

COUNTY OF OXFORD  
Application Guide: Consent or Consent and Minor Variance  
under Section 53 of the Planning Act

**PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM.**

The attached application form is to be used only when applying to the County of Oxford for a severance (consent) or severance and minor variance (consent and minor variance).

**Due to the complex nature of Consent applications the applicant is advised to consult the Oxford County Community Planning Office and/or their lawyer before making the application.**

**A. COMPLETING THE APPLICATION**

1. Applications will not be considered complete until all requested information has been supplied.
2. The application shall be completed by the property owner or their authorized agent. Where the application is being made by an agent, the written authorization of the owner shall accompany the application. For convenience, an authorization form has been included in the attached application. An application may also be made by the purchaser of the subject lands, so long as authorization for the purchaser to make the application is explicitly granted in the agreement of purchase and sale.
3. If requesting to sever more than one lot on the same application, please provide additional pages 3 & 4, and label accordingly. (ex. 3A, 4A, 3B 4B, etc)
4. If a certificate is requested for the retained lot, the request must be indicated at the time of application. If required, a lawyer must provide a statement that there is no abutting land that is also owned by the owner, unless that land is separately conveyable, and must also provide a registerable legal description for the retained lands.
5. A copy of the Provincial Planning Statement (PPS) can be obtained from the Ministry of Municipal Affairs and Housing's website at: <http://www.mah.gov.on.ca> or from the Community Planning Office. Applicants may consult with the County of Oxford Community Planning Office for information regarding the PPS prior to submission of the application.

**B. SKETCH**

1. The application must be accompanied by a sketch showing the following in metric and imperial units: **A sample sketch is provided below, as part of this guide.**
  - a) outline all properties involved in the application, in their entirety;
  - b) each parcel is to be labelled as either, Severed, Retain or Enlarged lands;
  - c) label all roadways abutting the lands;
  - d) property line measurements, both existing and proposed. **These measurements must match those on the application.**
  - e) the approximate location of all natural and artificial features on the subject land (e.g. railways, roads, watercourses, drainage ditches, banks, slopes, wetlands, wooded areas, unopened road allowances) and the location of any of these features on adjacent lands which may affect the application;
  - f) label all existing buildings, and indicate if any are to be removed;
  - g) enter the setback measurement from buildings to any existing or proposed property lines;
  - h) indicate any well and septic systems;
  - i) show any existing easements that are in place

**C. SUBMISSION OF THE APPLICATION and FEES**

1. The attached, ORIGINAL application form should be submitted to:  
Community Planning  
County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock ON N4S 7Y3
2. One hard copy of all supporting documentation (reports, studies, analysis) if required, must be submitted, along with a **digital file** in .pdf format.

3. The application must be accompanied by the appropriate planning fee paid by credit card, cash or cheque payable to the "Treasurer, County of Oxford". The application fee consists of a Planning Fee and a Public Works Fee, as required. For the most current fee schedule, please visit:

<https://www.oxfordcounty.ca/en/services-for-you/resources/Community-Planning/Application-Fees-Combined-Web.pdf>

#### **D. PROCESSING THE APPLICATION**

1. After accepting the completed application, the County of Oxford Community Planning Office circulates the application to municipal officials, provincial ministries and other agencies for comment.
2. A Notice of Source Protection Plan Compliance (Section 59 Notice) may be required for some applications. If the application is deemed to require this notice, the Planner will contact the owner/applicant with further steps.
3. After comments have been received, and addressed, a public meeting will be scheduled. Land owners within a 60m radius of the subject lands are given a minimum of 14 days' notice of the public meeting, The applicant is required to attend the public meeting and present the application.

