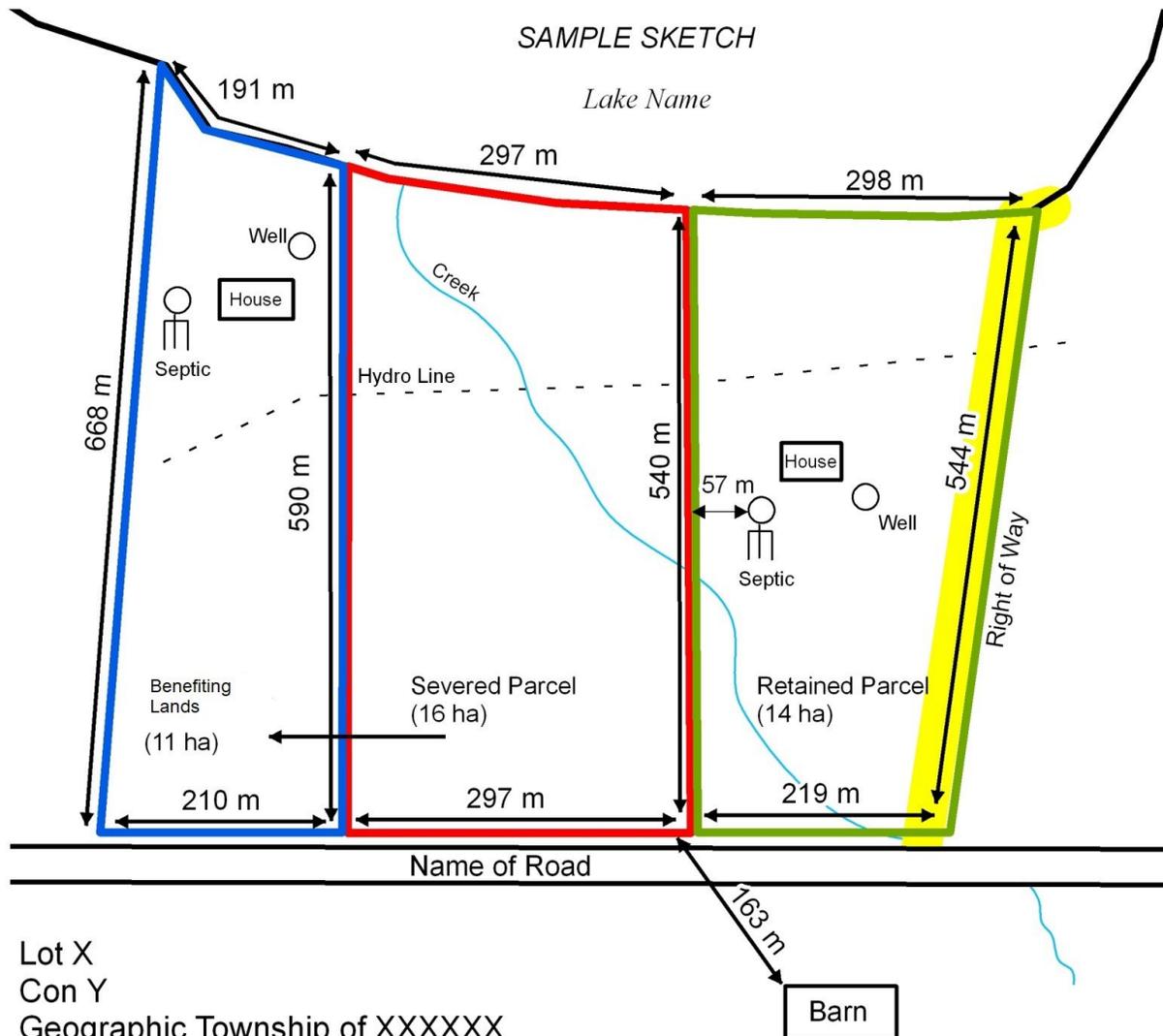
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15. The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include railways, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, sand pits, quarries.
16. The existing uses on adjacent land, such as residential, agricultural and commercial uses.
17. Location and distances from subject structures to all streams, ditches, municipal drains, manure tanks, pads and earthen storage.
18. Other relevant information, as appropriate to assist staff in understanding the proposal.

