

# THE ARCHIPELAGO AREA PLANNING BOARD

## APPLICATION FOR CONSENT Information Sheet for Applicants

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The Planning Board strongly encourages applicants to consult staff in the Township's Planning Department prior to the submission of an application. Staff information can be obtained from the Township's website at [www.thearchipelago.on.ca](http://www.thearchipelago.on.ca) or phone 705-746-4243 Ext. 304.

The Archipelago Area Planning Board meets on an as required basis, in conjunction with the regularly scheduled Committee meetings of Council, which are generally held on the third Thursday of each month. A complete application must be submitted a minimum of four weeks prior to the Planning Board meeting at which the application could first be considered. Due to the complexity of some applications, Planning staff requires sufficient time to undertake a review of the application, conduct a site inspection, prepare a Planning report to the Planning Board and to fulfill the requirements of the Planning Act with respect to the giving of Notice of the Hearing.

Planning Board members and/or Township staff may conduct site inspections of your land. By submitting this application, you are authorizing the Township to access your property for the purpose of conducting the required site inspection. The applicant is required to identify the proposed parcel(s) on the ground, clearly visible to facilitate site inspections by the Township staff (i.e., coloured flagging tape, stakes, etc.). Please note that staff may be unable to perform site inspections during the winter months on properties which are accessed by water or by seasonally-maintained municipal roads or private roads. As such, consideration of the application by the Planning Board may be delayed until such time as safe access to the property can be obtained.

### 1. Completion of the Application

All applicable information requested on the application form and the required application fee must be provided before the application will be considered complete and can be scheduled to be heard by the Board. The Board will return the application or refuse to further consider the application until the required information and application fee have been provided. In the absence of this information, the application may be deemed to be incomplete and it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

### 2. Submission of the Application

Every application should be directed to the Secretary-Treasurer of The Archipelago Area Planning Board and must include:

- a completed application form for each proposed lot and/or easement;
- a copy of the Transfer/Deed of land (Section 3);
- if the owner or applicant/agent is a corporation, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed;
- a copy of the building permit or certificate of approval for the existing septic system, if applicable (Section 5);
- a site plan, drawn to an appropriate scale, properly dimensioned (Section 9);
- an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits (Section 11);
- Authorization of the Owner(s) for an Agent to act on his/her behalf, if applicable (Section 12);
- Consent of the Owner(s) with respect to Personal Information (Section 13);
- copies of correspondence, approvals, permits from outside agencies/departments;
- a cheque made payable to "The Archipelago Area Planning Board" in the amount of the total application fee(s).

### 3. Supplemental Information

Once the application review has been completed, supplemental information may be requested, including, but not limited to:

- Site Plan Agreement
  - Development 51(26) Agreement
  - Stormwater Management Plan (prepared by an engineer)
  - Legal Survey
  - Environmental Impact Studies
  - Other Studies
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**4. Costs**

Applications made to The Archipelago Area Planning Board shall be subject to the Tariff of Fees set out in the Planning Board’s Resolution No. PB24-10-06 as follows:

<u>Property located in:</u>	<u>The Township of The Archipelago</u>	<u>The Unincorporated Townships</u>
Initial Consent Application Fee	\$1750.00	\$2000.00
+ Deposit (any unused portion refunded to applicant)	\$2000.00	\$2000.00
Additional Lot/Easement/Lot addition/other Transfer	\$750.00	\$750.00
Resubmission of Application	\$1250.00	\$1250.00
51(26) Development Agreement (per agreement/per property)	\$750.00	\$750.00
Certificate of Cancellation	\$1000.00	\$1000.00
Validation of Title	\$1000.00	N/A
Plan of Subdivision/Plan of Condominium	\$6000.00	N/A
+ Deposit (any unused portion refunded to applicant)	\$5000.00	N/A

The required application fee(s) shall be submitted to the Planning Board in advance of the Planning Board’s review or consideration of an application.

The application fee(s) does not include any costs which may be incurred for additional public meetings, the processing of objections or any functions relating to a Ontario Land Tribunal (OLT) hearing.

Costs incurred by the Planning Board for the engagement of professional services in respect of any application, including planning consultants, environmental consultants, lawyers, surveyors, draftpersons and engineers, are not covered by the fees submitted by the applicant. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Planning Board.

**5. Parkland Dedication**

The Planning Act provides for parkland dedication of up to 5% (residential) of the land, or a cash-in-lieu contribution. The Township will determine if land dedication is required, or the alternative cash contribution of \$5,000.00 for each new lot created, which must be completed prior to finalization of the consent.

**6. Refund of Application Fees**

Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that the Planning Board would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fee(s).

The Planning Board may refund a portion of consent application fees, without interest, as outlined below.

Any refund will be at the discretion of the Secretary-Treasurer, who will review the time and cost that has been incurred by staff when considering a refund. Any costs incurred for professional services, as outlined above, must be paid by the applicant prior to a refund being issued.

