



TOWN HALL

6311 Old Church Road, Caledon, ON L7C 1J6

905.584.2272 | 1.888.CALEDON | FAX 905.584.4325 | www.caledon.ca

COMMITTEE OF ADJUSTMENT – CONSENT APPLICATION INSTRUCTIONS TO ALL APPLICANTS

PLEASE NOTE: *Prior to submission of an application, it is strongly recommended that the applicant and/or their agent meet with staff from the Development Approval & Planning Policy Department, the appropriate Conservation Authority, the Region of Peel, and any other appropriate commenting agencies. This meeting will ensure that all of the required sections have been identified and section 8 of the application is complete. This meeting will eliminate any need to defer the application to a subsequent hearing.*

Documents to be Submitted with Application

1. Fees: a) Consent \$3,000.00. Payment can be made by cash, Pay Pass, Visa, Mastercard, debit or cheque made payable to "Treasurer, Town of Caledon"
- b) Conservation Authority Comment fee:
 - i) \$280 cheque payable to "Credit Valley Conservation Authority" or
 - ii) \$1,200 (minor) cheque payable to "Toronto & Region Conservation Authority"

NOTE: *The Toronto Region Conservation Authority (TRCA) or the Credit Valley Conservation (CVC) will contact the owner to advise them as to what fee (minor/major) is required for their application.*

2. If the application is completed by an agent or solicitor, an Authorization Form portion must be signed by the owner(s). If the applicant is a Corporation, the signing officer must place the Corporate seal over the signature(s).
3. Two (2) copies of a scaled site plan (metric), on 8 1/2" x 14" paper. If the plan is a larger size, please provide the large size as well. The plan shall clearly indicate the following information (see attached example):
 - a. boundaries, with all dimensions of the property owned by the applicant with the area noted thereon;
 - b. the boundaries and dimensions of the subject property, the part that is to be severed (shown in double hatch lines XXXX) and the part that is to be retained (shown in single hatch lines ///),
 - c. all buildings on the property showing setbacks from property lines; size of buildings, driveway location and measurements, septic, well; etc.
 - d. the nature and existing uses of the subject property and abutting property;
 - e. the location, width and name of any roads within or abutting the subject property, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way,
 - f. the location of all natural and topographical features or other descriptions of property, railways, drainage ditches, rivers or stream banks, wetlands, watercourses, swamps or wooded areas, within and on land abutting the subject lands of the applicant;
 - g. the location of all property previously severed from the parcel originally acquired by the current owner of the subject land,
 - h. the existing uses on adjacent property, such as residential, agricultural and commercial uses,
 - i. any right-of-way(s), or other easements on or over the subject property, that may in any manner serve the subject property; and,
 - j. natural topographical features or other descriptions of land, watercourses, swamps or wooded areas, within and on property abutting the subject lands of the applicant.



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4 In accordance with the *Planning Act*, R.S.O. 1990 53(3) and in accordance with Section 6.2.1.6.1 and 6.2.1.6.2 of the Town Official Plan, the following studies, reports and plans may be required to deem this application complete:

- a) survey plan and/ or scalable concept plan
- b) plan of subdivision, plan of condominium, draft Official Plan amendment, or draft Zoning By-law amendment, as applicable
- c) planning justification report
- d) storm water management report
- e) environmental impact study and management plan
- f) comprehensive broader scale environmental study
- g) phase 1 environmental site assessment
- h) grading and drainage plan
- i) agricultural impact assessment
- j) sanitary sewer and water servicing study/ functional servicing report
- k) transportation study or traffic impact study
- l) hydrogeological impact assessment/water resources study/ water balance/ budget analysis
- m) soil stability or geotechnical report
- n) noise and vibration study
- o) air quality assessment
- p) landform conservation plan
- q) vegetation analysis/tree preservation plan
- r) demarcation of physical and stable top of bank
- s) demarcation of limits of natural heritage systems, ecosystem components, natural hazards and/or areas regulated by a conservation authority
- t) architectural design plan and/or guidelines or urban design brief
- u) neighbourhood concept plan
- v) visual impact report
- w) park/ open space concept plan or facility fit plan
- x) on-street parking analysis/ utilization plan
- y) cultural heritage survey
- z) cultural heritage impact statement
- aa) built heritage and cultural heritage landscape assessments
- bb) archaeological heritage resource assessment
- cc) aggregate resource impact study
- dd) rehabilitation plan
- ee) commercial impact study
- ff) housing distribution assessment
- gg) fiscal impact analysis/ market study

5. **Sign Posting**

Under the requirements of the *Planning Act*, the applicant must erect the sign indicating that a consent application has been filed with the Town for the subject property. This sign is provided by staff upon submission of the application form and must be posted by the applicant/agent on the property at a height of approximately 1 - 1.5m in a conspicuous place. This sign/notice will enable the Committee Members, staff members and neighbours to locate the property. Failure to adequately mark the property a minimum of 14 days prior to the hearing date will result in a deferral of the application at a fee of \$207.00 to the applicant.

