

Consent Application Form

STAFF USE ONLY: File Number “B” ____/____

Town of Caledon, Planning and Development staff provides the opportunity stakeholders (i.e. residents, landowners, businesses, etc.) to submit a Consent application for a severance, lot addition, easement ad lease in excess of 21 years.

To submit a Consent application, the applicant must submit the following information to the Secretary-Treasurer:

Application Form including the appointment and authorization, permission to enter, and posting of advisory sign

A sketch plan, scaled in metric, and clearly meeting the [Electronic Submission Requirements for Planning Applications](#), which contains the following information:

- The boundaries and dimensions of the subject property.
- The boundaries and dimensions of 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 property that is owned by the same owner of the subject property.
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject property.
- The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- 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 side lot lines.
- The location, dimensions and shape of any existing building envelope (registered on title), if applicable.
- The location, dimensions, area and shape of any existing structure envelope (as depicted in the Zoning By-law and/or registered on title), and any proposed expansion to the structure envelope, if applicable.
- 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 current uses on land that is adjacent to the subject land (i.e. commercial, residential, agricultural, 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 is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Consent Application Form

Consent application fee payment in accordance with the applicable [Town of Caledon Fee By-law](#); and,

Any other information that may be pertinent.

List the Supporting Material:

Please confirm if a Preliminary Meeting was held with Planning staff.

Date Meeting Held

Staff Representatives

Please confirm if the application is being submitted to recognize an existing situation constructed/established without approvals:

Yes

No



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APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name
(Optional)

Contact Middle Name
(Optional)

Contact Last Name
(Optional)

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address (Optional)

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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PROPERTY INFORMATION AND EXISTING USES/BUILDINGS/STRUCTURES

Street Number Street Name Street Type Street Direction

Unit Type Unit Number

Roll Number

Legal Description

Site Area (metric units) Frontage (metric units) Depth (metric units)

Existing Access to the Subject Property is by: *(check those that apply)*

- Provincial Highway
- Regional Road
- Municipal Road
- Private Right-of-Way or Condominium Road
- Water
- Other: _____

If Access is by water, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

If the access year round or seasonal? Year Round Seasonal



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Existing Water Servicing the Property is by: *(check those that apply)*

Municipal Water (Piped)

Individual Private Well

Communal Well

A Lake or Other Water Body

Other: _____

Existing Sewage Disposal Servicing the Property is by: *(check those that apply)*

Municipal Sanitary Sewers

Private Individual Septic System

Private Communal Septic System

A Privy

Other: _____

Existing Storm Drainage Servicing the Property is by: *(check those that apply)*

Municipal Storm Sewers

Ditches

Swales

Other: _____

Are there any easements or restrictive covenants affecting the subject land?

Yes

No

Please specify/describe the easement or restrictive covenant which applies to the land.



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PLANNING POLICY FRAMEWORK

Please describe how the proposal is consistent with the Provincial Policy Statement.

Please confirm if the property is located within the Greenbelt Plan.

Yes

No

If yes, please indicate the designation: _____

If yes, please describe how the proposal conforms to the Greenbelt Plan.

Please confirm if the property is located within the Niagara Escarpment Plan.

Yes

No

If yes, please indicate the designation: _____

If yes, please describe how the proposal conforms to the Niagara Escarpment Plan.



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Please confirm if the property is located within the Oak Ridges Moraine Conservation Plan.

Yes

No

If yes, please indicate the designation: _____

If yes, please describe how the proposal conforms to the Oak Ridges Moraine Conservation Plan.

Please confirm the designation in the Region of Peel Official Plan.

Please confirm the designation in the Town of Caledon Official Plan.

Please describe how the proposal conforms to the Town of Caledon Official Plan.

Please identify which Zoning By-law Applies to the Lands: _____

Please identify the zoning of the lands. _____



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Regulated by a Conservation Authority?

Toronto and Region Conservation Authority

Credit Valley Conservation authority

Lake Simcoe Region Conservation Authority

Nottawasaga Valley Conservation Authority

Indicate if the Subject Property is the Subject of Any of the Following Planning Applications:

Application Type	File Number	Status
Draft Plan of Subdivision		
Official Plan Amendment		
Zoning By-law Amendment		
Minister's Zoning Order		
Previous Consent/Land Division		
Minor Variance		
Validation of Title		
Approval of a Power of Sale		

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

Yes

No

Name of Transferee: _____

Date of Transfer: _____

Land Use: _____



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Please Identify All Existing Uses and Buildings/Structures on the Property. (Where there are more uses, buildings or structures existing, attach further details in supporting documentation.)

