

Notice of public record

Information and material required in support of your application must be made available to the public pursuant to the Planning Act. Also, pursuant to the **Municipal Freedom of Information and Protection of Privacy Act**, personal information on this form is collected under the authority of the *Planning Act* and will be used to process the application.

Committee staff are available by appointment to review an application before filing.

Applications will be placed on hold if required information is not provided.

Section 1: Pre-application consultation checklist

Indicate who you consulted before filing your application.

Development Information Officer (dioinquiry@ottawa.ca)

A solicitor (Consent Applications involve legal processes)

City Planning staff

City Infill Forester (cofa_trees@ottawa.ca)

Conservation Authority (if applicable)

Local community association(s)

Neighbours

Hydro Ottawa (<http://hydroottawa.com/en>)

Other

Section 2: Submission requirements

1. A completed **Application Form – 1 copy**
2. A **detailed cover letter** explaining your proposal and referring to the subdivision criteria under section 51(24) of the Planning Act, and including all planning evidence necessary to support your application. – **1 copy**
3. A **Tree Information Report (TIR)** as required under the Tree Protection By-law **or written confirmation from a City Infill Forester that a TIR is not necessary.** – **1 copy**
4. A **Draft Reference Plan**, in metric, prepared by an Ontario Land Surveyor showing all existing structures and all trees protected under the Tree Protection By-law. A sketch may be substituted for a Draft Reference Plan for applications in the rural area– **1 full-size copy and 1 reduced copy**
5. A **Parcel Abstract Page** or letter from a solicitor confirming the names of **all** Registered Owners.
6. For applications in the rural area, a completed [Schedule A: Rural Consent Additional Application Information](#). – **1 copy**
7. The **application fee**.

Office Use Only		
Application No:	Application Received (dd/mm/yyyy)	
Client service centre staff:	File lead:	
Fee Received:	Ward No.:	Panel No.

Section 3: Subject property

1. Location

- a) Municipal address:
- b) Neighbourhood:
- c) City Ward:
- d) Legal description:

2. Planning information (Please contact a Development Information Officer):

- a) Official Plan designation:
- b) Zoning designation:
- c) Zoning By-law #:

3. Registered owner(s) and authorized agent

- a) Registered property owner information (all owner or company names must be listed):

Check this box if you are applying under an agreement to purchase and sale

Name(s):

Mailing address:

Telephone:

Email:

b) Agent information:

Name:

Mailing address:

Telephone:

Email:

If applicable, all communications will be sent to the owner's authorized agent.

- 4. Do you require matters to be conducted in French? Yes No

Section 4: Application details

1. **Purpose of application:** (e.g, severance to create a new lot for residential development)

2. Type of transaction for which consent is requested: (check all that apply)

Conveyance for lot creation (severance)

Easement / right of way

Conveyance for a lot line adjustment

Long-term lease

Mortgage/ partial discharge of mortgage

Other

Joint-use and maintenance agreement

3. If a lot line adjustment, the lot to which the severed land will be added and the name of the person(s) to whom the land or interest in land is to be transferred, charged or leased:

4. Are there any **existing easements or restrictive covenants** affecting the subject land? If so, describe the existing easement or covenant and its effect:

5. Proposed conveyance

Lot	Severed	Retained
Parts on Draft Reference Plan		
Frontage (m) - include all frontages		
Depth (m) - indicate if irregular		
Area (m ² or ha)		
This lot fronts on (Name of St/Rd)		

6. **Certificate for retained land** (not applicable to lot line adjustments)

Does this application include a request for a certificate for the retained land as referred to in clause 53 (42.1)(a) of the *Planning Act*? Yes No

If Yes, *Planning Act* regulations require a statement from an Ontario solicitor in good standing indicating 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. If the application is approved, a registrable legal description for the retained land will also be required.

7. Proposed easement / right-of-way

If no severance is proposed, indicate the Part(s), dimensions and purpose of the proposed easement/ right-of-way on the existing lot. If a severance is proposed, easements/rights-of-way on the retained land require a secondary application.

Lot	Severed or Existing
Parts on Draft Reference Plan	
Frontage (m) (include all frontages on open roadways)	
Depth (m) (please indicate if depth is irregular)	
Area (m ² or ha)	
Purpose (e.g., Access, servicing)	

8. Use of property

Lot	Severed	Retained
Existing use(s)		
Proposed use(s)		

9. Buildings / structures (e.g., Detached, semi-detached, vacant)

Lot	Severed	Retained
Existing		
Date of construction		
Address of existing building(s)		
Proposed		

10. Water, sewage and stormwater (existing & proposed)

Lot	Severed	Retained
Existing water supply (e.g., City water, private well, lake or water body)		
Proposed water supply		
Existing sewage disposal (e.g., City sanitary sewer, private septic, privy)		
Proposed sewage disposal		
Existing stormwater drainage (e.g., City storm sewers, roadside ditch, lot swale)		

Proposed stormwater drainage		
------------------------------	--	--

11. Access

Lot	Severed	Retained
Type of Access (e.g., Municipal road, regional road, right-of-way/ lane)		

- 12.** Are there any agriculture operations, abattoirs, livestock operations, stockyards, kennels, and/or aggregate operations (sand/gravel pit and/or quarry) location within 1000 metres of the subject lands? Yes No
- If Yes, please provide the municipal address below and illustrate on a sketch and complete the Ontario Ministry of Agriculture, Food and Rural Affairs **Minimum Distance Separation (MDS)** form found in Schedule A: Rural Consent Additional Application Information.

13. Current or past applications:

Has this property been the subject of:	File number	Approval date	Active (Yes / No)
Official plan amendment			
Zoning by-law amendment			
Subdivision application			
Site Plan application			
Consent application			
Minor variance application			
Building permit application			
Other (i.e. Road opening, Tree permit)			

Section 5: Affidavit / declaration

I, _____, of the City of _____, solemnly declare that all of the above statements contained in the 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.

Sworn/ Declared before me

in the City of _____

this _____ day of _____, 20____.

Commissioner of Oaths, etc.

Signature of applicant

Section 6: Authorization of owner for agent to make the application

If the application is to be signed by an agent/solicitor on behalf of the owner, one of the following authorizations must be completed or the owner must submit a letter of authorization. Authorization must be signed by all Registered Owners.

A. Where the property is owned by one or more natural persons:

I, _____ am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of owner

B. Where the property is owned by a corporation:

I, _____ having signing authority for _____ (name of corporation or number company) that is the owner of the land that is the subject of this application, authorize _____ to make this application on the corporation's behalf.

Date

Signature of signing officer