

Office of the Clerk,
Town of The Blue Mountains,
32 Mill Street - P.O. Box 310,
Thornbury, Ontario, N0H 2P0
Phone 519 - 599 - 3131
FAX: 519 - 599 - 7723

INSTRUCTIONS AND INFORMATION REGARDING THE SEVERANCE PROCESS

PLEASE READ ALL OF THIS MATERIAL PRIOR TO SUBMITTING YOUR APPLICATION

IT HAS BEEN PREPARED TO ASSIST YOU

BEFORE SUBMITTING YOU APPLICATION

It is advisable that you contact the Town of The Blue Mountains Planning Department and the various applicable agencies listed later in this information brochure to discuss the current policies that may affect your proposal PRIOR TO SUBMITTING your proposed application.

TOWN OF THE BLUE MOUNTAINS PLANNING DEPARTMENT

The Town of The Blue Mountains Planning Department will be providing the Council of the Town Of The Blue Mountains with a "Consolidated Report" which incorporates any comments received from the Agencies. The Planning Department will also provide comments on your proposal as to whether or not it conforms with the applicable Official Plan and local Zoning By-Law.

The Planning Department can advise you as to the existing Official Plan designation of the subject land. (question 14 (a) of the application)

TOWN OF THE BLUE MOUNTAINS PLANNING DEPARTMENT

32 Mill Street, P.O. Box 310
Thornbury, Ontario
N0H 2P0

CONTACT: Planner
PHONE: 519 - 599-3131 FAX: 519 - 599-7723

AGENCIES

Various Agencies will have an opportunity to provide the Council of the Town of The Blue Mountains with comments on the appropriateness of your severance proposal. It is advisable that you contact the appropriate Departments and Agencies PRIOR TO SUBMITTING your severance application. The Agencies can advise you as to what their requirements are and whether or not any studies will need to be completed on your proposal. (example: Environmental Impact Study; Hydrogeological Report, etc.)

Only those Agencies directly related to your application should be contacted. For example the Bruce-Grey Owen Sound Health Unit will comment on all applications if on private services; the Ministry of Transportation will comment only on severances fronting on a Provincial Highway.

The following is a list of the agencies which will be circulated with your application. If you are not sure which agencies to contact, please call the Town of The Blue Mountains Planning Department.

NAMES, ADDRESSES, CONTACT

1. BRUCE-GREY-OWEN SOUND HEALTH UNIT
OWEN SOUND - 101- 17th Street East, Owen Sound, Ontario N4K 0A5
PHONE: 519 - 376 - 9420 FAX: 519 - 376 - 0605
CONTACT: Inspection Section

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2. CONSERVATION AUTHORITY - Contact the Conservation Authority for your area.

CONTACT: Planning Technician

- a) GREY SAUBLE CONSERVATION AUTHORITY
R.R. #4, 237897 Inglis Falls Road, Owen Sound, Ontario N4K 5N6
PHONE: 519 - 376 - 3076

NOTICE - Based on Agreement with the Town of The Blue Mountains, the Grey Sauble Conservation Authority established fees for the review of consent applications in the Town and the Town will be collecting these fees on behalf of the Conservation Authority. If your property is within the jurisdiction of the Grey Sauble Conservation Authority (see map attached), your application must be accompanied with a cheque payable to the Grey Sauble Conservation Authority in the amount of \$240.00.

- | |
|--|
| <ol style="list-style-type: none">b) NOTTAWASAGA VALLEY CONSERVATION AUTHORITY
R.R. 1, 366 Mill Street
Angus, Ontario
LOM 1B0
705 - 424 - 1479 |
|--|

3. MINISTRY OF TRANSPORTATION (if your land fronts on a Provincial Highway)

P.O. Box 520
1450 7th Avenue East,
Owen Sound, Ontario
N4K 5R1

CONTACT: Corridor Management Division PHONE: 519 - 376 - 7350 FAX: 519 - 371 - 2895

4. GREY COUNTY HIGHWAYS DEPARTMENT (if your land fronts on a County Road)

595 - 9th Avenue East,
Owen Sound, Ontario.
N4K 3E3

PHONE: 519 - 376 - 7337 FAX: 519 - 376 - 0967
1- 800 - 567 - GREY

CONTACT: Technical Supervisor

5. NIAGARA ESCARPMENT COMMISSION (if your property lies within the NEC area)

99 King Street East,
Thornbury, Ontario
NOH 2PO
PHONE: 519 - 599 - 3340

CONTACT: Planner

SUBMITTING YOUR APPLICATION

THE APPLICATION, SIGNATURES AND SKETCH MUST BE FULLY COMPLETED AND LEGIBLE IN ORDER TO BE PROCESSED.
Be sure your information and sketch are accurate and complete.

