



# THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES COMMITTEE OF ADJUSTMENT - APPLICATION FOR CONSENT

FOR OFFICE USE ONLY:	DATE STAMP:
B #: _____ ROLL #: _____	
RECEIPT #: _____ 911 ADDRESS: _____	
Schedule #: _____ MNR #: _____ Assess Map #: _____	

**1. APPLICANT INFORMATION:**

**1.1 NAME OF REGISTERED OWNER (S)** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. # Home \_\_\_\_\_ Office \_\_\_\_\_

Cottage \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**1.2 NAME OF SOLICITOR (if involved)** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**1.3 NAME OF AUTHORIZED AGENT (if any)** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel. # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please specify to whom you wish communications to be sent:  
 Owner (automatically sent)      Solicitor      Agent

Please be advised that this application once deemed complete will be circulated to all property owners within 400 feet of the subject property. It is highly recommended that you contact your neighbouring property owners in advance of this circulation to discuss your proposal.

**2. LOCATION OF SUBJECT LANDS:**

Geographic or former Township \_\_\_\_\_

Lot # \_\_\_\_\_ Concession # \_\_\_\_\_

Registered Plan of Subdivision # (if any) \_\_\_\_\_ Lot # on Plan \_\_\_\_\_

Reference Plan # (Survey Plan) \_\_\_\_\_ Part # on Survey \_\_\_\_\_

Municipal or 911 Address \_\_\_\_\_

Assessment Roll Number \_\_\_\_\_

**3. TYPE AND PURPOSE OF PROPOSED TRANSACTION:** (check appropriate space)

- 3.1  Conveyance (i.e. sale or other transfer of ownership of land)
  - i) Creation of new lot
  - ii) Technical severance (i.e. lots were previously separate but have since merged in title) attach letter of explanation, including dates of purchase and merging
  - iii) addition to another lot – List reason for the lot addition(s) below
  - iv) Other (specify - e.g. Lease, correction of title, etc.)

[ ] Grant of Easement or Right of Way \_\_\_\_\_

3.2 Name of person(s) (Purchasers, etc.) to whom land or interest in land is intended to be conveyed, etc., if known.

Relationship of purchaser ( if any ) to present owner of land - \_\_\_\_\_

**4. DESCRIPTION OF THE SUBJECT LANDS:**

4.1 **DIMENSIONS OF PROPOSED SEVERED LOT:** (or dimensions of the right of way, if that is all that is being severed)

Frontage on Road \_\_\_\_\_ Frontage on Water \_\_\_\_\_

Depth \_\_\_\_\_ Area \_\_\_\_\_

(a) **USE OF PROPOSED SEVERED LOT:**

- | <u>Existing</u> | <u>Proposed</u>  |
|-----------------|--|
| [ ]             | [ ] Vacant   |
| [ ]             | [ ] Seasonal Residential   |
| [ ]             | [ ] Permanent Residential  |
| [ ]             | [ ] Multiple Residential ( e.g. duplex, etc.)                            |
| [ ]             | [ ] Agricultural ( give details of type of operation below )             |
| [ ]             | [ ] Commercial ( give details below, including business name )           |
| [ ]             | [ ] Addition to abutting lands ( give details below and show on sketch ) |
| [ ]             | [ ] Grant of Right of Way or Easement                                    |
| [ ]             | [ ] Other ( specify ) _____  |

(b) Provide any additional details of above, if necessary. \_\_\_\_\_

(c) **NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED SEVERED LOT:**

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

4.2 **DIMENSIONS OF PROPOSED RETAINED LOT # 1:** ( list separately if more than one retained lot )

Frontage on Road \_\_\_\_\_ Frontage on Water \_\_\_\_\_

Depth \_\_\_\_\_ Area \_\_\_\_\_

**DIMENSIONS OF PROPOSED RETAINED LOT # 2:** ( if applicable )

Frontage on Road \_\_\_\_\_ Frontage on Water \_\_\_\_\_

Depth \_\_\_\_\_ Area \_\_\_\_\_

(a) **USE OF PROPOSED RETAINED LOT(S):** ( indicate Lot # 1 or 2, if applicable )