- ❖ THE APPLICANT IS RESPONSIBLE TO POST AND SUBMIT A PHOTO TO THE SECRETARY-TREASURER
- ❖ THE APPLICANT IS RESPONSIBLE TO CHANGE THE DATE ON THE SIGN TO REFLECT A REVISED MEETING DATE, IF REQUIRED (CONFIRM WITH SECRETARY-TREASURER REVISED MEETING DATE).
- ❖ DO NOT REMOVE THE POSTED SIGN UNTIL THE COMMITTEE HAS HEARD THE APPLICATION.



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NOTE TO ALL APPLICANTS:

1. Incomplete applications will not be accepted for submission and will be returned to the applicant and/or agent for completion.
2. Applicants/agents/witnesses are provided an opportunity to attend the hearing and may be required to give evidence under oath if the Committee requests. If you decide not to attend the hearing the Committee may make a decision on the application in your absence.
3. If you have copies of drawings showing the elevation, construction and exterior design of proposals applied for (example – location of doors, windows, type of exterior materials proposed – brick, wood cladding, aluminum, etc.) they should be submitted with the application or brought to the hearing and presented to the Committee when your application is heard.
4. If an application is deferred by an applicant and/or agent or the Committee of Adjustment, a Deferral Fee of \$207.00 must be paid in accordance with the Town's Fee By-law.

APPROVAL GIVEN SUBJECT TO CERTAIN CONDITIONS

When an application is approved, it is approved subject to certain conditions. These conditions must be fulfilled within one year of the mailing date of the Notice of Approval. The following are standard conditions which could be included:

- preparation of the reference plan;
- payment of money in lieu of conveyance of land for parks or other public recreational purposes;
- provisions of adequate services;
- gratuitous conveyance of land for road widening (legal fees);
- approval from the Peel Health Department;
- approval from the appropriate Conservation Authority;
- approval from the Niagara Escarpment Commission;
- approval of a driveway location; and,
- compliance with the Zoning By-law.

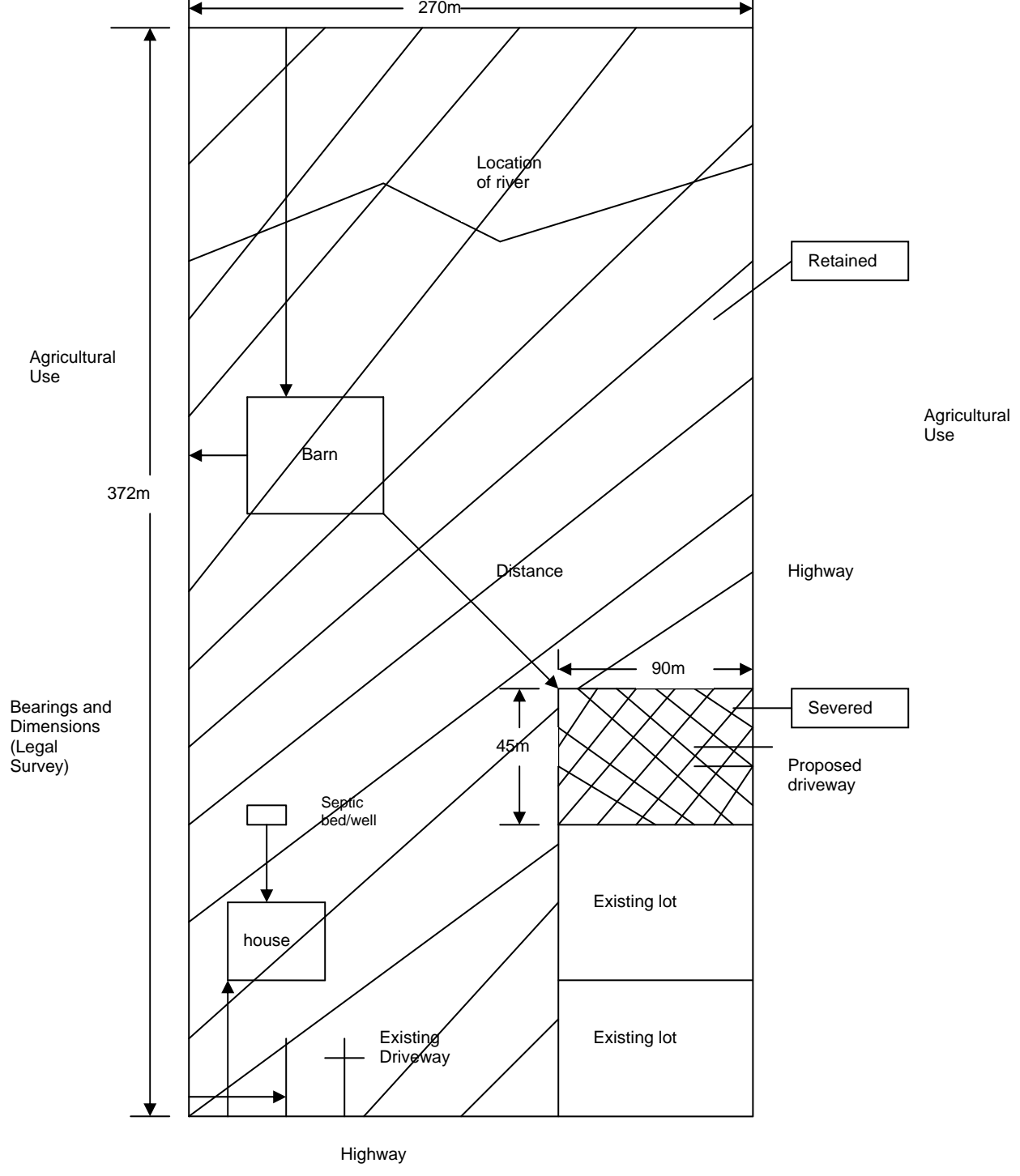
The above information related to conditions is general and should you wish specific information related to an application please contact the Committee office.