MAJOR DEVIATION FROM THE SKETCH/PLAN SUBMITTED CANNOT BE ACCEPTED

Submit one application for each new lot created - Each application may have one severed parcel and one retained parcel.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the corporation's seal (if any) must be affixed.

FEES

Under the Town of The Blue Mountains **Planning Fees By-Law No. By-law No. 2018-10** and amended by By-law No.2010-35, the fee for processing a severance application that is **creating a new lot is \$2,760.00 plus \$605.00 for each additional lot. Should the severance be for a lot adjustment, easement, mtge charges, etc the required fee would be \$1,725.00 and \$100.00 for Validation of Title. Submit one completed application with original signatures of all owners together with a cheque in the amount specific to the proposal, made payable to "Town of The Blue Mountains" to:**

Office of the Clerk
Town of The Blue Mountains
Box 310, 32 Mill Street
Thornbury, Ontario
NOH 2PO

DEED STAMP FEE – included in severance fee

AFTER SUBMITTING YOUR APPLICATION

You will be mailed a yellow card (one for each severance application) to be posted on the portion of the lot to be severed. The placement of this card is important as it shows the exact location of the severance. Agencies such as the Health Unit and the Conservation Authority, etc. usually visit the site. Posting of this card also puts the neighbours on notice as to your application. It is mandatory that this card be posted.

Your application will also be assigned a file number (B____/___). Please refer to this file number when contacting the office.

NOTICE OF APPLICATION

Within a few weeks, you will receive a "Notice of Application", setting out the pertinent information and outlining the date and time the severance will be dealt with by the Council of The Town of The Blue Mountains. It is strongly recommended that you attend this meeting. Notice of Application will be circulated to property owners within 120 metres of the subject land.

BEFORE THE HEARING

By submitting this application, the applicant hereby agrees to permit Town staff and its representatives to enter the property during regular business hours for the purpose of performing inspections of the subject property.

THE HEARING

The Council of the Town of The Blue Mountains will hear all comments which have been forwarded to the attention of the Clerk. Anyone attending in person will be given the opportunity to address Council. The Councillors may also ask for further information or clarification at this time.

AFTER THE HEARING

If the Council of the Town of The Blue Mountains makes a decision on the application a Notice Of Decision will be forwarded to you within fifteen days of the hearing. Council may give "provisional consent" to grant the application, subject to conditions; they may refuse to give provisional consent - "not grant" the application; or they may defer the application pending further information.

If a decision is made at the hearing there is a During this time any person, Corporation or public body may appeal the decision (or conditions30 day appeal period from the giving of the Notice of Decision.) to the Ontario Municipal Board.

After the 30 day appeal period you will be sent a notice stating either that no appeals were received or that the application has been appealed to the Ontario Municipal Board.

DECISION OF COUNCIL & CONDITIONS OF CONSENT

Provisional Consent Granted - contact with solicitor may be desirable.

If your severance application is given "Provisional Consent" (with no appeal), you may proceed with fulfilling the Conditions of Consent. It is your responsibility to see that all conditions of consent are met within one year as set out in your Notice of Decision. Failure to complete conditions within the required time will result in your severance lapsing.

The Town of The Blue Mountains Clerk's office must receive confirmation that all conditions have been met within the required time - before a certificate can be issued.

You then have one additional year to have the deed stamped. The deed can be stamped by the Clerk at the Town of The Blue Mountains Municipal Office. The fee for this service is included in the Severance (Consent) fee, noted above.

