

Instructions for Consent Application

Background Information: The East Nipissing Planning Board processes the applications for consents for the Municipalities of Calvin, Mattawan and the Township of Papineau-Cameron. The completed application includes the completed application, the required sketch and processing fee. A consent is required for the creation of a new lot, a lot addition, a right-of-way and/or easement. It is suggested that applicant pre-consult with the North Bay-Mattawa Conservation Authority and/or Ministry of Transportation should the application require prior information to submission that would be helpful and prevent delays. You can also do a one-time pre-consult with the Board or Secretary to ensure that your application would meet compliance.

Step 1: Obtain a copy of the application from your local municipality, their website or have a copy emailed to you. The Board requires the original application copy plus seven (7) copies. Keep a copy for yourself. **Do not sign** until you are in front of a commissioner to verify your signature.

Step 2: Upon submission of the completed application, the Board will accept and circulate to the required agencies, that being the North Bay-Mattawa Conservation Authority, the local township, Ministry of Transportation (if located on the controlled access highway) and the neighbours within 200 feet or 60 metres.

Step 3: The Board will set the date for the next meeting to deliberate on the responses received and set provisional conditions. There is an appeal period of twenty (20) days for any objections to be received. Appeals are made to the attention of the Chair of the East Nipissing Planning Board and must be on the required forms as provided on the website of the Local Planning Appeal Tribunal (LPAT), <http://www.elto.gov.on.ca> and must include the prescribe processing fee. The provisional conditions shall set out the conditions of approval that the applicant is required to completed within two (2) years. No notice shall be given at the end of the second year. If the conditions are not fulfilled within two years, the Notice of Decision is null and void, in accordance with the Planning act.

Step 4: The applicant will then get a surveyor to complete and submit a survey, which must match up to the application and have a lawyer register the new lot. The Board will issue a Certificate of Consent approval to enable registration. The lawyer will complete the registration process by working with the Planning Board to verify that the conditions have been met and the certificate issued for the registration of the new lot.

Contact: East Nipissing Planning Board email admin@enpb.ca (cell) 705-825-2523