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APPENDIX 'B' - Sample Sketch

Creation of a New Lot



Lot X
 Con Y
 Geographic Township of XXXXXX
 Municipality of XXXXXX
 Civic Address XXXXX

Scale: XXXXX

Colour Legend:

- Severed Parcel: Outlined in Red
- Retained Parcel: Outlined in Green
- Benefiting Lands: Outlined in blue
- Right-of-way: Coloured in Yellow

The Sketch needs to:

- be legible
- be generally to scale
- show dimensions in metric units and
- fit on a single page – max size 11" x 17"

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APPENDIX 'C' – Obtaining a Parcel Register

Effective January 2022, changes to the County of Hastings' procedures for consent application submissions require submission of the Parcel Register(s) for the subject property to accompany the application.

A Parcel Register * (aka "PIN page") is a record containing a property description and list of instruments (documents) registered on title to the property within the Province of Ontario Land Registration Information System (POLARIS), as of the date of the property search. This gives a real-time, up-to-date report for a property and the provincial ownership record. All documents are **public record**. Any fees associated with obtaining a Parcel Register(s) are those of the applicant.

Please review the fee schedule as set out in the *Land Titles and Registry Act, Electronic Land Registration Services Act, 2010*, as amended, for available services and documents.

Land registration services, including self-service options, are **only accessible online**. Link to main search screen: <https://www.onland.ca/ui/>

Additional assistance, including more detailed instructions to perform a search to obtain a parcel register using the online system, is at the below link:

<https://help.onland.ca/en/property-search/>

Teranet Customer Service Phone Number: [1-844-966-5263](tel:1-844-966-5263)

In the Property Search, you can search a property using the PIN, street address, registration number of an Instrument (document) registered on the property, or you can locate the property on a map. Then you may obtain information about the property, purchase, print and download a copy of a map, or Parcel Register.

A Parcel Register is delivered as a PDF and is styled as a sort of abstract that tells you (including, but not limited to):

- The legal description of the property.
- The PIN (Property Identification Number).
- The legal homeowners – type of ownership.
- A history of:
 - Transfers of Ownership
 - Registrations – like easements, reference plans, and leases.
 - Discharges – for mortgages

Note: If you are having difficulty, or if you need assistance with searching, conducting research, interpreting records or legal advice, please contact a legal professional, such as a lawyer or title searcher. Searching land registry records can be a complex process and staff cannot interpret

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records on your behalf. **If you need assistance with your search, please contact a legal professional, such as a lawyer, or a title searcher.**

Please note: Addresses are not regulated by the land titles offices and may or may not produce a result as this is in reference to what is registered on the title. If a deed is registered without an address or there is a misspelled address, you would not be able to pull a result.

You may use the MAP feature to locate the property on the map and purchase the PIN Map showing the PIN (Property Identifier Number) which will allow you to search by PIN.

You may also try another program called Teranet eXpress (www.teranetexpress.ca) where you may register for free as a user and perform a name search. If you know the name of the owner, for a fee, you may obtain a name search report in the land titles office (i.e. #21 HASTINGS) which will identify the PIN number(s) associated with the name allowing you to search by PIN.

* An official product of the Ontario government pursuant to provincial land registration statutes.

A sample parcel register follows below.

TESTING	PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER	PAGE 1 OF 1				
	LAND REGISTRY OFFICE #20 25050-1111 (LT) * CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *	PREPARED FOR astatevaki ON 2021/02/04 AT 14:29:59				
PROPERTY DESCRIPTION: *** NOT VALID - TO BE USED FOR TRAINING PURPOSES ONLY *** LT 5, PL NORVAL SOUTH OF GUELPH STREET ; PT LT 5, PL NORVAL NORTH OF GREEN STREET , AS IN 627505 / HALTON HILLS						
PROPERTY REMARKS: ESTATE/QUALIFIER: FEE SIMPLE LT CONVERSION QUALIFIED						
RECENTLY: FIRST CONVERSION FROM BOOK						
FIN CREATION DATE: 1996/11/25						
OWNERS' NAMES: ICETON, TREVOR SMITH, ADELE						
CAPACITY: JTEN JTEN						
REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CEED
EFFECTIVE 2000/07/29 THE NOTATION OF THE "BLOCK IMPLEMENTATION DATE" OF 1996/11/25 ON THIS PIN **WAS REPLACED WITH THE "PIN CREATION DATE" OF 1996/11/25** ** PRINTOUT INCLUDES ALL DOCUMENT TYPES AND DELETED INSTRUMENTS SINCE 1996/11/23 ** **SUBJECT, ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO SUBSECTION 4(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES * AND ESCREATS OR FORFEITURE TO THE CROWN. ** THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY CONVENTION. ** ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES. **DATE OF CONVERSION TO LAND TITLES: 1996/11/25 **						
359851	1973/04/26	BYLAW				C
627505	1985/09/27	TRANSFER	\$114,000		ICETON, TREVOR SMITH, ADELE	C
688372	1988/04/14	CHARGE	\$116,000		CANADA TRUSTCO MORTGAGE COMPANY	C

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APPENDIX 'D' – Potential Fees for the Consent Process

The following information is provided as a courtesy, so that you have an opportunity to understand and obtain information regarding potential fees and financial obligations required to complete the consent process which includes third-party services to fulfill conditions of approval.