Existing Use (i.e. Residential – House)	Year Established (i.e. 2008)	Was this Use Established Without Permissions?
		Yes No Unknown
		Yes No Unknown
		Yes No Unknown

Is the property vacant?

Yes

No

If the property is vacant, please proceed to Page 12.

If the property is not vacant, please complete the table on Page 11 for all buildings and structures existing on the property. Where necessary, please attach additional information to the application to provide the required information.



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Building/Structure Type	Year Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No

Please Confirm what will Happen with the Existing Building/Structure should the Consent be Approved:

No Change

To Be Demolished

Located on Severed Lands

Located on Retained Lands

Building/Structure Type	Date Constructed
Front Lot Line Setback (metric units)	Height (metric units)
Rear Lot Line Setback (metric units)	Dimensions (metric units)
Side Lot Line Setback (metric units)	Total Floor Area (metric units)
Side Lot Line Setback (metric units)	

Was this Building/Structure Established Without Permissions? Yes No

Please Confirm what will Happen with the Existing Building/Structure should the Consent be Approved:

No Change

To Be Demolished

Located on Severed Lands

Located on Retained Lands



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PROPOSED PROPERTY INFORMATION/USES/BUILDINGS/STRUCTURES

Please Identify All Proposed Uses and Buildings/Structures. *(Where there are more uses, buildings or structures proposed, attach further details in supporting documentation.)*

Proposed Use (i.e. Residential – House)	Proposed Use will be on the:
	Severed Lands Retained Lands No Change
	Severed Lands Retained Lands No Change
	Severed Lands Retained Lands No Change

Is a building/structure proposed to be constructed on the property as part of the application?

Yes

No

If a building/structure is not proposed, please proceed to Page 14.

If a building/structure is proposed, please complete the table on Page 13 for all proposed buildings and structures on the property. Where necessary, please attach additional information to the application to provide the required information.



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Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)

The Proposed Building/Structure will be on Which Parcel:

No Change

Located on Severed Lands

Located on Retained Lands

Building/Structure Type

Front Lot Line Setback (metric units)

Height (metric units)

Rear Lot Line Setback (metric units)

Dimensions (metric units)

Side Lot Line Setback (metric units)

Total Floor Area (metric units)

Side Lot Line Setback (metric units)

The Proposed Building/Structure will be on Which Parcel:

No Change

Located on Severed Lands

Located on Retained Lands



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EXPLANATION AND DESCRIPTION OF THE PROPOSAL

Please describe the type and purpose of the consent application/transaction, such as:

- Creation of a new lot
- A lot line addition
- An easement
- A charge
- A lease or correction of title

(If you require more space, please attach a document.)

Please identify the name of the person to whom the land or an interest in the land is to be transferred, charged or leased. If this is unknown, please enter “Unknown”.



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DESCRIPTION OF SEVERED LANDS

Area (metric units)	Frontage (metric units)	Depth (metric units)
---------------------	-------------------------	----------------------

Please identify all proposed uses on the severed lands.

Access to the Proposed Severed Lands will be: (*check those that apply*)

Unchanged from the Existing Access

New Access from Provincial Highway

New Access from Regional Road

New Access from Municipal Road

New Access from Private Right-of-Way or Condominium Road

New Access Water

Other: _____

If access is proposed by water, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Will the access be year round or seasonal?

Year Round

Seasonal



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Water Servicing to the Proposed Severed Lands will be: *(check those that apply)*

- Unchanged from the Existing Service
- New Municipal Water (Piped)
- New Individual Private Well
- New Communal Well
- New from a Lake or Other Water Body
- Other: _____

Sewage Disposal to the Proposed Severed Lands will be: *(check those that apply)*

- Unchanged from Existing Services
- New Municipal Sanitary Sewers
- New Private Individual Septic System
- New Private Communal Septic System
- New Privy
- Other: _____

Storm Drainage Servicing the Proposed Severed Lands will be: *(check those that apply)*

- Unchanged from Existing Services
- New Municipal Storm Sewers
- New Ditches
- New Swales
- Other: _____



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DESCRIPTION OF RETAINED LANDS

Area (metric units)	Frontage (metric units)	Depth (metric units)
---------------------	-------------------------	----------------------

Please identify all proposed uses on the severed lands.

