

## Instructions for Consent Application

**Background Information:** The East Nipissing Planning Board processes the applications for consents for the Townships of Calvin, Mattawan and 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 (1) original signed copy plus six(6) 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 one (1) year. No notice shall be given at the end of one (1) year. If the conditions are not fulfilled within one year, 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.

Contacts: website: [papineaucameron.ca](http://papineaucameron.ca) 705 744-5610 website: [calvintownship.ca](http://calvintownship.ca) 705 744 -2700  
[mattawan@xplornet.ca](mailto:mattawan@xplornet.ca) 705 744-5688

**EAST NIPISSING PLANNING BOARD**  
**CONSENT TO SEVER APPLICATION FORM**  
**FOR APPLYING FOR CONSENT TO SEVER UNDER SECTION 53 OF THE PLANNING ACT**

<b>CONCURRENT APPLICATIONS FILED</b> Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.	<b>OFFICE USE ONLY</b> Date Stamp - Date Received
Consent Right-of-way Easement	FOR REFERENCE PURPOSES
<b>NOTE TO APPLICANT:</b> The municipality will refuse to accept this application as complete until all required supporting information or material is received and the application fee is paid.	
<b>REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:</b>	
	The completed application form.
	2 copies of sketch/plan, in metric units, showing all <b>EXISTING</b> and <b>PROPOSED</b> building(s) and structure(s) on subject lands. Sketch/plan must include the following: <ul style="list-style-type: none"> <li>○ The location and dimensions of all existing and proposed buildings and structures on the land intended to be severed and the land intended to be retained [including location of sewage disposal system(s) and well(s)]</li> <li>○ The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>○ The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;</li> <li>○ The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>○ The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>○ The approximate location of all natural and artificial features (<i>for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that;             <ul style="list-style-type: none"> <li>➤ Are located on the subject <u>and</u> adjacent lands; and</li> <li>➤ In the applicant's opinion, may affect the application;</li> </ul> </li> <li>○ The current uses of the land that is adjacent to the subject land (<i>for example, residential, agricultural or commercial</i>);</li> <li>○ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;</li> <li>○ If access to the subject land is by water only, the location of the parking and docking facilities to be used;</li> <li>○ The location and nature of any easement or restrictive covenant affecting the subject land.</li> </ul>
	Application Fee(s) made payable to the East Nipissing Planning Board.
	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 5 (item 14), if the Owner is not filing the application.
	Other information identified at the pre-consultation meeting or by the East Nipissing Planning Board.
PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply one copy of each)	

This application package must be submitted to the Secretary-Treasurer of the East Nipissing Planning Board.  
 PO BOX 31 Mattawa, ON P0H 1V0  
 east.nipissing.planning.board@gmail.com

## APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION		
Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner</i> .		
Name of Owner	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email		Cell No.
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please)		
Owner	Authorized Agent	Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.			

3.0 PURPOSE OF APPLICATION	
3.1	<p>Type and Purpose of the proposed transaction (check appropriate space):</p> <p>Creation of a new lot</p> <p>Addition to a lot</p> <p>Right-of-way</p> <p>Easement</p> <p>Other purpose (please specify)</p>
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION	
4.1 Lands to be Severed	
<p>Frontage(m):</p> <p>Depth (m):</p> <p>Area (hec/acre):</p>	<p>Existing Use:</p> <p>Proposed Use:</p> <p>Existing Buildings/Structures:</p> <p>Proposed Buildings/Structures:</p>
4.2 Lands to be Retained	
<p>Frontage(m):</p> <p>Depth (m):</p> <p>Area (hec/acre):</p>	<p>Existing Use:</p> <p>Proposed Use:</p> <p>Existing Buildings/Structures:</p> <p>Proposed Buildings/Structures:</p>

<b>4.3</b>	Are there any easements or restrictive covenants affecting the subject lands? If yes, please describe the easement or covenant and its effect.	Yes	No
<b>4.4 Type of Access</b> (Check appropriate box and state road name):			
<div style="display: flex; justify-content: space-between;"> <span>Severed</span> <span>Retained</span> </div> <div style="margin-left: 150px;">           Provincial Highway (#):            Municipal Road, Maintained Year Round:            Municipal Road, Seasonally Maintained:            County/District Road (#):            Private Road:            Right-of-way:            Water Access:         </div>			
<b>4.5</b>	If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? <div style="float: right; text-align: center;">           Yes      No         </div>		
If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.			
<b>4.6</b>	If located on water: <div style="margin-left: 20px;">           a) What is the name of the water body?             b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private         </div>		
<b>4.7 Water Supply for Retained land shall be provided by:</b>			
	Municipal piped water		Privately owned & operated individual wells for each lot
	Privately Owned and Operated Communal Well		Other (specify, e.g., lake, bottled):
<b>4.8 Water Supply for Severed Parcel(s) shall be provided by:</b>			
	Municipal piped water		Privately owned & operated individual wells for each lot
	Privately Owned and Operated Communal Well		Other (specify, e.g., lake, bottled):
<b>4.9 Sewage Disposal for Retained land shall be provided by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify):
	If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.  Title and date of servicing options report and/or hydrogeological report:		

