



MUNICIPALITY OF

PORT HOPE

56 Queen Street Port Hope, ON L1A 3Z9 | t: 905-885-4544 | f: 905-885-7698

Consent Application

Under Section 53 of the Planning Act

Please complete the following form to apply for Consent(s). For additional details on the application process please contact:

Planning Division
Tel. 905-885-2431
Email: planning@porthope.ca
5 Mill Street South
Port Hope, ON L1A 2S6

Please ensure you have prepared the following:

- [Preliminary Review Form for Consent](#) or [Preliminary Review Form for Lot Addition](#) has been completed and submitted to the Planning Division 10 days prior to submitting this application.
- [Planning Rational for Consent](#) detailing the purpose of the application and how it conforms with the applicable policies
- [Site Plan Sketch for Consent](#) of the proposed consent.

**[Office Use Only] File
No.:**

**[Office Use Only]
Date Received:**

**[Office Use Only]
Deemed Complete:**

**[Office Use Only] Fee
Paid:**

[Office Use Only] Received by:

General Information

Application Fees

The applications fees can be found on the [Fees and Charges](#) page in the '**Committee of Adjustment**' table.

Note: Any further costs and expenses which may be incurred by the Municipality of Port Hope in the processing of a Consent application, as determined by Municipal Council, may be charged to the applicant.

Please indicated which application you are applying for:

- New lot
- Lot addition
- Easement or right-of-way
- Lease over 21 years
- Mortgage/charge or partial discharge of mortgage/charge
- Change to conditional consent approval

Provide a short description of the application and if applicable identify the number of lots to be created.

Applicant and Owner Details

Owner(s) of Subject Lands:

Mailing Address:

Telephone number

Fax:

Owner's Email:

Applicant:

Check if different than owner

Applicant name:

Mailing Address:

Telephone:

Fax:

Applicant's Email:

Agent:

Check only if applicable

Agent name:

Mailing Address:

Telephone:

Fax:

Agent's Email:

Who would you like the communications to be sent to? (Check all that apply)

Owner

Applicant

Agent

Description of the Subject Lands

Location of the Subject Lands

Urban (Roll # starts with 1423-125)

Rural (Roll # starts with 1423-223)

Municipal Number:

Street Name:

Lot Number(s):

Concession:

Lot(s)/Block(s):

Registered Plan No:

Part Number(s):

Reference Plan No:

**Length of
Ownership:**

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

Are there any encumbrances affecting the subject lands? (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements)

Yes

No

If yes, please describe:

Addition to a Lot: If this application is for an Addition to a Lot, identify the lands to which the parcel will be added to.

Easement/Right-of-Way: If this application is for an Easement/Right-of-Way, please describe:

Proposed Severed Lot Details

Measurements must be shown on sketch, complete in metric units.

Frontage:

Area:

Average Width:

Average Depth:

Existing use(s) of land:

Proposed use(s) of land:

Proposed Severed Lot Zoning By-law Designation

Proposed Severed Lot Official Plan Designation

Proposed Severed Lot: County of Northumberland Official Plan Designation

Proposed Retained Lot Details

Measurements must be shown on sketch, complete in metric units.

Frontage:

Area:

Average Width:

Average Depth:

Existing use(s) of land:

Proposed use(s) of land:

Proposed Retained Lot Zoning By-law Designation

Proposed Retained Lot Official Plan Designation

Proposed Retained Lot: County of Northumberland Official Plan Designation

Official Plan Policies

Explain how the application conforms with the Municipality of Port Hope Official Plan.

Explain how the application conforms with the County of Northumberland Official Plan.

Provincial Policy

Note: The proposal must be consistent with the [Provincial Policy Statement](#) issued under Subsection 3(1) of the Planning Act. A description of how the application is consistent with the policies must be attached to the application in the Planning Rationale by the applicant.

Is the subject land within an area of land designated under any Provincial Plan(s)?

Yes

No

If yes, specify which plan(s):

Past and Current Planning Applications

Is the subject land currently the subject of an Official Plan Amendment application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of an Zoning By-law Amendment application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Plan of Subdivision application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Site Plan application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Minor Variance application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a concurrent Consent application?

Yes

No

If yes, please indicate the file number(s).

In the past, has the subject land ever been the subject of an application under Section 45 of the Planning Act?

Yes

No

Unknown

Has any land been previously severed from the parcel originally acquired by the owner of the subject land?

Yes

No

Unknown

Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act?

Yes

No

Unknown

If yes, please indicate the file number(s), date, and status.

If yes and known, provide the following details: application file number(s) or date when the parcel(s) was created, the number of parcels created, the name of the transferee for each parcel, and uses of the severed land.

If yes and known, provide the application file number and the decision made on the application.

Proposed Severed Lot Access and Services

What form(s) of access are available to SEVERED lot? Select all that apply.

- Unopened road allowance
- Open municipal road/street
- County road
- Provincial highway
- Other public road/street
- Existing right-of-way
- No access

Specify location:

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the SEVERED lot. Select all that apply.