Access to the Proposed Severed Lands will be: (*check those that apply*)

Unchanged from the Existing Access

New Access from Provincial Highway

New Access from Regional Road

New Access from Municipal Road

New Access from Private Right-of-Way or Condominium Road

New Access Water

Other: _____

If access is proposed by water, please indicate the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

Will the access be year round or seasonal?

Year Round

Seasonal



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- New Communal Well
- New from a Lake or Other Water Body
- Other: _____

Sewage Disposal to the Proposed Severed Lands will be: *(check those that apply)*

- Unchanged from Existing Services
- New Municipal Sanitary Sewers
- New Private Individual Septic System
- New Private Communal Septic System
- New Privy
- Other: _____

Storm Drainage Servicing the Proposed Severed Lands will be: *(check those that apply)*

- Unchanged from Existing Services
- New Municipal Storm Sewers
- New Ditches
- New Swales
- Other: _____



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Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for the purpose of submitting a Consent Application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.

REGISTERED PROPERTY OWNER(S) APPOINTMENT AND AUTHORIZATION TO AN APPLICANT

- If the owner(s) is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation or alternatively, the corporate seal is affixed over the signature.
- If there is more than one owner, all owners shall complete and sign this or affix an additional appointment authorization form.
- If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.

I/We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize _____ to act on
(applicant full name)
my/our behalf with respect to making a consent application to the Town of Caledon.

Owner/Signing Officer

Owner/Signing Officer

I have authority to bind the Corporation.

Name of Corporation

Print – Full Name and Position



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PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Applicant, I/we hereby acknowledge and authorize the members of the Town of Caledon Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

Initials

Initials

SIGN POSTING AND PROPERTY STAKING AGREEMENT

I/We hereby acknowledge receipt of the Notice Sign from Town staff and agree that such Notice Sign shall be posted at least 14 days before the hearing on an application for a minor variance and clearly visible and legible from a public highway or other place to which the public has access, at every separately assessed property in the area to which the application applies or, where posting on the property is impractical, at a nearby location chosen by the Secretary-Treasurer.

I/We hereby acknowledge that failure to adequately post and maintain such sign may result in the deferral of the hearing of the application by the Committee of Adjustment and a deferral fee may be required to be paid to the Town by the Applicant at a cost established by By-law by the municipality.

Initials

Initials



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DECLARATION OF OWNER OR AUTHORIZED APPLICANT

The signature of an owner or authorized applicant must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall by appointment, if needed.

I, _____ of the
(Full Name of Owner or Applicant)

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

Solemnly declare that all above statements and the statements contained in 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.

Information is being collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13. In accordance with that *Act*, the Town of Caledon provides public access to all *Planning Act* applications, supporting information and comments submitted to the Town for review. In submitting the information to the Town, the submitter acknowledges that the information contained in this application and any supporting information including reports, studies and drawings provided by the owners, applicants, consultants, solicitors and comments received from the public, together constitute public information and will become part of the public record. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, copies of the application and any of its supporting information, documents or comments may be released or made available to the general public through the Town’s website or by any other means.

DECLARED before me at the

_____ of _____
(Lower Tier i.e. Town/City) (Lower Tier Municipality Name)

in the _____ of _____ :
(Upper Tier i.e. Region) (Upper Tier Municipality Name)

this _____ day of _____, _____ .
(day i.e. 20th) (month) (year)

Signature of Commissioner, etc.

Signature of Applicant/Owner



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SUBMISSION OF THE CONSENT APPLICATION FORM

Please use the Town's online request form, or print, scan and submit the completed Consent application form and required information in person to:

Planning and Development Services
Community Services Department
Town of Caledon
T.: 905-584-2272 x. 7338
Email: COFA.Agenda@caledon.ca

CONSENT PROCESS OVERVIEW

Once the applicant has submitted the above-noted material, Planning staff will contact the applicant to receive payment for the required fee and discuss obtaining the commissioned application form. Once all required material and fees are paid, and the application is deemed complete, the application will be circulated and the public will be notified.