- | <u>Existing</u> | <u>Proposed</u>  |
|-----------------|--|
| [ ]             | [ ] Vacant   |
| [ ]             | [ ] Seasonal Residential                                       |
| [ ]             | [ ] Permanent Residential                                      |
| [ ]             | [ ] Multiple Residential ( e.g. duplex, etc.)                  |
| [ ]             | [ ] Agricultural ( give details of type of operation below )   |
| [ ]             | [ ] Commercial ( give details below, including business name ) |
| [ ]             | [ ] Addition to abutting lands ( give details below )          |
| [ ]             | [ ] Grant of Right of Way or Easement                          |
| [ ]             | [ ] Other ( specify ) _____                                    |

(b) Provide any additional details of above, if necessary. \_\_\_\_\_

(c) **NUMBER AND TYPE OF BUILDINGS AND STRUCTURES ON PROPOSED RETAINED LOT(S):**

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

**5. ACCESS:**

**5.1 TYPE OF ACCESS FOR PROPOSED SEVERED LOT:**

- i)  a) Municipal Road Year round maintained  Provincial Highway  
 b) Municipal Road Seasonally maintained  Water  
 c) Private Road - Existing  Other (specify) \_\_\_\_\_  
- Proposed
- ii) Name of Street or Road \_\_\_\_\_
- iii) If by water, distance to mainland access \_\_\_\_\_

**5.2 TYPE OF ACCESS FOR PROPOSED RETAINED LOT:**

- i)  a) Municipal Road Year round maintained  Provincial Highway  
 b) Municipal Road Seasonally maintained  Water  
 c) Private Road - Existing  Other (specify) \_\_\_\_\_  
- Proposed
- ii) Name of Street or Road \_\_\_\_\_
- iii) If by water, distance to mainland access \_\_\_\_\_

**5.3** If the proposed access is by WATER, describe the docking and parking facilities to be used on the mainland? Specify name of marina where applicable.  
\_\_\_\_\_

**6. SERVICING INFORMATION:**

**6.1 TYPE OF WATER SUPPLY AND SEWAGE DISPOSAL PROPOSED FOR THE SEVERED LOT?**

- i) WATER SEWAGE  
a) Municipal piped water  a) Municipal sewer   
b) Lake  b) Septic tank & tile bed   
c) Private Well  c) Pit privy   
d) Other (specify) \_\_\_\_\_ d) Other (specify) \_\_\_\_\_
- ii) Are the above services:  existing  
 shared with another building and/or lot (specify) \_\_\_\_\_  
 proposed upon construction

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- i) WATER SEWAGE  
a) Municipal piped water  a) Municipal sewer   
b) Lake  b) Septic tank & tile bed   
c) Private Well  c) Pit privy   
d) Other (specify) \_\_\_\_\_ d) Other (specify) \_\_\_\_\_
- ii) Are the above services:  existing  
 shared with another building and/or lot (specify) \_\_\_\_\_  
 proposed upon construction

**6.3 OTHER SERVICES** (check if the service is available):

Electricity  Telephone   
School Busing  Garbage Collection

**6.4** Are there any existing restrictive covenants or easements affecting the lands (i.e. rights of way, utility easements, etc.)

Please explain \_\_\_\_\_

**7. HISTORY OF THE SUBJECT LANDS:**

- a) Have the subject lands ever in the past been the subject of an application for severance or a Plan of Subdivision under the Planning Act?  
Yes  No  Unknown
- b) Has the present owner severed any land from the parcel originally acquired? Yes  No   
If the answer is "yes", please show previous severances on the required sketch and supply the following information:  
Number of Lots created \_\_\_\_\_ Year Lots created \_\_\_\_\_  
Land Use \_\_\_\_\_
- c) Have the subject lands ever in the past been the subject of an application for Official Plan Amendment, Zoning By-law Amendment, Minor Variance or Site Plan Approval? Yes  No   
If the answer is "yes", please provide a brief explanation, application number, status, etc.

**8. CURRENT APPLICATIONS:**

a) Are there any pending existing applications for approval of a Plan of Subdivision or another consent application on this property?

Yes [ ] No [ ]

If YES, and if known, specify the appropriate file number and status of the application.

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b) Are you applying for additional Consents on this or neighbouring lands simultaneously with this application?

Yes [ ] No [ ]

c) Is the property the subject of a pending or concurrent application for an Official Plan Amendment, a Zoning By-Law amendment, or any Minor Variance?

Yes [ ] No [ ] Unknown [ ]

If YES, and if known, specify the appropriate O.P., By-Law or Variance number and status of the application.