<b>4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify):
<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.</p> <p>Title and date of servicing options report and/or hydrogeological report:</p>			
<b>4.11 Storm Drainage</b> (Indicate the proposed storm drainage system)			
	Storm Sewers		Ditches
	Swales		Other (please state)
<b>4.12 Other Services</b> (Check if the service is available)			
	Electricity		School Bussing
	Garbage Collection		

<b>5.0 LAND USE AND HISTORY OF THE SUBJECT LAND</b>	
<b>5.1</b>	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act?    Yes      No      Unknown</p> <p>If Yes and if known, provide below, the application file number and the decision made on the application.</p>
<b>5.2</b>	<p>Has any land been severed from the parcel originally acquired by the current owner of the subject land?    Yes      No      Unknown</p> <p>If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.</p> <p>Date of transfer:</p> <p>Name of Transferee:</p> <p>Land use of parcel:</p>
<b>5.3</b>	<p>Has any land been severed from the parcel by the prior owner(s)?    Yes      No      Unknown</p> <p>If yes and if known, please provide below any names &amp; if possible, current addresses of prior owners of which you may be aware:</p>
<b>5.4</b>	<p>Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)?    Yes      No</p> <p>If yes, prior owner should be noted in 5.3 above.</p>
<b>5.5</b>	Current Zoning (Specify zone symbol):
<b>5.6</b>	Current Official Plan Land Use Designation:

<b>5.7</b>	Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? .....Yes      No      ..... If yes, specify the file number and status of the application:	
<b>5.8</b>	If the subject lands are the subject of any other application under the <i>Planning Act</i> , please fill out required fields on page 1.	
<b>5.9</b>	<p>Has the property ever been subject to an application under the <i>Planning Act</i>?      Yes      No</p> <p>If the answer was yes, please indicate the file number and status of the application:</p> <p>Has any land been severed from the parcel originally acquired by the owner of the subject land? .....Mg.....Bc</p> <p>If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:</p>	
<b>5.10</b>	<p>Is the application consistent with policy statements issued under subsection 3(1) of the <i>Planning Act</i>?</p> <p>Yes      No      If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:</p> <p>_____</p> <p>_____</p>	
<b>5.11 Land Use Features</b>		
	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS		
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application ( <i>contact Secretary Treasurer for More Information</i> )		
A landfill site (active or non-operating)		
A sewage treatment plant or waste stabilization pond		
A Municipal or Federal Airport (including an aerodrome)		
A municipal wellhead within 1000 m		
An operating mine site within 1000 m (specify mine site)		
A rehabilitated or abandoned mine site or mine hazards		
An operating pit within 150 m or quarry within 500 m.		
Any industrial use		
Provincial Park or Crown Lands		
An active or abandoned rail line and/or trail		
A natural gas or petroleum pipeline		
A floodplain		
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)		
Fish habitat		

A contaminated site		
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)		
An active railway line, railway yard or Provincial Highway		

  

**5.12** Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?  
Yes                      No

**5.13** Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?  
Yes                      No                      Unknown

**5.14** If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?  
Yes                      No                      Unknown

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

**5.15** a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?  
Yes                      No                      Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?  
Yes                      No                      Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?  
Yes                      No                      Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?  
Yes                      No                      Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?  
Yes                      No                      Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?  
Yes                      No                      Unknown

<b>6.0 OTHER INFORMATION</b>	
<b>6.1</b>	<p>Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.</p> <hr/> <hr/> <hr/>



## 7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths (include stamp below)

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

## 8.0 AUTHORIZATION (if applicable)

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I \_\_\_\_\_, am the owner of the land that is the subject of this application for consent and I authorize \_\_\_\_\_ to make this application on my behalf.

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

## 10.0 AGREEMENT TO INDEMNIFY

### AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Owner's Name: Printed

## 11.0 COLLECTION OF INFORMATION

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Seceretary of the East Nipissing Planning Board \_\_\_\_\_, Ontario \_\_\_\_\_,

Phone: \_\_\_\_\_.

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the \_\_\_\_\_ of \_\_\_\_\_ accompanied by the prescribed fee in cash or by cheque payable to the \_\_\_\_\_ of \_\_\_\_\_.

