

# Please Do Not Remove Any Pages From This Document



## Application for Consent Instructions and Information City Development Department

### Notes

- Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- Studies submitted with an application will be available to the public for review and may be reproduced for public use.

If you have any questions, please do not hesitate to contact the Pickering Clerks Department at 905.420.4611.

1. Each consent is subject to a separate application. All questions in the application must be completed in full, otherwise the application will be deemed incomplete and returned to you.
2. Submit this application form to the Secretary-Treasurer of the Committee of Adjustment, Pickering City Development Department, One The Esplanade, Pickering, ON L1V 6K7.
3. Submission of this application constitutes tacit consent for the authorization of City of Pickering staff, or their representatives, to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

### Pre-consultation

Pre-consultation with City Development is a requirement prior to applying for all Consent Applications. Please contact the City Development Department to discuss your proposal at 905.420.4617 or email [citydev@pickering.ca](mailto:citydev@pickering.ca).

### Fees

Applications will not be accepted if all required fees (City, Region, Conservation Authority, etc.) are not provided at the time of submission.

To obtain the City of Pickering's Consent Application fees, view the [Schedule of Application Fees and Information Price List](#)

All fees are to be made payable to the City of Pickering.

### Region of Durham

The City, on behalf of the Region of Durham Planning and Economic Development Department, may collect a [Regional Planning Review fee](#).

The City, on behalf of the [Region of Durham Health Department](#), may collect a fee to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed, to ensure compliance with Division B – Part 8 of the Ontario Building Code and Pertinent Local By-laws.

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Please complete and submit the [Region of Durham Screening Questionnaire for Identifying Potentially Contaminated Sites](#) with your Consent Application.

At the time of submission of the Consent Application, City Development staff will advise if the preliminary fees for the Region of Durham are required. All fees are to be made payable to the appropriate Regional Department.

### Conservation Authority

The Toronto and Region Conservation Authority (TRCA), may collect a review fee, if the subject property is located in an area in which the Conservation Authority will have an interest (i.e., if the property is located in proximity to a watercourse, shoreline, flood plain, stream valley, or wetland). The [TRCA Administrative Fee Schedule](#) (if applicable).

The Central Lake Ontario Conservation Authority (CLOCA), may collect a review fee, if the subject property is located in an area in which the Conservation Authority will have an interest. The [CLOCA Fee Schedule](#) (if applicable).

At the time of submission of the Consent Application, City Development staff will advise if the preliminary fees for either Conservation Authority are required. All fees are to be made payable to the appropriate Conservation Authority.

### 40R-Plan Requirements

1. The applicant shall submit a copy of the draft 40R-Plan together with detailed sketch, where required. The draft 40R-Plan and/or sketch, where applicable, must show the following information:
  - a) abutting lands owned by the owner showing the boundaries and dimensions;
  - b) the distance between the owner's land and the nearest township lot line or appropriate landmark (i.e., bridge, railway crossing, etc.);
  - c) the boundaries and dimensions of the severed and the retained parcels and the location of all land previously severed;
  - d) the boundaries and dimensions of easements, rights-of-way, leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land;
  - e) the approximate location of all natural and artificial features on the subject land (i.e., buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, slopes, wetlands, wooded areas, wells and septic tanks) and on adjacent lands which may affect the application;
  - f) the use of adjacent lands (i.e., residential, agricultural, cottage, commercial, etc.);

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- g) the location, width and names of all road allowances, streets, rights-of-way, highways within or abutting the property, indicating whether they are public travelled roads, private roads or right- of-ways or unopened road allowances;
- h) the location and nature of any right-of-way or easement affecting the subject land; and
- i) if access to the subject land is by water only, the location of the parking and boat docking facilities.

