PLANNING, DEVELOPMENT AND
RECREATION DEPARTMENT
100 Water Street East, 2nd Floor
P.O. Box 877
Cornwall, ON K6H 5T9
Tel: (613) 930-2787 ext., 2328
Fax: (613) 930-7426
planning@cornwall.ca

SERVICE D'URBANISME,
DÉVELOPPEMENT ET DES LOISIRS
100, rue Water, 2e étage
C.P. 877
Cornwall ON K6H 5T9
Tél: (613) 930-2787 poste 2328
Télec: (613) 930-7426

Application for a Consent

The Committee of Adjustment – City of Cornwall

File No.

Under Section 53 of the *Planning Act*

1. Applicant Information

a) Property Owner Name			
b) Address			
c) Email			
d) Phone Number		**e) Fax Number**	

2. Agent Information (If applicable)

a) Agent Name			
b) Address			
c) Email			
d) Phone Number		**e) Fax Number**	

Note: If the applicant is not the owner of the land, complete Section 13.

3. Description of Subject Lands

a) Legal Description			
b) Municipal Address			
c) Lot Area			
d) Frontage		**e) Depth**	

4. Consent Description

a) What is the purpose of this application

- ☐ Creation of a new lot
- ☐ Addition to a lot
- ☐ Easement/Right-of-Way
- ☐ Semi-detached or Row Housing
- ☐ A Charge/Mortgage
- ☐ A Lease
- ☐ A Correction of Title
- ☐ Other (please specify):

b) Briefly explain the intent of this application.

c) Are there any easements or restrictive covenants affecting the subject land? (If yes, please describe the easement or covenant and its effect)

d) Name of person(s), if known, to whom land or interest is to be transferred, leased or charged.

e) If a lot addition, identify the lands to which the parcel will be added.

f) How many new lots (not including the retained lot) are proposed:

5. Description of Severed Parcels				
	Severed 1st Lot	**Severed 2nd Lot**	**Severed 3rd Lot**	**Retained Portion**
Frontage				
Depth				
Area				

6. Uses, Buildings and Structures on Subject Lands
a) When was the property acquired by its current owner?
b) Describe the particulars of all buildings and structures on or proposed for subject land (Ground floor area, setbacks , gross floor area, number of storeys, width, length, height, etc.).
Existing:
Proposed:
c) What are the existing and proposed use(s) of the subject property (list number and type of units if residential)?
Existing:
Proposed:
d) How long have the current uses existed?
e) What are the uses on neighbouring lands? (Eg. Residential, commercial, etc.)

7. Access and Services

Note: if any severed parcels are serviced or accessed differently from the retained parcel, please describe under Other.

a) How is the subject land accessed? (Check one)

- ☐ Provincial Highway
- ☐ Municipal Road
- ☐ Private Right-of-Way
- ☐ By Water
- ☐ Other (please specify):

b) How is water provided to the subject land? (Check one)

- ☐ Publicly owned and operated piped water system
- ☐ Privately owned and operated individual or communal well
- ☐ A lake or other body of water
- ☐ Other (please specify):

c) How is septic service provided to the subject land? (Check one)

- ☐ Public sanitary sewer
- ☐ Private septic system
- ☐ Other:

d) How is stormwater drainage provided on the subject land?

- ☐ Sewers
- ☐ Ditches
- ☐ Swales
- ☐ Other:

8. Planning
a) What is the current Zoning By-law designation for the subject lands?
b) What is the current Official Plan designation for the subject lands?
c) Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? If yes, and known, please provide the file# and the decision made.
d) If this application is a re-submission of a previous Consent application, describe how it has been changed from the original application.
e) Is the subject land currently the subject of a proposed Official Plan Amendment that has been submitted to the Approval Authority? If yes, and known, please specify the file number and status of application.
f) Is the subject land the subject of an application for a Zoning By-law Amendment, Minor Variance, or approval of a Plan of Subdivision under the Planning Act? If yes, and known, please specify the appropriate file number and status.