Refund prior to circulation of Notice of Hearing - The Township of The Archipelago	\$750.00 plus any fees for additional consent applications
Refund prior to circulation of Notice of Hearing - The Unincorporated Townships	\$1000.00 plus any fees for additional consent applications
Refund following circulation of Notice of Hearing -	fees for additional consent applications only, where applicable

**7. Rezoning Application Concurrent with Consent Application**

In most cases where a new lot is proposed to be created within the Township of The Archipelago, the Township will require a rezoning of the subject lands as a condition of the consent approval. Where a rezoning is stipulated as a condition of consent, a rezoning application must be filed with the Township together with the required application fee of \$1,750.00. IF the rezoning application is submitted together with the consent application, the required application fee for the rezoning is reduced to \$1000.00.

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# The Archipelago Area Planning Board

9 James Street  
Parry Sound, Ontario P2A 1T4  
Phone: 705-746-4243 Fax: 705-746-7301  
www.thearchipelago.on.ca

**Application for Consent**  
under Section 53 of the Planning Act  
R.S.O. 1990, c.P. 13, as amended

**OFFICE USE ONLY**

Date Received \_\_\_\_\_ Complete Application  Yes  No Application No. \_\_\_\_\_  
Date Accepted \_\_\_\_\_ Applicable Fee Paid  Yes  No

**1. Applicant / Agent Information**

Name of Applicant / Agent \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_ Postal / Zip Code \_\_\_\_\_  
Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_ Email \_\_\_\_\_

**2. Owner(s) Information**

Name of owner(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_ Postal / Zip Code \_\_\_\_\_  
Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Please advise to whom all communication should be directed.  Owner  Applicant / Agent

**3. Location of the Subject Land** (please provide a copy of the Transfer/Deed of Land)

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

Assessment Roll Number 4905-\_\_\_\_\_ Lot \_\_\_\_\_ Concession \_\_\_\_\_

Registered Plan of Subdivision No. (if any) Plan No. M - \_\_\_\_\_ Lot No. \_\_\_\_\_

Reference Plan No. (if any) \_\_\_\_\_ Plan No. 42R - \_\_\_\_\_ Part No. \_\_\_\_\_

Parcel No. \_\_\_\_\_ Other Description: \_\_\_\_\_

**Dimensions of Subject Property:**

Depth (metres) \_\_\_\_\_ Frontage (metres) \_\_\_\_\_ Hectares \_\_\_\_\_

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

If Yes, describe the easement or covenant and its effect.  
\_\_\_\_\_  
\_\_\_\_\_

**4. Purpose of the Application** (check appropriate box)

- creation of new lot  addition to a lot  an easement or right of way
- a charge  a lease  a correction of title  other purpose

Name of person(s), if known, to whom land or interest in land is to be transferred  
\_\_\_\_\_

**5. Description of Subject Land and Servicing Information** (complete each subsection)

		<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Lot Addition</u>	<u>Retained</u>	
<b>Description of Land</b>	Frontage (metres)						
	Depth (metres)						
	Area (hectares)						
<b>Use of Property</b>	Existing Use(s)						
	Proposed Use(s)						
<b>Buildings or Structures</b>	Existing						
	Proposed						
				<u>Lot 1</u>	<u>Lot 2</u>	<u>Lot 3</u>	<u>Retained</u>
<b>Access</b>	Provincial Highway						
	Municipal road, maintained all year						
	Municipal road, maintained seasonally						
	Other public road						
	Right-of-way						
	Water Access (see Section 9)						
<b>Water Supply</b>	Privately owned and operated individual well						
	Privately owned and operated communal well						
	Lake or other water body						
	Other means						
<b>Sewage Disposal</b>	Privately owned and operated individual septic system						
	Privately owned and operated communal septic system						
	Privy						
	Other means						
Provide a copy of the building permit or certificate of approval for the existing septic system, if applicable.							
<b>Other Services</b>	Electricity						
	School Bussing						
	Garbage Collection						

If access to the subject land is by private road, or if "other public road" or "right-of-way" was chosen above, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

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**6. Land Use**

What is the existing Official Plan designation(s), if any, of the subject land?

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What is the current zoning of the subject land? If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

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Is the application consistent with the Provincial Policy Statement issued under subsection 3(1) of the Planning Act?  Yes  No

Is the subject property within an area of land designated under any Provincial plan or plans?

Yes  No

If yes, does the application conform to or not conflict with the applicable Provincial plan or plans?

Yes  No

Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified. Please check the appropriate boxes, if any apply.