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**9. POLICY DOCUMENTS:**

**9.1** Current Township of Muskoka Lakes and District Municipality of Muskoka Official Plan Designations:

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**9.2** Explanation of how the Application conforms with the Township of Muskoka Lakes and District Municipality of Muskoka Official Plans:

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**9.3** Explanation of how the Application is consistent with Policy Statements issued under Subsection 3(1) of the Planning Act:

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**9.4** Is the Subject Land within an area designated under any Provincial Plan(s)?

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**9.5** If yes, how does the Application conform to or not conflict with the Provincial Plan(s)?

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## 10. **SKETCHES:**

Applications must be accompanied by 10 sketches, coloured coded as detailed in the instruction sheets and showing the following information: - (in multiple applications, a total of 10 sketches will be sufficient, if all lots can be shown on the one drawing. Individual severed lots should be numbered):

- the severed lands and all of the abutting retained lands, including dimensions and acreages of the lots.
- the distance between the grantor's land and the nearest Township lot line.
- the location of all previous severances from the subject property.
- the location of all natural and artificial features on the subject lands and adjacent lands that may affect the applications, such as buildings, septic systems, wells, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, slopes, wooded areas, etc.,
- the use of adjoining lands ( e.g. residential, agricultural, cottage, commercial, etc. )
- the location, width and names of any roads within or abutting the subject lands, indicating whether they are public travelled roads, private roads or rights of way, or unopened road allowances;
- the location and nature of any easements affecting the property;
- the size and location of buildings.

When required by the Committee of Adjustment, the plan mentioned above shall be signed by an Ontario Land Surveyor, but otherwise a hand drawn sketch to scale will be acceptable. Sketches may be submitted in either linear or metric measurement. Please show dimensions on the sketch. (See sample sketch in instruction sheets). Where buildings exist on the property, plans must be at a scale of 1 inch = 50 feet or larger. Any drawings exceeding 11" x 17" and all Studies / Reports are required to be submitted in digital format in addition to hard copy.

### OFFICE USE ONLY:

Reference Files:

NOTE: It is required that 1 copy of the application, 1 copy of this page and 10 sketches, as outlined in Item # 10 be filed with the Secretary-Treasurer and be accompanied by a fee of \$1200.00 per application, in cash, debit or by cheque made payable to the Township of Muskoka Lakes, plus a cheque for the required amount made payable to the Municipality for the required septic system review and inspection.

A separate application form and signature page is required for each severed lot being applied for.

By signing the application, the owner (and / or agent) agrees to permit staff of the Township to inspect the property for the purpose of verifying the application and drafting a staff report for Committee.

***THAT THERE MAY BE ADDITIONAL APPROVALS SUCH AS BUT NOT LIMITED TO: SITE PLAN, BUILDING PERMIT, ENTRANCE PERMIT, ETC AND ADDITIONAL FEES AND CHARGES SUCH AS BUT NOT LIMITED TO: SITE PLAN APPLICATION FEES & SECURITIES, BUILDING PERMIT FEES, DEVELOPMENT CHARGES, ETC. ASSOCIATED WITH ANY DEVELOPMENT APPROVED IN CONJUNCTION WITH THIS APPLICATION.***

Personal information contained on this form is collected under the authority of the Planning Act, R.S.O., 1990, Chapter P13, as amended and will be used for the process of this consent application. Questions about this collection should be directed to the Secretary-Treasurer, Committee of Adjustment, Township of Muskoka Lakes, 1 Bailey Street, Box 129, Port Carling, ON P0B 1J0 (705)765-3156.

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**A F F I D A V I T**

I, \_\_\_\_\_ of the Town / City of \_\_\_\_\_

in the District / Region / County of \_\_\_\_\_  
solemnly declare that the information contained in this application and in the documents that accompany this application is true.