### KEY MAP

Below is a key map of the geographic Township of \_\_\_\_\_. Please indicate on this map, where the subject land is located.

### Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.

EAST NIPISSING PLANNING BOARD  
BY-LAW NO. 2017-02

**BEING A BY-LAW TO IMPOSE AND CONSOLIDATE THE FEES AND CHARGES FORL SERVICES OR  
ACTIVITIES AND FOR THE USE OF ITS PROPERTY.**

WHEREAS Section 391(1) of the Municipal Act, S.O. 2001, c.25 as amended, without limiting Sections 9, 10 and 11 authorizes municipalities to impose fees or charges on persons, for services or activities provided or done by or on behalf of the municipality, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

AND WHEREAS Section 69 (1) of the Planning Act, R.S.O. 1990, c.13 provides that the East Nipissing Planning Board may by By-law establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality or to a committee of adjustment or land division committee constituted by the Council of the municipality;

AND WHEREAS the East Nipissing Planning Board is desirous of establishing user fees and charges to recover some of the costs for services and rents provided by the Board;

NOW THEREFORE the Board of the East Nipissing Planning Board enacts as follows:

All fees and charges set out in this By-law shall be payable prior to the provision of the service unless an agreement in writing is made to the contrary and approved by Board approval.

Fees and charges listed in the Schedules to this By-law include all applicable taxes.

The Fees and Charges listed in Schedule A to this By-law shall come into force and take effect January 1, 2018.

READ A FIRST TIME AND SECOND AND THIRD TIME, AND FINALLY PASSED THIS 29<sup>TH</sup> DAY OF NOVEMBER, 2017.

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Chair Michelle Lahay

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Secretary Sandra Morin

EAST NIPISSING PLANNING BOARD  
PLANNING SERVICES FEES

Official Plan Amendment	\$2500
Consent Application (payable to East Nipissing Planning Board)	\$800  (Includes a fee to the CA of \$125.00)
Right-of-Way ( alone )	\$800
Lot Addition ( alone )	\$800
Right-of-Way or Lot Addition with a Consent	\$300
Lift Holding Symbol	\$200.00
Pre-consultation Fee	\$200.00

Sketch Sheet

Sketch Accompanying Application. (Please use "feet" units  
(See section 8)

Key Plan

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## APPENDIX "C"

(To be attached to all application forms for consent)

### NOTICE – PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENTS

Effective August 1, 1996, the East Nipissing Planning Board (ENPB) has instituted administrative changes to streamline the processing of consent applications proposed on private services requiring Part VIII Approvals under the Environmental Protection Act (EPA), consents accessed via or potentially impacting on Provincial Highways for which ENPB is the consent Approval Authority.

Where ENPB is the consent Approval Authority, applicants are to complete the ENPB's consent application and sketch, submit it to the Part VIII Approval Authority (Health Unit of Ministry of the Environment and Energy) and/or the Ministry of Transportation (MTO) Regional office, pay their inspection fee and complete the instructions of the Part VIII Authority/MTO prior to the inspection of the property (i.e. staking of the lot(s) may be required by a Part VIII Authority/MTO who will forward their comments and the sketch to the applicant/agent and ENPB). At such time, the applicant has the choice to proceed and make application for consent to ENPB, along with our processing fee. If the reports are not favourable, the applicant is saved the expense of a formal consent application. Failure to have Part VIII/MTO comments for ENPB at receipt of the formal consent application may delay or restrict ENPB's ability to make a decision or issue a favourable decision on the consent.

NOTE: ENPB's assessment of the consent is also based on other environmental and land use planning factors. Another major consideration is conformity with local official plans and zoning. Applicants should therefore discuss their proposal with ENPB secretary-treasurer to ensure, prior to obtaining Part VIII/MTO comments that the proposal conforms to the official plan and local zoning standards. Further, should a proposal potentially impact on other Provincial Policy interests or, the ultimate development of the site require a permit/certificate before site alterations are made or certain structures are erected, applicant should discuss the same with the affected Provincial Ministry or, the permitting/certificate Agency/Ministry and the Planning Approval Authority prior to formal application of the Planning Act application. For example, permits may be required from a Conservation Authority or Ministry of Natural Resources for alterations to shorelines or for docks. And, the Ministry of Citizenship, Culture and Recreation advises that an archaeological assessment may be required if a site has archaeological potential.

If you have any questions regarding this procedure, contact ENPB secretary-treasure for your area at [east.nipissing.planning.board@gmail.com](mailto:east.nipissing.planning.board@gmail.com) or calling 705-744-0908.

### Sample Sketch

## Key Map