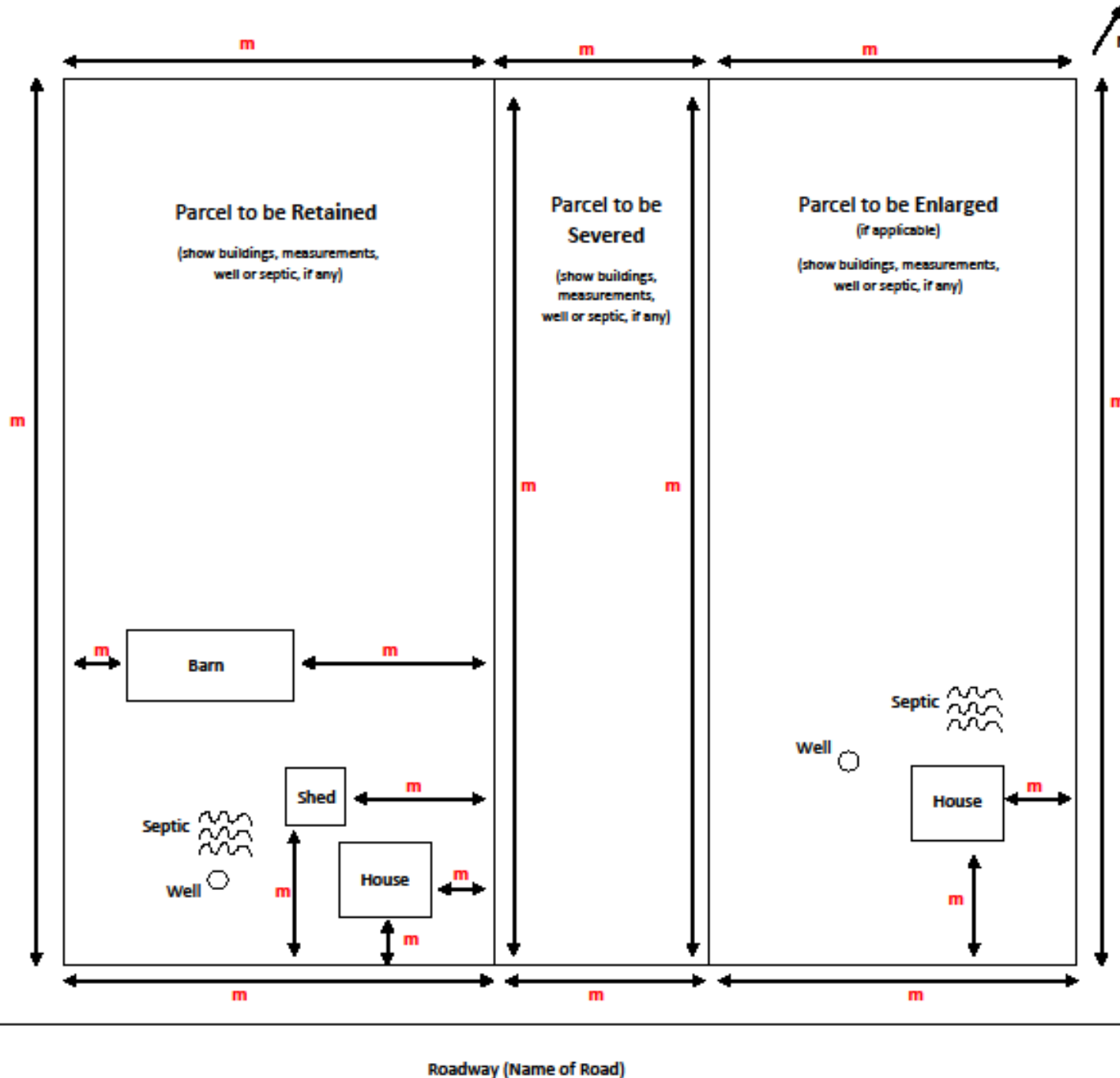
#### **E. POST APPLICATION DECISION**

1. Consent or Consent and Minor Variance applications are adjudicated by the Oxford County Land Division Committee. The Planning Act, 1990, as amended, provides for the applicant to appeal the decision to the Ontario Land Tribunal if the Committee refuses the application or neglects/refuses to make a decision within 90 days of receipt of a complete application.
2. Once a decision has been made on the application, a Notice of Decision is given in accordance with prescribed requirements.
3. Any conditions of approval must be fulfilled within two years, prior to the final certificate(s) being issued. Failure to meet these conditions within this timeframe may result in the severance application lapsing, and may require re-application and re-approval. Confirmation of completion of conditions should be provided to the Planning office no less than 30 days prior to the lapsing of the application, to avoid delays in the issuing of the certificate(s).
4. The Planning Act provides for an appeal by the applicant, the Minister, specified persons or any public body, to the Ontario Land Tribunal, within 20 days of the issuance of the Notice of Decision.
5. If the decision of this application is appealed, the Owner or Applicant agrees to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.

#### **F. CHECKLIST**

Application, including:

- Owner name on application is as it appears on title
- Signed authorization letter or authorized copy of agreement of purchase & sale, if application is being made by agent or applicant
- Application is SIGNED and COMMISSIONED
- Correct fee
- Complete sketch, including all requirements, as outlined above
- Pdf copies of all supporting documents, if required



- REQUIRED:**
- Show all properties in their entirety
  - Label each property either Severed, Retained and/or Enlarged
  - Label all roadways
  - Property line measurements, existing and proposed – **Must match measurements entered on application**
  - Label all buildings
  - Mark setbacks of buildings to nearest property lines
  - Show locations of all wells and septic systems
  - Any existing easements
  - Sketch can be hand drawn and does not need to be to scale
- m = measurement required in meters or feet

**APPLICATION FOR CONSENT**  
*Sample Sketch*

**APPLICATION FOR CONSENT**  
or  
**APPLICATION FOR CONSENT AND MINOR VARIANCE**



(Check One)

Oxford County Land Division Committee

**1. Registered Owner(s): (AS NAME APPEARS ON TITLE)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Applicant (if other than registered owner):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Solicitor or Agent:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Location of Subject Land:**

Municipality \_\_\_\_\_ former municipality \_\_\_\_\_

Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_

Lot(s) \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

Part(s) \_\_\_\_\_ Reference Plan No. \_\_\_\_\_

The subject land is located on the \_\_\_\_\_ side of \_\_\_\_\_ (St./Rd./Ave./Line)

lying between \_\_\_\_\_ (St./Rd./Ave./Line) and \_\_\_\_\_ (St./Rd./Ave./Line)