Declared before me at the Town / City \_\_\_\_\_ )

of \_\_\_\_\_ in the \_\_\_\_\_ )

District/Region/County of \_\_\_\_\_ )

this \_\_\_\_\_ day of \_\_\_\_\_ )

AD 20 . \_\_\_\_\_ )

\_\_\_\_\_  
COMMISSIONER, etc. \_\_\_\_\_ )

\_\_\_\_\_  
(Signature of Owner(s), Solicitor, or Authorized Agent)

(If signed by a Solicitor or Agent, written authorization from the Registered Owner( s ) must accompany the application or the authorization set out below must be completed. )

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**AUTHORIZATION OF OWNER(S) FOR AGENT OR SOLICITOR TO MAKE THIS APPLICATION:** (if applicable)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature(s) of the Registered Owner(s)

**APPLICATION FOR CONSENT**  
**PLANNING SERVICES AGREEMENT**

BETWEEN: \_\_\_\_\_  
hereinafter called the Applicant

- and - **THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES**  
hereinafter called the Township

WHEREAS:

The Applicant has filed an application for consent with the Township, and has agreed to retain the services of the Township in connection with the processing of that application:

THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

1. **Obligation of the Township:** The Township agrees to provide, for the benefit of the Applicant in connection with the consent application, the following services (which are additional to any services that the Applicant may wish to privately retain from other persons):

- a) The initial planning evaluation of application, and recommendations if any as to form of application;
- b) Drafting the Notice;
- c) Submission of document to District Municipality with supporting information and related conferences with District Planning Staff;
- d) Research for circulation purposes and mailing of circulation;
- e) Review draft survey prior to registration;
- f) Review and approve transfers;

**and if a Local Planning Appeal Tribunal hearing is necessary and the Township takes a position on the matter:**

- g) Retaining the Municipal solicitor and expert witnesses and preparation for hearing;
- h) Attendance of the persons described in item (g) at the hearing;
- i) Correspondence with the Local Planning Appeal Tribunal in respect of its Order, and preparation of any by-laws, agreements, or other materials required by the Tribunal as a result of the hearing.

2. **Applicant's Responsibilities:** The Applicant agrees to provide the Township with the following:

- a) Any information in the Applicant's possession concerning the planning aspect of the application;
- b) All surveys as required to process the application;
- c) The sum of \$1200.00 for an application for each newly created lot.
- d) All legal fees and disbursements paid to the Municipal solicitor, title searcher, or conveyance related to the application;
- e) If a Local Planning Appeal Tribunal hearing is required to defend appeals brought before the Local Planning Appeal Tribunal by parties other than the Applicant/Owner or Township, and the Township takes a position on the matter, the sum of \$5,000.00 prior to submission of the request for approval to the Local Planning Appeal Tribunal and this amount shall be applied to the costs referred to in item (f) below, any surplus to be refunded to the Applicant following final approval of the by-law;
- f) All fees and disbursements paid to the Municipal solicitor and expert witnesses called to testify by the Municipality;
- g) All disbursements incurred by the Municipality in connection with the application.

3. **Appeal:** If an appeal is taken from the decision of the Local Planning Appeal Tribunal, and the Applicant wishes the Municipality to take an active part in the appeal proceedings, the parties agree that a further agreement as to services and the costs of same will be entered into, failing which the Municipality has no obligation to the Applicant to participate further in the proceedings.
  
4. **Interim Billing:** Where the Township finds it necessary to make extensive use of professional assistance in preparation for the hearing, or where the hearing is of more than two days in duration, the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of expenses incurred by the Township, payment for which have been made by the Township or invoices for which have been received by the Township.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

IN WITNESS THEREOF the APPLICANT and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED  
in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

**THE CORPORATION OF THE  
TOWNSHIP OF MUSKOKA LAKES**

\_\_\_\_\_  
Mayor, Phil Harding

\_\_\_\_\_  
Clerk, Cheryl Mortimer





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THE CORPORATION OF THE TOWNSHIP OF MUSKOKA LAKES

**AUTHORIZATION FOR AN APPLICATION**

**BY A PERSON OTHER THAN THE LEGAL OWNER(S)**

I / We, \_\_\_\_\_, being  
the legal owner(s) of the property described as Lot(s) \_\_\_\_\_,  
Concession(s) \_\_\_\_\_, Part(s) \_\_\_\_\_, on Plan(s) \_\_\_\_\_,  
located at Civic Address \_\_\_\_\_,  
in the former Township of \_\_\_\_\_, now in the Township of  
Muskoka Lakes, and having Tax Assessment Roll # \_\_\_\_\_,  
hereby authorize \_\_\_\_\_ to make  
an application for

- Minor Variance     Severance     Concurrent Severance / Zoning By-law  
 Zoning By-law     Deeming By-law     Site Plan

for the property noted above.

\_\_\_\_\_  
Date

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Signature of Legal Owner(s)