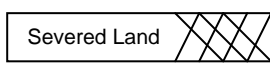
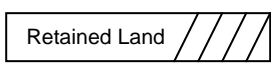
Note: Upon approval of a consent application both the severed and retained portions of land are considered new lots and they will not meet the definition of "existing" under the Zoning By-law. Non-conforming or non-complying standards do not apply to new lots.

FOR FURTHER INFORMATION CONTACT:

Cindy Pillsworth, Council/Committee Co-ordinator
Phone: 905-584-2272 Extension 4265 Fax: 905-584-4325
E-mail: COFA.Agenda@caledon.ca

Example of Required Sketch (to scale)



 <p>Severed Land</p>	 <p>Retained Land</p>
<p>Total Area = ac(ha)</p>	<p>Total Area = ac(ha)</p>
<p>→ Distance</p>	



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File Number B /

COMMITTEE OF ADJUSTMENT APPLICATION FOR CONSENT

Note: Pursuant to subsection 53 of the *PLANNING ACT*, the applicant shall provide the Committee of Adjustment with such information or material as the Committee of Adjustment may require. The Committee of Adjustment may refuse to accept or further consider the application until the prescribed information, material, and the required fee are received.

PRE-CONSULTATION MEETING:

If you have met with or spoken with staff from the Town's Development Approvals Section regarding this application, please provide the date and the name of the staff member you consulted with:

DATE: _____, 20__ STAFF MEMBER: _____

		TAX ASSESSMENT ROLL NUMBER:	
1. NAME OF OWNER		NAME OF AUTHORIZED AGENT	
STREET & NUMBER		STREET & NUMBER	
CITY	POSTAL CODE	CITY	POSTAL CODE
TELEPHONE	FAX/E-MAIL	TELEPHONE	FAX/E-MAIL

2. The type and the purpose of the proposed transaction, such as: a transfer for the creation of a new lot; a lot addition; an easement; a charge; a lease or a correction of title. Please specify:

3. If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased.

4. LEGAL DESCRIPTION -

Lot _____ Concession _____ Former Township _____

OR

Lot _____ Registered Plan _____



5. Are there any easements or restrictive covenants affecting the subject land?

Yes No

Specify: _____

6. DESCRIPTION OF LAND TO BE SEVERED: Dimensions of land (metric units):

Frontage: _____ Depth: _____ Area: _____

Existing Use: _____ Proposed Use: _____

Number and use of buildings and structures (both existing and proposed) on the land to be severed:

(existing)

(proposed)

Access will be by:	Existing	Proposed		Existing	Proposed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	Regional Road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road – Maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	Seasonal Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>	Private Right-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>			

If access is by water only, what parking and docking facilities will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

Water supply will be by:	Existing	Proposed		Existing	Proposed
Publicly owned and operated water system	<input type="checkbox"/>	<input type="checkbox"/>	Privately owned and operated individual or communal well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		

Sewage disposal will be by:	Existing	Proposed		Existing	Proposed
Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	Privately owned and operated individual or communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)		



