St. Joseph Island Planning Board

CONSENT APPLICATION GUIDE

These notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, to the Official Plan for the St. Joseph Island Planning Area, and to the Zoning By-law of the municipality in which the subject land is located. In case of doubt or difficulty, enquiries should be directed to

Michael Jagger, Secretary
St. Joseph Island Planning Board
P.O. Box 290
Richards Landing, Ontario
P0R 1J0

Telephone: (705) 542-4606

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1. This application form is to be used only for applications for consent to sever land in the St. Joseph Island Planning Area (i.e. in the Townships of St. Joseph, Jocelyn or Hilton, or in the Village of Hilton Beach). In this form the term "subject land" includes all of the applicant's holdings, being both the land to be severed and the land to be retained, and any abutting lands owned by the applicant

   The application must be completed fully. Incomplete applications will not be processed. All mandatory information must be provided with the appropriate fee. If all of the mandatory information and/or fee are not provided, the application will be returned and/or the Planning Board may refuse to further consider the application until the required information and fee have been provided.

   The application also allows for the provision of additional information that will assist in the evaluation of the application. This information is indicated on the application form in *italics*. To ensure the quickest and most complete review, all pertinent information should be submitted at the time of application. The Planning Board may also request additional information, studies, etc. before making a decision on an application.

2. Complete applications are to be submitted to the Secretary of the St. Joseph Island Planning Board at the above address. If clarification is required, applicants may contact the Secretary of the Planning Board by email at: **sjiplanningboard@gmail.com**

   Five (5)) copies of the completed application form and five (5) copies of the sketch (as described in section 7 of the application form) are required. Copies will distributed to and used to consult with the provincial ministries and local agencies that may have an interest in the proposal.

3. Applications may be submitted by the Owner, the Chargee or the Purchaser of the subject land, or their authorized Agent. If the Applicant is not the Owner, the Chargee or the Purchaser, the written authorization of the Owner, Chargee or Purchaser, as the case may be, must accompany the application. The written authorization of the Owner, Chargee or Purchaser must also be provided if the application is signed by a Solicitor or Agent on behalf of the Owner, Chargee or Purchaser..

   If the Applicant is the Purchaser or the Purchaser's Agent, a copy of the portion of the agreement of purchase and sale that authorizes the Purchaser to make the application must also be provided.

4. If an application includes a request for a certificate of consent for the retained portion of the subject lands, in addition to the portion of the subject lands to be severed, in accordance with clause 53 (42.1) of the Planning Act, R. S. O. 1990, c. P. 13; the issuance of such additional certificate shall be considered and additional transaction, and a statement from an Ontario solicitor in good standing that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the said Act.

5. Application Fees: $800.00 for the first proposed new lot or transaction, plus
   $400.00 for each additional proposed new lot or transaction

   Payable in Cash or by Cheque made payable to: **"St. Joseph Island Planning Board"** or by e-transfer to **sjiplanningboard@gmail.com.**

6. Notice of the time and place at which this application will be considered by the Planning Board will be provided to the applicant and to landowners in the vicinity of the subject land.

7. In the event that an applicant, their solicitor or agent requests the Planning Board to defer making a decision on an application; only one such deferral will be considered. Any subsequent request for deferral shall be refused and may be deemed to be a withdrawal of the application.

8. In determining whether a consent is to be given, the Planning Board shall have regard to the matters under subsection 51(24) and shall confer with such agencies and persons as are prescribed. Planning Board's assessment of a consent application is also based on other environmental and land use planning factors. Other major considerations are conformity with the official plan and zoning by-laws. Applicants should therefore discuss their proposal with local planning and municipal staff prior to submitting their applicationto ensure that the proposal conforms to the official plan and local zoning standards. Further if a proposal potentially impacts on other Provincial Policy interests or the proposed development will ultimately require a permit/approvals before site alterations are made or certain structures can be erected, applicants should discuss the same with the affected Provincial Ministry or permitting agency (i.e. MTO, MNRF, APH) and local planning staff prior to submitting the formal application.

9. The Planning Board may give the consent, may impose conditions for the giving of the consent, or may refuse to give the consent.

10. Where a decision is made to give or to refuse to give a consent; written notice of the decision will be sent within fifteen (15) days of the making of the decision, to the applicant and every person or public body that in writing requested notice of the decision or conditions, to every person or public body that made written submissions or written comments on the application, and to any other person or public body prescribed.

11. Any person or public body may, not later than 20 days after the sending of notices of decision is complete, appeal the decision and/or any condition imposed to the Ontario Land Tribunal by filing with the Secretary of the Planning Board a notice of appeal setting out the reasons for the appeal, and accompanied by the prescribed fee.

12. The Planning Board may amend or change the conditions for approval of a consent at any time before a consent is finally given (i.e. deeds stamped). Notice of any changes to conditions will be sent to the same persons and public bodies provided with notice of the original decision, following which a new appeal period will commence.

Application for Severance - Sample Sketch