## General Information

### Procedure

1. This form will not be accepted as an application until all questions have been answered and all requirements have been met. If the application form is not complete (or surveys, drawings missing), the application may not be scheduled for the next Committee hearing, and scheduling will be delayed until the information is received.
2. The completed application form is submitted to the City Development Department. Notification summarizing the application, date, time and place of the Committee of Adjustment hearing is sent to various government agencies and departments. Notice is also sent to the owner, agent (if applicable) and all property owners within 65 metres of the subject property for their information and comments in support of or objection to the application.
3. **The applicant is required to post a sign, supplied by the City Development Department, at least 14 days prior to the meeting date.** Failure to do so may result in the application not being heard by the Committee on the scheduled hearing date.
4. A report is prepared by staff, which includes any comments received, for the Committee members and applicant the Monday prior to the hearing. The staff report will be emailed or is available for pick up at the City Development Department.
5. The Committee of Adjustment meets to hear applications approximately once a month (a yearly meeting schedule is adopted by the Committee each year). The applicant or someone representing the applicant is required to attend the hearing.
6. A City Development Department staff member or a Committee of Adjustment member (or both; together or separately) may attend at the property in question to complete a site inspection. Be aware that photographs may be taken of the subject property. Note that Committee of Adjustment members are not to engage in discussion with applicants, residents and neighbours about the proposal outside of the Committee of Adjustment Hearing.
7. The Committee will render its decision at the hearing or at a later date only upon deferral or tabling of the application. From the date of the decision there is a 20 day period during which the Committee's decision may be appealed to the Ontario Land Tribunal.
8. If no appeal is lodged within 20 days, the Committee's decision becomes final and binding.

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9. If the application is approved by the Committee of Adjustment and all conditions have been fulfilled within two years of the mailing date of the decision, the Secretary-Treasurer will issue a Certificate. If the conditions are not fulfilled within this time period the application is deemed to be refused and the decision will lapse.

### Changing Conditions

1. The Committee of Adjustment may also change conditions of approval at any time before the Secretary-Treasurer's Certificate is issued or before the Committee's decision lapses. The Committee can issue minor changes to the conditions of approval. Major changes to the conditions of approval will be considered by the Committee at a hearing. Written notice of the changes to the conditions will be given to all persons who had requested a notice of decision and changes to conditions of the Committee of Adjustment in writing. Please contact the City Development staff for further details.

### Appeals

1. The Decision of the Committee may be appealed to the Ontario Land Tribunal as provided in Section 53, Subsection 19, of the *Planning Act, R.S.O. 1990*, chapter P.13. The applicant, the Minister or a specified person or public body (as defined by the *Planning Act*) may within 20 days of the date of the Committee's decision appeal to the OLT
2. If you are thinking of appealing the Committee's decision, visit the Ontario Land Tribunal's website: <https://olt.gov.on.ca/appeals-process/forms/>.

If you have any questions, please do not hesitate to contact the City Development Department at 905.420.4617 or 905.683.2760.

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## Application for Consent Checklist for Submitting a Complete Application City Development Department

The following checklist is to be completed and submitted with your application. Complete applications must include all fees. Incomplete applications will not be accepted and will be returned to the Applicant/Agent.

### Requirements for All Consent Applications

- A pre-consultation meeting with City staff, provide the pre-consultation file number: \_\_\_\_\_
- Cover Letter explaining the proposal
- Completed Application Form
- Completed Site Screening Questionnaire
- Draft 40-R Plan illustrating the proposal
- Application Fee

### Other Requirements Deemed Necessary at the Pre-consultation

- Planning Justification Report
- Minimum Distance Separation Formulae
- Hydrogeological Assessment
- Septic Assessment
- Archeological Assessment
- Noise Study
- Parking Study
- Other: \_\_\_\_\_

### Additional Information

For Validation of Title Applications:

- Detailed history of why a Validation of Title is required.
- All supporting materials indicating the contravention of the *Planning Act*, including PIN documents and other items deemed necessary.

For Cancellation Applications:

- Detailed history of when the previous Consent took place.
- All supporting materials indicating the cancellation subject lands and any neighbouring lands owned in the same name, including PIN documents and other items deemed necessary.

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**Application for Consent**  
City Development Department

Application for (Check Appropriate Box)	City of Pickering Use Only
<input type="checkbox"/> Severance (creation of new lots) <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Easement <input type="checkbox"/> Other: _____	File Number:
	Application Fee:
	Date Received:

The undersigned hereby applies to the Committee of Adjustment for the City of Pickering under Sections 50 and 53 of the *Planning Act, R.S.O. 1990*, chapter P.13 for consent to the transaction, as described in this application.