7. DESCRIPTION OF LAND TO BE RETAINED: Dimensions of land (metric units):					
Frontage: _____		Depth: _____		Area: _____	
Existing Use:			Proposed Use:		
Number and use of buildings and structures (both existing and proposed) on the land to be severed:					
(existing)					
(proposed)					
Access will be by:	Existing	Proposed		Existing	Proposed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	Regional Road	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road – Maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	Seasonal Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>	Private Right-of- way	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>			

If access is by water only, what parking and docking facilities will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

Water supply will be by:	Existing	Proposed		Existing	Proposed
Publicly owned and operated water system	<input type="checkbox"/>	<input type="checkbox"/>	Privately owned and operated individual or communal well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)		

Sewage disposal will be by:	Existing	Proposed		Existing	Proposed
Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	Privately owned and operated individual or communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify)		



8. What is the current designation of the land in any applicable zoning by-law and official plan?

	Land to be Severed	Land to be Retained
Zoning:		

Official Plan Designations:	
Town of Caledon	
Region of Peel	

9. Has the subject land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act, or consent under section 53 of the Act? No Yes

If yes and if known, please provide the file number of the application and the decision on the application.

File # _____ Decision: _____

10. Has any land been severed from the parcel originally acquired by the owner of the subject land? No Yes

If yes, provide date of transfer: _____ Land Use: _____

Name of Transferee: _____

11. Is the subject land consistent with the Provincial Policy Statement? Yes No

If NO, please explain _____

12. Is the subject land within an area of land designated under any provincial plan(s)?

No Yes

If YES, does the application conform with the applicable provincial plan or plans?

13. If known, is/was the subject land the subject of any other application under the Planning Act, such as:

	File Number	Status		File Number	Status
Plan of Subdivision			Official Plan Amendment		
Minor Variance			Zoning By-law Amendment		
Minister's Zoning Order			Consent		
Approval of Power of Sale			Validation Certificate		



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14. REGISTERED PROPERTY OWNER(S) APPOINTMENT AND AUTHORIZATION TO AN AGENT:

I / We, the undersigned, being the registered property owner(s) of the subject lands hereby authorize _____ to act on my/our behalf
 (authorized agent's name)
 with respect to making a consent application(s) to the Town of Caledon.

OWNER / SIGNING OFFICER

OWNER / SIGNING OFFICER

I have authority to bind the corporation.

NAME OF CORPORATION

Print – FULL NAME AND POSITION

- NOTE: i) If the owner(s) is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation or alternatively, the corporate seal is affixed over the signature.
 ii) If there is more than one owner, **all owners** shall complete and sign this or affix an additional appointment/authorization form.
 iii) If the agent is a corporation, specify by name the person(s) who is appointed on its behalf.

15. PERMISSION TO ENTER PROPERTY:

By completing the Declaration of Owner or Authorized Agent, I / We hereby acknowledge and authorize the members of the Town of Caledon Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members during the site inspection.

____ Initials ____ Initials

16. SIGN POSTING AND PROPERTY STAKING AGREEMENT:

I / We hereby acknowledge receipt of the Notice Sign from Town staff and agree that such Notice Sign shall be erected by the Applicant and/or Agent and maintained in a structurally sound condition and posted in a visible location along the frontage of the subject lands at least 14 days prior to the scheduled hearing date and shall be removed after the hearing date by the Applicant and/or Agent; and

I / We hereby acknowledge that failure to adequately post and maintain such sign may result in the deferral of the hearing of the application by the Committee of Adjustment and a deferral fee to be paid to the Town by the Applicant at a cost established by By-law by the municipality.

____ Initials ____ Initials



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17. DECLARATION OF OWNER OR AUTHORIZED AGENT

I, _____ of the _____ of _____
 in the _____ of _____:

Solemnly declare that all above statements and the statements contained in all exhibits transmitted herewith 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 and by virtue of the CANADA EVIDENCE ACT.

For the purpose of the *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*, I 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 and correspondence purposes. Questions about this collection should be directed to the FOI Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, ON L7C 1J6, telephone 905-584-2272 ext. 4168.

Note: The signature of an applicant or authorized agent must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall, if needed.

DECLARED before me at the
 _____ of _____
 in the _____
 of _____
 this _____ day of _____ 20_____.

 Signature of Commissioner, etc.

 Signature of Applicant/Agent/Owner



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2012 HEARING DATES AND DEADLINES
FOR COMMITTEE OF ADJUSTMENT

MEETING DATE	DEADLINE FOR SUBMISSION
January 11, 2012	December 9, 2011
February 8	January 13, 2012
March 7	February 10
April 4	March 9
May 2	March 30
May 30	April 27
June 20	May 18
July 18	June 15
August 8	July 6
August 29	July 27
September 19	August 17
October 17	September 14
November 14	October 5
December 12	November 2