9. History of Subject Lands			
	Yes	No	Unknown
a) Is there a noxious industrial use within 500 metres?	☐	☐	☐
b) Is there a landfill within 500 metres?	☐	☐	☐
c) Is there a sewage treatment plant within 500 metres?	☐	☐	☐
d) Is any portion of the land to be severed or retained located within a flood plain?	☐	☐	☐
e) Is there a Provincially and/or locally significant wetland (e.g. swamp, bog, etc.) located on or within 120 metres of the land to be severed or retained?	☐	☐	☐
f) Other than for septic systems or landscaping, has fill been brought to, and used, on the site?	☐	☐	☐
g) Has there been commercial use/uses on the site?	☐	☐	☐
If yes, what was the nature and type of commercial use(s)?			
h) Has there been an industrial use/uses on the site?	☐	☐	☐
If yes, what was the nature and type of industrial use(s)?			

	Yes	No	Unknown
i) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time?	☐	☐	☐
If yes, specify the use and type of fuel(s). Is there any reason to believe that the site may have been contaminated by former use(s) on the site or adjacent site(s)?			
j) Has there been an industrial use/uses on the site?	☐	☐	☐
If yes, what was the nature and type of industrial use(s)?			
k) Where did you obtain the information to determine the answers to this section?			

10. Additional Information

a) Is there any other information that you think may be useful to the Committee or other agencies in reviewing this application? *(Optional)*

11. Affidavit/Sworn Declaration

This must be completed by the applicant(s)/agents for the proposed Consent.

I/We, (Applicant's name/authorized agent(s)) solemnly declare that all the statements contained in this application are true and I/we 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.

Declared before me at the City of Cornwall in the County of Stormont this day of 20

_____

Signature of applicant(s) or authorized agent(s)

_____

Commissioner of Oaths

12. Permission of Entry

I/We (Applicant's name/authorized agent(s)), give consent to The Corporation of the City of Cornwall, its employees, outside agencies and Committee of Adjustment members "Permission of Entry", so as to enter the subject property for the purpose of conducting a site inspection in order to review and report on the application.

_____

Signature of applicant(s) or authorized agent(s)

13. Authorization of owner for an agent to make the application.

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed. A signed letter from the owner granting authorization to an agent is also acceptable.

I/We (print name) am (are) the owner(s) of the land that is subject of this application and I/We authorize (print name) to make this application on my (our) behalf.

Date:

_____

Signature

14. Disclosure of Information

I/We being the owner(s) of the land(s) that is the subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act, and I/We authorize as my agent for this application to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date:

_____

Signature

15. Instructions

Note: More than one variance can be requested on one application, but a separate application must be submitted for each proposed or existing lot.

Before submitting your application, please review the following list. All these steps must be completed before this application can be accepted:

1. The application is complete, and all questions are answered fully.
   a. If represented by a legal office or agent, ensure Section 12 is completed.
   b. The Planning Division can review your application, but it must be filled out by the property owner or their authorized agent. The Planning Division can also respond to any questions about the process.

2. The application is sworn to before a commissioner, who witnesses your signature.
   a. There is a commissioner available in the Planning Division office at the Civic Complex.

3. A sketch/plan must be attached. The sketch/plan should be clear and legible, and to be to scale. It should indicate the following:
   a. A north arrow and scale
   b. Existing and proposed buildings or additions
   c. Parking areas and driveways, including dimensions thereof
   d. Setbacks from all lot lines
   e. Names of adjacent streets
   f. Uses and approximate setbacks of adjacent buildings
   g. If available, an Ontario Land Survey Plan should be attached

4. If applicable, the Eastern Ontario Health Unit, and Raisin Region Conservation Authority require that an application review fee be paid to them before they inspect the site and submit a report to the Planning Secretary. It is the responsibility of the applicant(s) to contact the property agency that applies to their site.