



## Township of Seguin

Application for  
**CONSENT**

**IT IS RECOMMENDED THAT YOU CONSULT WITH THE TOWNSHIP PLANNING DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.**

### **CONSENT APPLICATION CHECKLIST**

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fees attached, made payable to the Township of Seguin.
  - Consent: Severance \$800.00
  - Consent: Lot Addition \$600.00
  - Consent: Right-of-Way \$600.00
  - Consent: Right-of-Way per multiple (after initial) \$300.00
- Sketch or site plan (in metric) in accordance with the requirements of the application form. All sketches or site plans must be *drawn to scale, in metric units only*.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
  - North Bay Mattawa Conservation Authority
  - Ministry of Transportation, etc.(See Consent Application - Appendix 1- contact information)
- Copy of all studies and reports required to be submitted with your application.
- Copy of your completed Consultation Form from the Planning Department, if you chose to use this service.
- Copy of your Deed.

❑ **APPLICANTS POSTING INSTRUCTIONS:**

In order to help us with a site inspection of your property, the following posting and marking needs to be done at least two weeks prior to your scheduled public meeting:

Severance - Lot Addition

- 1) POST signs that are clearly visible, approximately 8 ½" x 11" bearing your name and application number, at the main access of the retained lands and at approximate centre of the severed lands.
- 2) MARK the boundaries of the severed and retained lands at the roadway and/or at shoreline with bright tape, fluorescent paint, etc.

Right of way - Easement

- 1) POST a sign that is clearly visible, approximately 8 ½" x 11" bearing your name and application number, at the main access of the subject lands.
- 2) MARK or FLAG the centre of proposed right-of-way at every 15 metres along the proposed right of way to the benefitting property.

It is the responsibility of the Applicant to mark the lands and/or right of way that are the subject of this Application.

Failure to clearly mark your property by the required time may result in delay of your application.

Council members and/or Township staff may conduct site inspections of your lands. By submitting this application you are authorizing the Township to access your lands for the purposes of conducting the required site inspection. Please be advised that where access is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

You may be required to submit a copy of the Deed for the subject land. If access is provided by private road/right-of-way from a municipal road, attach a copy of the deed indicating if the access is registered on title.

Parkland Dedication Fee is applicable for new lots created. (See Appendix 2)

Your application will not be processed until it is complete. A complete application will be determined in accordance with the requirements of the Planning Act, the Provincial Policy Statement, and the Township of Seguin Official Plan. Please be advised that technical and supporting studies submitted as part of a complete application may be required to be peer reviewed. If a Peer Review is required, the cost will be at the expense of the applicant in accordance with policies of the Seguin Official Plan. The Planning Department will obtain prior authorization to proceed with the peer review from the applicant. To expedite the processing of your application please ensure it is complete upon submission. Incomplete applications will be returned for your re-submission. We will not hold incomplete applications in our office.

If you require additional assistance regarding this application please contact the Planning Department at:

**Township of Seguin  
5 Humphrey Dr., RR#2  
Parry Sound, ON, P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**



**Township of Seguin**  
Application for  
**CONSENT**

<b>OFFICE USE ONLY</b>		Date Stamp:
Application No.: B- _____ - _____ - _____		
File Name: _____		
Civic Address: _____		
Application Complete:	Fee Received:	
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

**ROLL # 4903-\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 0000**

Did you consult with the Township Planning Department?  Yes     No  
*If yes, please submit a copy of your completed "Consultation Form".*

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

**Primary Contact:** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**b) Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. DESCRIPTION OF SUBJECT LANDS**

**a) Concession(s):** \_\_\_\_\_

**b) Lot(s):** \_\_\_\_\_

**c) Registered Plan No. :** \_\_\_\_\_ **Lot(s)/Block(s):** \_\_\_\_\_

**d) Reference Plan No. :** \_\_\_\_\_ **Part(s):** \_\_\_\_\_

**e) Geographic Township (former municipality) :** \_\_\_\_\_

**f) Civic Address:** \_\_\_\_\_

**g) Dimensions of the existing subject lands:**

Frontage (m)	Depth (m)	Area (ha)

**h) Official Plan (current designation of subject lands) :** \_\_\_\_\_

**i) Zoning (current zoning of subject lands) :** \_\_\_\_\_

**3. PROVINCIAL POLICY**

- a) Is the proposal consistent with policy statements issued under Subsection 3(1) of the Planning Act, 1990, R.S.O. as amended?
- Yes
  - No

If no, please explain:

---

- b) Is the subject land within an area of land designated under any provincial plan(s)?
- Yes
  - No

If yes, does the application conform (ie: does not conflict) with the applicable provincial plan(s)?