For formal submission of your application(s) for consent, the current processing fee that our office requires is \$900.00 for **each** consent request.

Provincial legislation requires development applications to be circulated to external agencies and departments such as the Conservation Authority, for example. The agency or department would be required to receive and review your application(s) and provide comments.

Additional fees that are required, or may be applicable (not an exhaustive list), follow below:

1. Land Registration Office (Provincial) fee: to obtain a copy of the parcel register printout for the property. A copy of the parcel register must now accompany the consent application submission and is a new requirement effective 2022.
2. Agent fees, if you use the services of an independent professional: this could be a lawyer, Planning Consultant, Surveyor, etc. to assist you with the process up to the decision stage.

As it is the sole responsibility of the applicant to obtain the necessary approvals or information to fulfill all conditions of approval, it would be in your best interest to contact parties who offer the following services set out below to understand the potential fees that you may likely incur.

1. Lawyer fees: for the preparation and registration of the severance deed and any other agreements or road widening deed required to complete conditions.
2. Surveyor fees: for the preparation and registration of a reference plan (survey), and for review and their report for the status of abutting roads to the property.
3. Municipal fees:
 - i. for applications for re-zoning,
 - ii. safe site entrance,
 - iii. cash in lieu of parkland dedication fee,
 - iv. outstanding taxes, including penalties and interest (and any local improvement charges, if applicable).
4. Well Driller fees: for the installation of a well (dug or drilled) and water testing to satisfy the requirements of the Official Plan.
5. Professional Engineer or Consultant fees for required studies

Please note the above is intended for **general use** and is not an exhaustive list.

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APPENDIX 'E' – Schedule 'A' in the Hastings County's Fees and Charges By-law 2017-0027, as amended

Schedule 'A' to By-law 2017-0027
 County of Hastings User Fees and Charges

PLANNING	FEE	<i>Fees are currently under review.</i>
County Historical Atlas	\$25.00 (plus postage)	
Road Name Changes within the County of Hastings (excluding name changes for safety issues)	\$2,700.00	
Copy of Official Plan & Schedules	\$50.00 (plus postage) <i>Note: Available on website at no cost.</i>	
Official Plan Amendment Application	\$1,000.00	
Plans of Subdivision/Condominium (dependent on number of lots/units) and not including peer review costs		
- up to 20 lots/units	\$3,000.00	
- up to 50 lots/units	\$4,000.00	
- over 50 lots/units	\$6,000.00	
Re-circulation fee for applications of subdivision/condominium	\$500.00	
Draft Approval Extension	\$500.00	
Condominium Exemption Request	\$500.00	
Independent Peer Review by professional consultant or lawyer of detailed studies/reports/draft agreements (ie. hydrogeological, retail market, noise, environmental impact, lake capacity, development agreement, etc.)	At cost - \$3,000 refundable deposit provided at time of making application or when required by County staff.	
Consent Application	\$900.00/application	
New lot (1 severed & 1 retained), lot addition, easement, right-of-way & Validation of Title		
Review of draft deeds, re-stamping	\$75.00 each	
Re-circulation fee of consent application, necessitated by applicant	\$200.00 each	
Other Planning Services for Member Municipalities:		
➤ Staff report re: minor variance or rezoning application;	➤ No fee.	
➤ Preparation of draft by-laws & schedules, including zoning by-law amendment, removal of holding (H) symbol & deeming by-law.	➤ No fee.	
➤ Pre-consultation, site visit and/or attendance at Committee or Council meeting.	➤ No fee.	
➤ Review of a draft site plan or development agreement	➤ No fee.	
➤ Preparation and Attendance at Ontario Municipal Board Hearings in support of municipality.	➤ No fee.	
➤ Update of digital zone schedule.	➤ \$500 + \$100/lot	
➤ Part Lot Control By-law		
NOTES: <i>Applicable Conservation Authority Fees for the review of any planning applications are collected by the respective authority as per their fee schedule.</i>		