**Street and/or 911 Address (if any):** \_\_\_\_\_

**All communications will be sent to those listed above, unless otherwise directed.**

OFFICE USE ONLY

Date Application Received Date

Prescribed Information Complete

PIN

**NATURE OF APPLICATION**

**5. a) Type and Purpose of Proposed Transaction:** (check appropriate box(es))

**Conveyance**

Creation of a New Lot(s) - Specify number of new lots proposed (not including retained lot): \_\_\_\_\_

Is a certificate required for the retained lot?  Yes  No

Addition to a lot

Is a certificate of cancellation of previous severance required?  Yes  No

"Technical Severance" (i.e., the land being severed and the land being retained were formerly separate holdings but have since become consolidated)

**Other**

Lease

Correction of Title

Easement / Right-of-Way

Other (specify) \_\_\_\_\_

**b) If Known, name of Person(s)** (purchaser, lessee, mortgagee, etc.) to whom land is intended to be conveyed, leased or mortgaged \_\_\_\_\_

Is a partial discharge of mortgage required:  Yes  No

**6. Minor Variance(s) Request:** (if applicable)

a) SECTION & PROVISION FROM BY-LAW	LOT TO BE SEVERED		LOT TO BE RETAINED	
	REQUIRED	PROPOSED	REQUIRED	PROPOSED

**b) Why** is it not possible to comply with the provisions of the By-Law? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**7. Is the lot(s) to be severed or the lot to be retained currently the subject of any other application under the Act, such as an application for an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order or approval of a plan of subdivision?**

No  Unknown

Yes If yes, File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_

**HISTORY OF THE SUBJECT LANDS**

**8. Are there any easements or restrictive covenants affecting the subject land?**  Yes  No

If yes, describe each easement or restrictive covenant and its effect.

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



**Provide details on existing uses:**

(i.e. Residential, Commercial, Agricultural, Industrial, etc.)

LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED
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**Provide details on proposed uses:**

LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED
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<b>BUILDINGS AND STRUCTURES – USE &amp; TYPE</b> (YOU MUST INDICATE IF LAND IS VACANT; PROVIDE DATE OF CONSTRUCTION FOR EXISTING)			
	LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED
<b>EXISTING</b>			
<b>PROPOSED</b>			

Place an 'x' in the appropriate box below

	LOT TO BE SEVERED		LOT TO BE RETAINED		LOT TO BE ENLARGED
	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING
<b>TYPE OF ACCESS</b>					
Provincial Highway					
County Road					
Municipal Road maintained all year					
Municipal Road seasonally maintained					
Unopened Road Allowance					
Right-of-Way owned by:					
Water Access (describe boat docking and parking facilities on mainland & distance from proposed lot)					
Other (specify)					
<b>TYPE OF WATER SUPPLY</b>					
Publicly owned and operated piped water system					
Privately owned and operated communal water system					
Privately owned and operated individual well					
Lake or other water body					
Other (specify)					
<b>TYPE OF SEWAGE DISPOSAL</b>					
Publicly owned and operated sanitary sewer system					
Privately owned and operated communal septic system					
Privately owned and operated individual septic system					
Pit Privy					
Other (specify)					
<b>WHEN WILL WATER SUPPLY AND SEWAGE DISPOSAL SERVICES BE AVAILABLE (if applicable)</b>					

**If the decision of this application is appealed, I \_\_\_\_\_,**  
(owner/applicant name – please print)  
**agree to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.**

\_\_\_\_\_  
 (signature of owner / applicant)

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I / We \_\_\_\_\_  
 of the \_\_\_\_\_ in the \_\_\_\_\_  
(Township or Municipality) (County or Region)

**DO SOLEMNLY DECLARE THAT:**

*All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.*

DECLARED before me in the \_\_\_\_\_  
 of \_\_\_\_\_ in the \_\_\_\_\_  
 \_\_\_\_\_ of \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
 Owner / Applicant

\_\_\_\_\_  
 Owner / Applicant

\_\_\_\_\_  
 A Commissioner for Taking Affidavits

**MFIPPA Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.53 of the *Planning Act* and O.Reg.197/96 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3912).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.



**AUTHORIZATION OF OWNER(S) FOR AGENT/APPLICANT TO MAKE AN APPLICATION**

I/We, \_\_\_\_\_ of  
(name(s) of owner/signing authority)

\_\_\_\_\_,  
(name of company, if applicable)

am/are the owner(s) of the land that is the subject of this/these application(s), and I/We hereby authorize

\_\_\_\_\_ of  
(name of applicant)

\_\_\_\_\_,  
(name of company, if applicable)

to make this/these development application(s) on my/our behalf.

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

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

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

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

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

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

Signature: \_\_\_\_\_  
(signature of owner/signing authority)

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

**NOTE:**

Authorization must be provided by ALL parties that appear on title, or by a designated signing officer for a business or organization. Names of individual persons signing must be listed on the authorization form.