- Yes
- No

**4. CONSENT**

- a) Purpose of the Consent:

- New Lot(s)
- Lot Addition
- Easement or Right-of-Way
- Title Correction
- Other: \_\_\_\_\_

- b) Dimensions, uses, and structures of lands to be developed:

Lands	Frontage (m)	Depth (m)	Area (ha)	Existing Use	Proposed Use	Existing Structures	Proposed Structures
RETAINED LOT							
LOT ADDITION							
BENEFITTING LOT							
SEVERED LOT 1							
SEVERED LOT 2							

*\*Attach an additional sheet if necessary.*

- c) If known, provide the name of the person to whom the land or an interest in the land is to be transferred, charged or leased:

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- d) Is this a submission of a previous consent application?

Yes

No

If yes, please indicate the file number: \_\_\_\_\_

## 5. HISTORY

- a) Date the subject land was acquired by the current owner: \_\_\_\_\_

- b) When was the present lot created: \_\_\_\_\_

- c) How was the present lot created:

Consent

Plan of Subdivision

Original Patent

Reference Plan

Other: \_\_\_\_\_

- d) Are there any easements or right-of-ways affecting the subject lands:

Yes

No

If yes, indicate and describe the purpose of the easement, or right-of-way:

\_\_\_\_\_  
\_\_\_\_\_

- e) Have any lands been severed from the original parcel acquired by the Owner of the subject land:

Yes

No

If yes, please indicate the following:

Date of transfer: \_\_\_\_\_

Name of transferee: \_\_\_\_\_

Land use on severed land: \_\_\_\_\_

**6. EXISTING USES**

a) Existing uses of the subject land:

---



---

b) Length of time that the existing uses have continued: \_\_\_\_\_

c) Dimensions of all existing buildings or structures on subject land.

*\*Attach separate sheet if more than 4 structures exist*

Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

d) Location of all buildings and/or structures on the subject land (metric)

Type of building / structure	Front Yard (m)	Interior Side Yard (m)	Exterior Front yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

e) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

**7. ACCESS**

a) Access to the subject land is provided by: \_\_\_\_\_

- Provincial highway
- Municipal road (year round)
- Municipal road (seasonal)
- Private road / Right-of-Way
- Other road
- Water

- b) If access to the subject land is by water only, indicate the following:  
*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

**8. SERVICES**

- a) Water is provided to the subject land by:
- Private well
  - Privately owned/operated communal well
  - Lake or other water body
  - Other: \_\_\_\_\_
- b) Sewage disposal is provided to the subject land by:
- Private sewage system
  - Privately owned/operated communal sewage system
  - Privy
  - Other: \_\_\_\_\_
- c) Storm drainage is provided to the subject land by:
- Ditches
  - Swales
  - Natural
  - Other: \_\_\_\_\_

**9. OTHER APPLICATIONS**

Indicate if the subject land is the subject to any applications currently under the Planning Act:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

**10. DIRECTIONS: HOW TO GET THERE**

Civic Address: \_\_\_\_\_

Directions from Seguin Township Office (5 Humphrey Dr. Hwy 141) to your site:

---

---

---

---

---

---

---

## 11. PLANS REQUIRED

Please attach 10 copies of the sketch, site plan or survey **drawn to scale, in metric**.

*One copy must be submitted on 8.5" x 11" paper and an electronic version in Adobe Acrobat pdf format.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth, area) of the subject land, the part(s) that is to be **severed** and the part that is to be **retained**.
- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- The distance between the subject land and the nearest township lot line or landmark (ie: bridge, or railway crossing, etc.)
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the Applicant, may affect the Application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing use of the adjacent land. (ie: residential, agricultural, commercial, etc.)
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- Label the lots numerically (ie: Lot 1, Lot 2)
- North arrow and scale.