**1. Contact Information**

1.1 Name of Registered Owner(s) \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

1.2 Name of Purchaser \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

1.3 Name of Applicant/Agent (if any) \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

1.4 Matters related to the application should be addressed to (check one or more)

- Owner     
  Purchaser     
  Applicant/Agent

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1.5 Proof of ownership accompanying application (check one)

- Copy of front page of deed       Parcel Registry
- Other (please specify) \_\_\_\_\_

**2. Location of subject property and general information**

2.1 Municipal Address \_\_\_\_\_

Assessment Roll Number(s) (**Mandatory**) 15 digital total \_\_\_\_\_

Lot(s) \_\_\_\_\_ Plan/Concession \_\_\_\_\_

Registered Plan Number \_\_\_\_\_ Lot(s) \_\_\_\_\_

Reference Plan Number(s) \_\_\_\_\_ Part(s) \_\_\_\_\_

2.2 Easements/Encumbrances

Are there any easements, right-of-ways, restrictive covenants, etc., affecting the subject land(s):

If **yes**, please identify and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant, etc.:

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

**3. Purpose of the Application**

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

<input type="checkbox"/> Creation of new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Easement/Right-of-way <input type="checkbox"/> Lease <input type="checkbox"/> Correction of Title <input type="checkbox"/> Mortgage or Charge <input type="checkbox"/> Partial Discharge of Mortgage	<input type="checkbox"/> Other: _____ _____ _____ _____
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3.2 Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.3 If known, provide the following information of person(s), to whom the land or interest in land is to be transferred, leased or charged:

Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

3.4 If a lot addition, identify the lands to which the parcel will be added:  
\_\_\_\_\_  
\_\_\_\_\_

3.5 Certificate Request for Retained Lands:  Yes  No

If **yes**, provide 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).

**4. Description of Subject Lands and Servicing Information**

4.1 All dimensions to be provided in metric, attach additional sheets as necessary. All dimensions must accurately match dimensions noted on draft 40-R Plan.

Description of Land	Retained Lands	Severed Lands
Identified on Sketch as		
Type of Transfer	N/A	
Frontage		
Average Width		



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<b>Description of Land</b>	<b>Retained Lands</b>	<b>Severed Lands</b>
Average Depth		
Area		
Existing Use		
Proposed Use		
Existing Buildings/Structures		
Proposed Buildings/Structures		
Buildings/Structures to be Removed		

4.2 Subject Land Servicing (check appropriate box)

	<b>Severed Land</b>		<b>Retained Land</b>	
	<b>Existing</b>	<b>Proposed</b>	<b>Existing</b>	<b>Proposed</b>
Public Water and Sewers				
Public Water and Private Sewage System				
Public Sewer and Well				
Well and Private Sewage System				
Other: Communal, Lake Water, etc.				

If proposed, specify when above will be available: \_\_\_\_\_

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If a private sewage system exists on the proposed severed or retained lands, please provide the following details:

Severed lands:

Installation date: \_\_\_\_\_ Health Dept. File Number: \_\_\_\_\_

Retained lands:

Installation date: \_\_\_\_\_ Health Dept. File Number: \_\_\_\_\_

If applicable, please provide a separate site servicing plan with the application.

4.3 Access to Subject Land (check appropriate box)

Property Frontage	Severed Land	Retained Land
Open Municipal Road		
Regional Road		
Provincial Highway		
Unopened Road Allowance		
ROW		
Other		
State name of Road(s)		

Is access by water?

If **yes**, what boat docking and parking facilities are available?

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Distance of docking and parking facilities from nearest public road and from subject property:

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5. **Agricultural Information**

Is there a livestock barn or manure storage facility located within 1,000 metres of the Severed Land?

If **yes**, please complete the “Minimum Distance Separation Form” which is attached and return it with the application.