APPLICATION DEFERRED

If the Council of the Town of The Blue Mountains DEFERS the application - (for example - perhaps it is necessary to provide additional information) it is your responsibility to follow up and ensure that whatever is required is completed as soon as possible so that your application may be re-scheduled. When you are ready to proceed, contact the Clerk's Office.

APPLICATION NOT GRANTED

If your application is not granted you have 30 days from the giving of the Notice of Decision to appeal the decision to the Ontario Municipal Board.

APPEALS

A letter outlining the reasons for appeal is to be forwarded to the Office of the Clerk, Town of The Blue Mountains, together with a cheque payable to the Minister of Finance in the amount of \$125.00 (additional \$25.00 for each related appeal). (for example: if you are appealing three related applications, the cheque will be for \$175.00).

Office of the Clerk,
 Corporation of the Town of the Blue Mountains,
 P.O. Box 310, 32 Mill Street,
 Thornbury, Ontario, N0H 2P0
 P. 519-599-3131
 F 519-599-3018



**THE CORPORATION OF THE
 TOWN OF THE BLUE MOUNTAINS**

SEVERANCE APPLICATION FORM

APPLICATION ACCEPTED (date) _____ SEVERANCE FILE NO: **B** _____

NOTE: Questions 2, 3, 6, 7, 8, 9, 10, 11, 12 a & b, 14 a, b, c, d, & f, 15, 16, and 18 are minimum mandatory requirements as prescribed in the schedule to Ontario Regulation 197/96, Planning Act, and MUST be completed. The remaining questions are there to assist the Council and Agencies in evaluating your application. You can help ensure a thorough evaluation is completed by answering all questions. Failure to provide adequate, correct information may result in your application being refused.

1. Approval Authority: **COUNCIL OF THE CORPORATION OF THE TOWN OF THE BLUE MOUNTAINS**

2. **OWNER:** _____
 Address: _____
 Telephone Number: _____ Postal Code _____

3. **APPLICANT:** _____ (if different from owner)
 Address: _____
 Telephone Number: _____ Postal Code _____

4. **AGENT/SOLICITOR:** _____
 Address: _____
 Telephone Number: _____ Postal Code _____

5. **COMMUNICATIONS** should be sent to:
 Owner _____ Applicant/Authorized Agent _____ Solicitor _____

NOTE: In this form "SUBJECT LAND" means the parcel to be severed and the parcel to be retained.

6. SUBJECT LAND: (LEGAL DESCRIPTION)

Lot No. _____ Plan/Concession _____

Municipality _____

Part _____ Reference Plan No. _____ Name of Street _____

7. DESCRIPTION OF SUBJECT LAND:

a) Existing use of the subject Land: Agricultural _____ Residential _____
 Rural _____ Commercial/Industrial _____
 Other (explain) _____

b) Existing Buildings _____

c) Is the "subject land" presently subject to any of the following:

Easement _____ Restrictive Covenants _____

Right of Way _____ Describe: _____

NOTE: All existing easements and right of ways must be shown on the sketch.

8. PROPOSAL - PLEASE MAKE MEASUREMENTS IN METRIC

Dimensions of land intended
to be **SEVERED**

Dimensions of land intended
to be **RETAINED**

Frontage _____

Frontage _____

Depth _____

Depth _____

Area _____

Area _____

THESE DIMENSIONS MUST BE ACCURATE

9. PROPOSED USE OF LAND TO BE SEVERED

(a) i) **NEW LOT** _____

Residential _____

Rural residential/Hobby _____

Agriculture _____

Farm retirement _____

Farm Help _____

Surplus farm dwelling _____

Agricultural related
Commercial/Industrial _____

Commercial/Industrial _____

Other _____ Specify _____

ii) **LOT ADDITION** _____

iii) **LEASE/CHARGE** _____

iv) **EASEMENT/RIGHT OF WAY** _____

Bell Canada _____

Hydro _____

Water _____

Gas _____

Access _____

v) **CORRECTION
OF TITLE** _____

b) Name of person/s, if known, to whom land or interest in land is to be transferred, leased or charged:

Address: _____

(c) Buildings Proposed _____

10. PROPOSED USE OF LAND TO BE RETAINED

Buildings Proposed _____

Residential _____ Rural residential/hobby _____

Agriculture _____ Farm retirement _____

Farm Help _____ Surplus farm dwelling _____

Agricultural related
Commercial/Industrial _____ Commercial/Industrial _____

Other (specify) _____

11. ROAD ACCESS

SEVERED PARCEL

RETAINED PARCEL

Provincial Highway	_____	_____
County Road	_____	_____
Open Municipal - Township Road	_____	_____
Non-maintained/seasonally maintained municipal road allowance	_____	_____
- If access is from a non-maintained or seasonally maintained road allowance has an agreement been reached with the Municipality regarding upgrading of the road?		
	YES _____	NO _____
Private Right-of-Way	_____	_____

12. SERVICING

a) What type of **water supply** is proposed?

TYPE	SEVERED PARCEL	RETAINED PARCEL
Municipally owned and operated pipe water supply	_____	_____
Lake/River	_____	_____
Well	_____	_____

b) What type of **sewage disposal** is proposed?

TYPE	SEVERED PARCEL	RETAINED PARCEL
Municipally owned and operated sanitary sewers	_____	_____
Septic Tank	_____	_____
Other - Specify	_____	_____

c) **OTHER SERVICES** (check if any of these services are available)

Electricity _____ School Bussing _____ Telephone _____ Garbage Collection _____

13. AGRICULTURAL PROPERTY HISTORY (Complete this section if located in the Agricultural/Rural Area)

i) What type of farming has been conducted?

Beef _____ Dairy _____ Swine _____ Poultry _____ Sheep _____
Cash Crop _____ Other _____ Explain _____

ii) a) How long have you owned the farm? _____

b) Are you actively farming the land (or - do you have the land farmed under your supervision)?

yes - for how long? _____

no - when did you stop farming? _____

For what reason did you stop farming? _____

iii) a) Area of total farm holding _____

b) Number of tillable acres _____

c) Do you **own** any other farm properties? Yes _____ No _____

If yes indicate: Lot _____ Concession _____

Township _____ Acres _____

d) Do you **rent** any other land? Yes _____ No _____

If yes indicate: Lot _____ Concession _____

Township _____ Acres _____

(c & d - list any additional properties on a separate sheet)

iv) a) Is there a **barn** on the parcel to be **severed**?

Yes ___ No ___ Condition of barn _____

Present Use _____ Capacity of barn in terms of livestock _____

b) Is there a **barn** on the parcel to be **retained**?

Yes ___ No ___ Condition of barn _____

Present Use _____ Capacity of barn in terms of livestock _____

c) **Manure storage** facilities on subject lands:

Type: Dry-bedded _____ Semi-Solid _____ Liquid _____ Solid _____

v) Are there any **barns** on other properties **within 1,000 feet** of the proposed lot?

Yes _____ No _____

IF THE ANSWER IS YES, THESE BARNs MUST BE SHOWN ON THE APPLICATION SKETCH

vi) Has a **retirement lot** been severed previously from the farm holding?

Yes _____ No _____

14. PARCEL HISTORY

a) What is the existing official plan designation(s), if any, of the subject land:

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

Yes _____ No _____

If yes, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

c) Has the parcel intended to be severed ever been, or is it now, the subject of an **application for a plan of subdivision** under the Planning Act?

Yes _____ No _____ Unknown _____

If yes, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

d) Is the application being submitted in conjunction with a proposed **Official Plan Amendment**?

Yes _____ No _____

If yes, and if known, specify the Ministry file number and status of the application

e) Has an application for a **Development Control Permit** been submitted to/approved by, the Niagara Escarpment

No _____ Submitted _____ Approved _____

f) Has an application for a **zoning by-law amendment, or minor variance**, been submitted to/approved by the local municipality?