- Municipal Water System
- Well-Private owner and operator, individual or communal
- Other
- No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the SEVERED lot. Select all that apply.

- Municipal sanitary sewage system
- Septic system: privately owned and operated
- Privy
- Other
- No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the SEVERED lot. Select all that apply.

- Sewers
- Ditches
- Swales
- Other
- No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Proposed Retained Lot Access and Services

What form(s) of access are available to RETAINED lot? Select all that apply.

- Unopened road allowance
- Open municipal road/street
- County road
- Provincial highway
- Other public road/street
- Existing right-of-way
- No access

Specify location:

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the RETAINED lot. Select all that apply.

- Municipal Water System
- Well-Private owner and operator, individual or communal
- Other
- No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the RETAINED lot. Select all that apply.

- Municipal sanitary sewage system
- Septic system: privately owned and operated
- Privy
- Other
- No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the RETAINED lot. Select all that apply.

- Sewers
- Ditches
- Swales
- Other
- No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Characteristics of the Subject Land

Is the proposed SEVERED lot subject to flooding from a river, lake or other watercourse or body of water?

Yes

No

Is the proposed RETAINED lot subject to flooding from a river, lake or other watercourse or body of water?

Yes

No

Is any part of the proposed SEVERED lot swampy?

Yes

No

Is any part of the proposed RETAINED lot swampy?

Yes

No

Identify any other physical or environmental characteristics that should be considered such as steep slopes, erosion areas, etc.

Severed Lands Inventory of Uses and Features

Are any of the following uses or features on or proposed on the subject lands to be severed and retained, or within 500 metres of the subject lands? **Check the box if the use or feature is on the severed lands and indicate the approximate distance if it is within 500 metres:**

Utility ie Water, Sewage, Hydro, Gas Pipeline, Bell Distance

Residential Use Distance

Other (specify) *i.e. steep slope, ditch, swale* Distance

Agricultural Operation Use Distance

Rural Residential Use Distance

Commercial Use Distance

Tourist Recreational Use Distance

Institutional Use Distance

Industrial Use Distance

Parklands Use Distance

Community Facility Distance

Woodland Feature Distance

Flood Plain Distance

Provincially Significant Wetland Distance

Rehabilitated or Active Aggregate Pit Distance

Landfill Use (open or closed) Distance

Elaborate with particulars of any items designated above. If additional space is required, please attach a separate sheet to this application:

Retained Lands Inventory of Uses and Features

Are any of the following uses or features on or proposed on the subject lands to be severed and retained, or within 500 metres of the subject lands? **Check the box if the use or feature is on the retained lands and indicate the approximate distance if it is within 500 metres:**

Utility ie Water, Sewage, Hydro, Gas Pipeline, Bell Distance

Residential Use Distance

Other (specify) *i.e. steep slope, ditch, swale* Distance

Agricultural Operation Use Distance

Rural Residential Use Distance

Commercial Use Distance

Tourist Recreational Use Distance

Institutional Use Distance

Industrial Use Distance

Parklands Use Distance

Community Facility Distance

Woodland Feature Distance

Flood Plain Distance

Provincially Significant Wetland Distance

Rehabilitated or Active Aggregate Pit Distance

Landfill Use (open or closed) Distance

Elaborate with particulars of any items designated above. If additional space is required, please attach a separate sheet to this application:

Signature Pages

Applicant is not the owner: complete the 'Authorization of Owner for Applicant to Submit Application' forms and the 'Affidavit'

Applicant is the owner: complete the 'Owner Authorization to Submit Application' forms and the 'Affidavit'.

Authorization of Owner for Applicant to Submit Application

If the owner is not the applicant, please print and have the owner sign the following forms:

- [Application Authorization](#)
- [Applicant Disclosure of Personal Information](#)

The original forms can be submitted either in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Owner Authorization to Submit Application

If the applicant is the owner, please print and sign the following form:

- [Disclosure of Personal Information](#)

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Affidavit

The [Affidavit](#) must be signed in front of a Commissioner of Oaths or lawyer. For your convenience, there are staff members at the Municipality of Port Hope that are able to commission documents. Please contact us at 905-885-2431 or via email at planning@porthope.ca to book an appointment.

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Application Submission Checklist

The application and supporting documentation can be submitted in one of the following ways:

- In person at 5 Mill Street South, Port Hope, ON L1A 2S6
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to planning@porthope.ca

Please confirm you will be submitting the following documents in person, by mail or via email to planning@porthope.ca:

- Application Fee - Cheques can be made payable to the Municipality of Port Hope (please note that there will be other fees imposed by other agencies for their review)
- Application Form
- Signature pages and affidavit
- Recent Survey - One (1) copy prepared by an Ontario Land Surveyor
- Drawings and/or plans
- Reduced copy of drawings and/or plans - No larger than 11-inches x 17-inches
- Digital copy of drawings and/or plans - A digital PDF version of all required drawings and/or plans
- Studies identified during the pre-consultation meeting
- Planning Justification Report
- Other supporting materials as deemed necessary by the Municipal Planner

If you need to provide any comments regarding the checklist above, please provide them in the space below.