Use or Feature	On the Subject Land	Within 500 metres of the subject land, unless otherwise specified
An agricultural operation, including livestock facility or stockyard	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A landfill	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A Provincially significant wetland (Class 1, 2 or 3 wetland)	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A Provincially significant wetland within 120 metres of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
Flood plain	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An active mine site	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An industrial or commercial use. Specify the use(s).	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
An active railway line	<input type="checkbox"/>	<input type="checkbox"/> _____ metres
A municipal or federal airport	<input type="checkbox"/>	<input type="checkbox"/> _____ metres

**7. History of the Subject Land**

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?  Yes  No  Unknown

If YES and if known, provide the application number and the decision made on the application.

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If this application is a resubmission of a previous consent application, describe how it has been changed from the original application.

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Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes  No

If YES, provide for each parcel severed the date of transfer, the name of the transferee(s) and the land use.

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**11. Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**12. Authorization of Owner(s) for Agent to Provide Personal Information**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

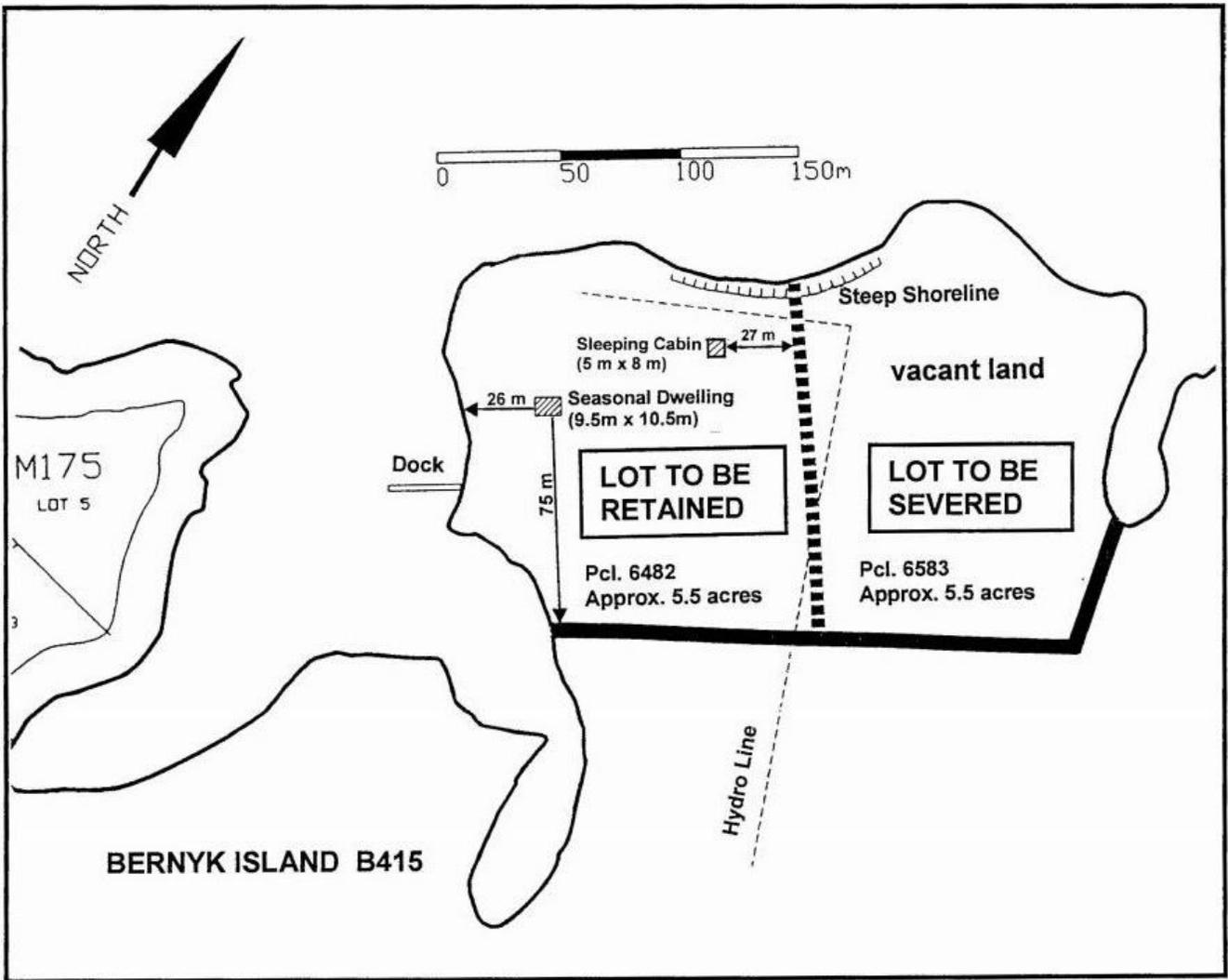
**13. Consent of the Owner(s) to the Use and Disclosure of Personal Information**

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**SAMPLE SITE PLAN – SEVERANCE**



**SAMPLE SITE PLAN – LOT ADDITION**

