



Consent Application Process Summary

How do I apply?

It is strongly recommended that you consult with Planning Department staff prior to the submission of an application. Contact information is located above.

A [consent application form](#) can be downloaded, printed and completed manually. For your convenience, the application can also be completed on-line in a fillable PDF format and then printed. Please note that applicants must submit an original application form containing original signatures where indicated. In addition, the applicant must complete the Affidavit or Sworn Declaration section of the application form before a Commissioner or other person empowered to take affidavits.

An information sheet accompanies the application form and provides details with respect to the Planning Board, the costs involved and the information and documentation required to be submitted with the application.

How will my application be processed?

Upon receipt of a completed application form, together with all required documentation and the application fee, Planning Department staff will conduct a preliminary review of the application. A site inspection will be conducted of the subject property following which the Township's Planner will prepare a planning report. The report will be provided to the Board members and to the applicant.

The Planner will review the application for consistency with Township policies and the policies of the Provincial Policy Statement. This review may result in the need for the applicant to engage an environmental consultant to have a more thorough review of the potential impact to the natural heritage features on the property. The application cannot proceed to the Planning Board for consideration until such time as the environmental review has been completed.

The application will be scheduled to be considered by the Planning Board. Notice of the Application must be circulated at least 14 days prior to the meeting, to owners of land within an area established by the Planning Board and to other parties as prescribed by Planning Act regulation.

The Planning Board will make a decision to grant or refuse the application. If granted, the Planning Board will impose such conditions as are necessary for the consent to be granted. Conditions could include such things as requiring that the lands be rezoned, or that the owner enter into an agreement with the Township.

Notice of the Decision will be sent not later than fifteen days from the making of the Decision, to the applicant and to each person who appeared in person or by counsel at the meeting and who filed a written request to be notified of the Decision. Information included in the Notice of Decision outlines the appeal procedures and identifies the last day for appealing the Planning Board's Decision to the Local Planning Appeal Tribunal (LPAT). If no appeal is made by the end of the appeal period, the Decision is final and binding.

What if the Decision is appealed?

A Notice of Appeal to the OLT must be submitted through the OLT e-file portal or personally delivered or sent to the Secretary-Treasurer of the Planning Board. Information on the appeal process and appeal forms are available on the [Ontario Land Tribunal website](#). The appeal must set out the reasons for the objection and must include the OLT's prescribed appeal fee. The Secretary-Treasurer will then prepare an appeal package and forward it to the OLT. The OLT will give the appeal a case number and assign a case coordinator who will review the file.

For further information with respect to appeals, please contact the Planning Department. Additional information can also be found in the [Ministry of Municipal Affairs' Citizen's Guide to Land Severances](#).

What if a rezoning is required as a condition of consent?

If the Planning Board has imposed a condition that the subject lands be rezoned, the owner/applicant must submit an application to amend the Comprehensive Zoning By-law. The Zoning By-law Amendment Section below contains further information with respect to this application process.

Unincorporated Townships - Minimum Standards By-law

Minimum Standards By-law PB00-01, as amended, was passed by The Archipelago Area Planning Board to establish minimum lot standards for new lots created by consent in the unincorporated Townships of Wallbridge, Brown, Blair, Mowat and Henvey and that portion of Harrison Township that is not in the Township of The Archipelago. If the Planning Board approves a land severance in which the proposed severed and/or retained lot would not meet the minimum lot standards, the Planning Board will impose a condition of consent approval requiring that the subject lands be exempted from the Minimum Standards By-law. Property owners can apply by submitting an [Application for Exemption from the Minimum Standards By-law](#).

How long do I have to satisfy the conditions of consent?

Where a consent is granted with conditions, the conditions must be fulfilled within two years of the giving of notice of the Planning Board's decision, or the consent is deemed to be refused. When all conditions have been met, the Secretary-Treasurer will issue a Certificate to grant final consent which must then be registered at the Land Registry Office.