



## Application for Consent

Office Use Only	Submission Date:
File Number: B-	Date Deemed Complete:
Roll #:	Meeting Date:
Official Plan Designation:	Zoning:

**Complete applications must include all fees.**

**Incomplete applications will not be accepted and will be retuned to the Applicant / Agent.**

- A professional sketch in metric is enclosed. (see page 6)
- Proof of Ownership is enclosed.
- All applications are to conform to the policies of Section 9.5 of the Town's Official Plan.
- If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Risk Management Official (RMO) has been submitted.
- It is acknowledged that a site visit will likely be conducted by members of the Committee of Adjustment, Staff, and/or other agents. By signing below, the owner agrees to allow these agents, Staff, Committee and/or Council members access to the property in the review of this application. It is acknowledged that the proposed severed and retained lots must be clearly staked prior to any site visits.
- It is acknowledged that the members of Committee of Adjustment must hear all information at the public meeting without prejudice and therefore, must not discuss any applications prior to meeting.
- If the property in question is held in joint tenancy, both parties must sign the application in the presence of a Commissioner of Oaths.
- If the owner is not the applicant, written authorization to the applicant is required and enclosed.  
(See Attachment 1)
- Ensure that all sections in the application forms are completed.
- Applicant acknowledges that they will be required to post a sign on the property for a minimum of 14 days prior to the public hearing date.
- All applicable supporting documents have been submitted. (Environmental Impact Study, etc.)
- It is acknowledged that if this application is approved, that conditions will be assigned. These conditions are likely to include, but not limited to, rezoning of the severed and retained parcels. All conditions **must** be satisfied prior to completion of the lot(s) creation.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



**The Corporation of the Town of Cobourg: Development Division**  
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As per the *Planning Act*, as amended, the *Municipal Act 2001*, as amended and in accordance with the Provincial regulations.

**Instructions to Applicant**

Please read carefully before completing the application.

A. It is the policy of The Town of Cobourg that an application with applicable fees be submitted for **each** transaction.

To make an application, complete and file one (1) signed original application forms together with one (1) copy of all supporting documents, and one (1) professional sketch depicting the severed and retained lands.

Complete the information below (please print legibly in blue or black ink)

All supporting documents and sketches may be submitted in digital form

**Note to applicant: All questions (unless otherwise indicated) in the application must be completed in full otherwise the application will not be deemed complete and returned to you. Please mark all irrelevant sections Not Applicable (N/A).**

B. In accordance with the Town of Cobourg's Fees and Charges By-Law, application processing fees apply at the time of submission.

To obtain the most up to date fees information contact the Development Division at:

Tel: 905-372-1005

Email: [committeeofadjustment@cobourg.ca](mailto:committeeofadjustment@cobourg.ca)

C. The Undersigned hereby applies to the Town of Cobourg under the *Planning Act*, as amended for consent to the transaction as described, and to the extent set forth in this application.

D. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public.



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**1. Applicant and Agent Information**

	<i>Applicant(s) / Owner(s)</i>	<i>Authorized Agent</i>
<b>Name:</b>		
<b>Address:</b>		
<b>City/Postal Code:</b>		
<b>Phone:</b>		
<b>Email:</b>		

**2. Property Information of Subject Lands**

Municipal Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Assessment Roll Number: \_\_\_\_\_

**3. Type of Transaction: Indicate for which application for consent is being made:**

**Please select only one (1) of the following**

a) Creation of new lot

Are you requesting a Certificate Stamp for both the severed and retained lands?

Yes       No

Please note that if you answer "Yes", an **additional** Certificate Stamping Fee may apply

b) Addition to a lot – moving/adjusting lot lines

Indicate direction to which the severed parcel will be added:

North       East       South       West

**Note: For Lot Line Adjustments only, please also complete the section below:**

Name, address, and phone number of the person(s) to whom the land is intended to be transferred.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Assessment Roll Number of Benefiting Property: 14 \_\_\_\_\_



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**Other transaction types (please select if applicable)**

- c) Easement/Right-of-way (Identify the benefiting lands – North/East/South/West)
- d) Lease
- e) Correction of Title
- f) Mortgage or Charge
- g) Other e.g. Validation Certificate, Approval of Power of Sale/Foreclosure of Mortgage

Please specify: \_\_\_\_\_

**4. Existing Easement/Rights-of-Ways or Covenants:**

Yes       No

If Yes, please describe below in detail:

Describe Existing Easement	Severed Lands	Retained Lands

**5. Dimensions of Lands in Metric Units:**

**(Must accurately match dimension noted on submitted sketch)**

	Severed Lands:	Retained Lands:
<b>Frontage:</b>		
<b>Total Area (m<sup>2</sup> or ha)</b>		

**6. History of the Subject Land:**

a) Existing Use(s) (i.e. residential, commercial, etc.) and how long they have been in place:

\_\_\_\_\_

b) Proposed Use(s):

\_\_\_\_\_

c) Has the subject lands ever been subject to an application for a plan of subdivision?