No _____ Submitted _____ Approved _____

15. SKETCH - YOU MUST SHOW ALL OF THE REQUIRED INFORMATION

The sketch must be submitted with the application on paper no larger than 8 1/2" x 14".

a) OUTLINE THE **SEVERED PARCEL IN RED AND THE RETAINED PARCEL IN GREEN**

b) Clearly label which is the severed parcel and which is the retained parcel

c) "**NORTH ARROW**"

d) "**Subject Land**" - all land owned by the applicant - **boundaries and dimensions**

e) the **distance** between the applicant's land and the **nearest township lot line** or appropriate landmark (eg. bridge, railway crossing, etc.)

f) the parcel of land that is the subject of the application, its boundaries and dimensions, the **part** of the parcel that is **to be severed**, the **part** that is **to be retained** and the **location** of **all land previously severed**

g) the **approximate location** of all environmental constraints and any other natural and artificial features on the subject land (eg. **buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks**) and the location of any of these features on adjacent lands which may affect the application.

h) the **use of adjoining land** (eg. residential, agricultural, cottage, commercial, etc.)

i) the **location**, width and names of all **road allowances, rights-of-way, streets, or highways** within or abutting the property, indicating whether they are publicly travelled roads, private roads, rights-of-way or unopened road allowances

j) the **location and nature of any easement** affecting the subject land

16. USE THIS PAGE FOR YOUR SKETCH. SHOW ALL REQUIRED INFORMATION (see # 15)

17. AFFIDAVIT OR SWORN DECLARATION

I/WE _____
(Applicants names/s)

of the _____
(City/Township)

In the County / District / Regional Municipality 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 in respect of this application is true.

Sworn (or declared) before me at the
_____ of _____

in the _____ of _____

this _____ day of _____ 20____

SIGNATURE - Commissioner of Oaths

SIGNATURE OF APPLICANT (S)

NAME IN PRINT

APPLICANT (S) - NAME IN PRINT

SIGNATURE OF APPLICANT (S)

APPLICANT (S) - NAME IN PRINT

RETURN THIS COMPLETE FORM TO:

Town of The Blue Mountains
Attention: Clerk
32 Mill Street
P.O. Box 310
Thornbury, Ontario
N0H 2P0

Applicant Authorization

This Authorization must be completed:

(a)if the proponent is other than the registered owner(s) of the subject lands (excluding Agents)

(b)if there are two or more registered owner(s)

To:The Mayor and Council
Town of the Blue Mountains
32 Mill Street
P.O. Box 310
Thornbury, Ontario
N0H 2P0

I/We, _____ being the
registered owner(s) of _____(property description)

in the Town of the Blue Mountains hereby Authorize _____

to act on our behalf as Authorized Applicant in this Amendment Application.

Date: _____ Signature _____

Date: _____ Signature _____

Note:

In all cases, the registered owner(s) of the subject lands is considered the Applicant(s), however, an Authorized Applicant may be designated to submit this application on behalf of the owner(s). A single registered owner is assumed to be the Authorized Applicant, unless otherwise designated under this Schedule. Where there are two or more registered owners, only one Authorized Applicant must be designated to represent all other registered owners for the purposes of correspondence on page 1 of this application and the Affidavit under Section 17 of this Application. An Authorized Applicant may also be a proponent who is not a registered owner, such as a holder of an option to purchase the subject lands, provided this Schedule is completed.

If the Amendment application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached.

An Agent is not the Applicant, and cannot be designated as an Authorized Applicant. An Agent may only be Authorized under the Agent Authorization form on page 9 of this application to represent the registered owner(s) and/or Authorized Applicant.

Where an Authorized Agent is designated by the registered owner(s) under the Agent Authorization form on page 9 of this application for the purposes of correspondence on page 1 of this application and the Affidavit under Section 17 of the Application, it is not necessary to designate an Authorized Applicant.

Applicant Authorization under this Schedule is not required for a signing officer duly authorized by a corporation.

Agent Authorization

This Authorization must be completed if an Agent is representing the registered owner(s) and/or Authorized Applicant

To: The Mayor and Council
Town of the Blue Mountains
32 Mill Street
P.O. Box 310
Thornbury, Ontario
N0H 2P0

I/We, _____ being the registered owner(s) or Authorized Applicant (see Page 8 of this Application) of _____ (property description)

in the Town of the Blue Mountains hereby Authorize _____ to act on our behalf as Authorized Agent in this Amendment Application.

Date: _____ Signature _____

Date: _____ Signature _____

Note: An agent may provide technical assistance and represent the interests of the proponent, but is not the registered owner(s) or Authorized Applicant.

Town of The Blue Mountains