**14. DECLARATION OF OWNER/AGENT**

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the \_\_\_\_\_

of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

do solemnly declare that all of the statements contained in this Application 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.

Declared before me at the \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

**15. ADDITIONAL FEES**

If Planning, Engineering and/or legal and land appraisal fees are incurred by the Township pertaining to this Application, the Applicant, by endorsing below, hereby agrees to submit the balance due, upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date

**Please submit this application to the Township of Seguin Planning Department at:**

**Township of Seguin  
5 Humphrey Drive  
RR #2 Parry Sound, ON P2A 2W8  
Bus: 705-732-4300  
Fax: 705-732-6347  
Toll Free: 1-877-473-4846**

## **APPENDIX 1**

### **Agency Contact References**

#### **1. Ministry of Transportation**

Pre-Consultation Office Contact

##### **Ministry of Transportation**

Northern Regional Office  
PO Box 3030  
447 McKeown Ave  
North Bay ON P1B 8L2  
Attn: Planning & Design Section  
Corridor Control Office  
(705) 497-5456  
(705) 497-5223

#### **2. North Bay-Mattawa Conservation Authority**

Septic System Installation & Approval

##### **Parry Sound:**

69A Bowes St  
Parry Sound ON  
P2A 2L5  
(705)-746-7566

##### **North Bay:**

701 Oak St.  
North Bay ON  
P1B 9T1  
(705)-474-5420

## **APPENDIX 2**

### **Parkland Dedication**

#### **Planning Act**

**R.S.O. 1990, CHAPTER P.13**

#### **Parkland**

**51.1** (1) The approval authority may impose as a condition to the approval of a plan of subdivision (or consent) that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or.

#### **Parks**

**53.** (13) If, on the giving of a provisional consent, land is required to be conveyed to a municipality for park or other public recreational purposes and the council of the municipality requires the payment of money to the value of the land in lieu of the conveyance, for the purpose of determining the amount of the payment, the value of the land shall be determined as of the day before the day the provisional consent was given. 1994, c. 23, s. 32.

#### **Appraisal Required**

Policy at this time is to require the proponent to pay for an appraisal from a professional certified for such purposes by the Appraisal Institute of Canada. The Township reserves the right to retain the Appraiser at the applicant's expense as a condition of approval. The Township also reserves the right to obtain a statement of value at the applicant's expense as a condition of approval.

February 28, 2011

## ENDANGERED SPECIES ACT (ESA), 2007 IMPLICATIONS FOR LANDOWNERS

### WHAT IS THE ESA, 2007?

Ontario is home to more than 30,000 plant and animal species. Most have stable populations, but some have declined or disappeared. Currently, more than 180 species are considered “at risk” because of a variety of threats including habitat loss, pollution, competition from invasive species, climate change and over harvesting.

Ontario’s new *Endangered Species Act (ESA), 2007* provides a strong legislative framework for the protection and recovery of Ontario’s native endangered and threatened species and their habitats, while balancing the social and economic well-being of citizens and communities.

One component of the *ESA, 2007* is the establishment of the Species at Risk in Ontario (SARO) List. This list identifies species that have been classified as being at risk by the Committee on the Status of Species at Risk in Ontario (COSSARO).

There are two key protection provisions in the *ESA, 2007*:

- Section 9 prohibits killing, harming, harassing, possessing, collecting, buying and selling etc species listed as extirpated, endangered or threatened on the SARO List.
- Section 10 prohibits the damage or destruction of the protected habitat of species listed as extirpated, endangered or threatened on the SARO List.

### DOES THIS AFFECT ME?

The *ESA, 2007* came into force in June 2008 and is binding on everyone including individuals, businesses, municipal governments and the provincial government. This information sheet is designed to assist you in understanding the various responsibilities under the *ESA* when planning or conducting activities that may affect endangered or threatened species and their habitat.