Yes       No

If Yes, specify date and File No.: \_\_\_\_\_



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**7. Existing building(s) or structure(s) including well and septic:**

Yes       No

If yes, all dimensions must be included on the sketch. Please list the type of building(s) / structure(s) including year of construction if known:

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**8. Proposed building(s) or structure(s):**

Yes       No

If yes, all dimensions must be included on the sketch. Please list the type of building(s) / structure(s):

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**9. Property Frontage:**

	<i>Existing</i>	<i>Proposed</i>
a) Municipal Road (Maintained)		
b) Municipal Road (Unopened Road Allowance)		
c) Right-of-Way		
d) Private		
e) Other:		
<b><i>State name(s) of Road(s):</i></b>		

**10. Type of Services:**

<i>Type of Service</i>	<i>Existing</i>		<i>Proposed</i>	
	<i>Municipal</i>	<i>Private</i>	<i>Municipal</i>	<i>Private</i>
<i>Water</i>				
<i>Sanitary</i>				

If a septic system exists; when was it installed (month, year): \_\_\_\_\_



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**11. Are any of the following uses or features on the subject lands or within 120 metres?**

<i>Use or Feature:</i>	<i>On Subject Lands</i>	<i>Within 120m</i>
a) Wastewater treatment plant		
b) Unevaluated or provincially significant wetland		
c) Watercourse/Shoreline/Floodplain		
d) Landfill (active or closed)		
e) CP or CN Railway railway line		
f) Natural gas / oil pipeline		
g) Hydro easement		
h) Industrial or commercial use		
Please specify: _____		

**12. Required Sketch:**

**The applicant shall attach to this application a professional sketch showing the following:**

- Lot boundaries should be of proportionate depth, width and be of regular shape.
- The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended 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 approximate distance between the subject land, and the nearest township lot line or landmark, such as a bridge or railway crossing.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks or rivers or streams, wetlands, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant's opinion, may affect the application.
- The use of adjacent lands (i.e. 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 travelled road, a private road, or a right-of-way.
- If access to the subject land will be by water only, the location of the parking and boat docking facility used.
- Parking requirements.
- The location and nature of any easement affecting the subject land.



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The boundaries and dimensions of leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land.

**Please note: All dimensions on the submitted sketch are final once Committee grants conditional approval**

**Finalization of Consent:**

1. Once all of the conditions contained in the Committee's Decision are fully satisfied, the applicant's solicitor must prepare and forward the legal document(s) with any additional applicable fees to the Town of Cobourg Development Division.
2. For most applications (lot line adjustments and/or new lots) the legal documents, as prepared by a solicitor, shall include the following documents:
  - i. Draft of the complete Transfer/Deed of Land.
  - ii. Acknowledgment and Direction document signed by all owners; and
  - iii. Schedule "A" Certificate for stamping (the full legal description of the "severed" lands)
3. The legal document(s) is/are to contain a registrable description satisfactory to the Registrar in keeping with the current requirements of the Registry Act.

The document(s) will be returned to the solicitor for registration purposes.

**This application must be submitted to:**

**The Town of Cobourg  
c/o Development Division, Planning Department  
55 King Street West, Cobourg, ON,  
K9A 2M2  
Phone: 905-372-1005  
Email: [committeeofadjustment@cobourg.ca](mailto:committeeofadjustment@cobourg.ca)**



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**13. Affidavit or Sworn Declaration**

**Note: All applicants shall ensure that a “complete application” under the *Planning Act* has been made before completing this declaration. Please do not sign until you are witnessed by a commissioner.**

This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

I, \_\_\_\_\_ of the Town of Cobourg in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the

Town of Cobourg in the

County of Northumberland this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. \_\_\_\_\_

Applicant's Signature

Commissioner's Use Only

\_\_\_\_\_  
**Commissioner of Oaths**



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**Attachment #1 - Authorization of Agent**

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This must be completed if an agent is to be authorized to submit the application and to represent the owner.

**This form must be signed by the applicant.**

Authorization of Owner for Agent to make the application.

Address of Subject Property:

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Name of Registered Owner(s):

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Application for Consent (list transaction type): \_\_\_\_\_

As of the date of this application, I am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf.

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**Name of Authorized Agent(s)**

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**Date**

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**Signature of Owner**