Is the purpose of the severance to dispose of a surplus dwelling?  Yes  No

Date of purchase of total holdings: \_\_\_\_\_

Details of farm operation: \_\_\_\_\_

6. **Current Land Use**

6.1 What is the existing official plan designation of the subject land?

Durham Regional Official Plan: \_\_\_\_\_

City of Pickering Official Plan: \_\_\_\_\_

Provide an explanation of how the application conforms with the Official Plans:

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

6.2 What is the existing zoning of the subject land? \_\_\_\_\_

If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number? \_\_\_\_\_

6.3 Is the subject property currently:

a) the subject of a proposed official plan amendment that has been submitted for approval?

If **yes**, specify date and File number: \_\_\_\_\_ Status of File: \_\_\_\_\_

b) the subject of any other application for a Minister's zoning order, zoning by-law amendment, minor variance, consent or approval of a plan of subdivision?

If **yes**, specify date and File number: \_\_\_\_\_ Status of File: \_\_\_\_\_

**7. History of Subject Land**

7.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under sections 51 or 53 of the *Planning Act*?

If **yes**, and known, provide the appropriate application file number and the decision made on the application.

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7.2 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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7.3 Has any land been severed or subdivided from the parcel originally acquired by the owner of the subject land?

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

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7.4 How long has the applicant owned the subject land? \_\_\_\_\_

**8. Provincial Policy**

8.1 Is the application consistent with the Provincial Policy Statement?  Yes  No

8.2 Is the subject land within an area of land designated under the Oak Ridges Moraine Conservation Plan?

If **yes**, please specify whether the application conforms to or does not conflict with the Oak Ridges Moraine Conservation Plan:

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8.3 Is the subject land within the Greenbelt Area?

If **yes**, please specify whether the application conforms to or does not conflict with the Greenbelt Plan:

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8.4 Please specify whether the application conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe:

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9. **Additional Information – Validation**

9.1 Did the previous owner retain any interest in the subject land?

If **yes**, please provide an explanation and details.

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9.2 Does the current owner have any interest in any abutting land?

If **yes**, please provide an explanation and details on plan.

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9.3 Why do you consider your title may require validation? (attach additional sheets as necessary)

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**10. Additional Information – Cancellation**

10.1 Did the previous owner retain any interest in the subject land?

If **yes**, please provide an explanation and details.

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10.2 Does the current owner have any interest in any abutting land?

If **yes**, please provide an explanation and details on plan.

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10.3 Why do you require cancellation of a previous consent? (attach additional sheets as necessary)

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**11. Declaration/Authorization**

11.1 If the property owner or applicant is a corporation or a limited company, the application shall be signed by an officer of the corporation or company and its seal shall be affixed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant (affix company seal)

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11.2 To appoint an authorized agent, please complete this section.

I/We \_\_\_\_\_ am the owner(s) of the property, hereby authorize and direct \_\_\_\_\_ to act as my/our agent in applying to the Committee of Adjustment for the City of Pickering for a consent as outlined above.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Signature of Owner/Applicant

11.3 The following section is to be completed in the presence of a Commissioner of Oaths by the applicant or authorized agent: A Commissioner of Oaths is usually available in the Municipal Offices.

I/We \_\_\_\_\_ in the City of \_\_\_\_\_ in the Region 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

City of \_\_\_\_\_

in the Region of \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

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

1. Owner of Livestock Facility \_\_\_\_\_  
 Telephone \_\_\_\_\_ Twp \_\_\_\_\_  
 Lot \_\_\_\_\_ Concession \_\_\_\_\_
2. Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use \_\_\_\_\_ metres.
3. Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use \_\_\_\_\_ metres.
4. Tillable hectares where livestock facilities located \_\_\_\_\_

Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
<b>Dairy</b> <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
<b>Beef</b> <input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
<b>Swine</b> <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
<b>Poultry</b> <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkeys Breeder Layers					
<b>Horses</b>					



Type of Livestock	Existing Housing Capacity Number	Manure System (check one box)			
		Covered Tanks	Open Solid Storage	Open Liquid Storage	Earthen Manure Storage
<b>Sheep</b> <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
<b>Goats</b> <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
<b>Mink – Adults</b>					
<b>White Veal Calves</b>					
<b>Other</b>					

The above information was supplied by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm (if applicable)