### DEFINITIONS

Species are classified based on five status definitions that include:

**Extinct** – A native species that no longer lives anywhere in the world.

**Extirpated** – A native species that no longer exists in the wild in Ontario but still exists elsewhere.

**Endangered** – A native species facing extinction or extirpation.

**Threatened** – A native species at risk of becoming endangered in Ontario.

**Special Concern<sup>1</sup>** – A native species that is sensitive to human activities or natural events which may cause it to become endangered or threatened.

---

<sup>1</sup> Special Concern species are listed on the SARO list but are not protected under the *ESA 2007*. However, new Planning Act decisions should ensure that the significant habitat of special concern species is protected as “significant wildlife habitat” (as per the Provincial Policy Statement).

## ROLES AND RESPONSIBILITIES

### Landowners and Development Proponents:

Landowners and development proponents are responsible for ensuring that they follow *all* relevant laws in Ontario including the *ESA*. They may need to take specific action to ensure that land uses or activities would not contravene the *ESA*.

Proponents considering new development or land use activities should consult with the municipality and MNR as appropriate, to determine the potential for endangered or threatened species in an area. Proponents should consider conducting an appropriate level of ecological site assessment<sup>2</sup> where there is potential that an endangered or threatened species or its habitat is present on a site. The purpose of such site assessment is to obtain information on endangered and threatened species and their habitat that may exist on or adjacent to a site, and the nature of these values.

Since the *Building Code Act* does not enable a municipality to withhold issuance of a building permit where the *ESA* could be contravened, the onus is on the proponent to ensure that a development or activity under the authority of a building permit is in compliance with the *ESA*.

### Municipalities:

As with other landowners and development proponents, municipalities are responsible for ensuring that their activities don't contravene the *ESA*.

Municipalities must also continue to ensure that their *Planning Act (PA)* decisions are consistent with the habitat protection direction set out in the Provincial Policy Statement (PPS) and ensure they have adequate information about the potential for listed species and their habitats before making a *PA* decision.

MNR recommends that municipalities check existing available information sources to determine the potential endangered and threatened species whose range encompasses a subject property, and then review available information on the habitat requirements of these species. Where there is a potential that an endangered or threatened species or its habitat is present on or adjacent to a site, MNR recommends that municipalities generally require proponents to undertake an appropriate level of ecological site assessment as described in MNR's *Natural Heritage Reference Manual (2010)*.

Municipalities may also assist by raising awareness with landowners and proponents about the *ESA*, and endangered and threatened species, and could play a valuable role in knowledge transfer, communication and stewardship.

### Ministry of Natural Resources (MNR):

MNR is available to advise municipalities, landowners or development proponents on how to avoid being in contravention with the *ESA* and when authorizations may be required for activities, where there is a potential impact on an endangered or threatened species or its protected habitat.

To assist municipalities and planning boards, MNR's Parry Sound District provided information in 2009 that identified the species at risk that are either known to occur, or presumed to occur, in each geographic township and municipality. The information provided included descriptions of the key habitats and the timing of key life history events for each species. MNR will provide updates as new information becomes available.

MNR's role under the *PA* and One Window Planning Service (OWPS) **was not changed by the *ESA, 2007*** such that MNR does not have a role in reviewing site-specific development applications that are under municipal approval authority unless the municipality makes a request through MMAH. MNR will continue to provide technical advice and approve what is significant habitat for endangered and threatened species for purposes of the *PA* and the PPS.

For more information on the *ESA, 2007* or to view the Species at Risk in Ontario List, please visit the species at risk website at: [www.ontario.ca/speciesatrisk](http://www.ontario.ca/speciesatrisk) or contact:

Phung Tran, Landscape Planning Biologist  
Telephone: 705-646-5557 E-mail: [phung.tran@ontario.ca](mailto:phung.tran@ontario.ca)

<sup>2</sup> Additional information regarding ecological site assessment may be obtained from MNR's *Natural Heritage Reference Manual, 2<sup>nd</sup> Edition, 2010* at <http://www.mnr.gov.on.ca/en/Business/LUEPS/Publication/249081.html>