



**MUNICIPALITY OF DYSART ET AL  
APPLICATION FOR SEVERANCE, SUBDIVISION/CONDOMINIUM OR SITE PLAN AGREEMENT**

**INFORMATION SHEET**

**1. Completion of Application**

The attached application form is to be completed and submitted to the Dysart Planning and Land Information Department. In all cases, please ensure that you keep a copy for your files.

The application cannot be processed if insufficient or inaccurate information is provided. Complete the application and provide as much information as possible.

**2. Authorization of Agent**

The application is to be completed by the property owner or his authorized agent. Where the application is being submitted by an agent, the written authorization of the owner is required. Section "D" of the application form is provided for this purpose.

**3. Application Fee and Planning Services Acknowledgment**

Each application shall be accompanied by a cheque, payable to the Municipality of Dysart et al, in the amount of \$1200.00 for a site plan agreement or a severance agreement and \$3,000.00 for a subdivision or condominium agreement, and will be accompanied by one signed, witnessed and dated copy of the attached "Planning Services Acknowledgment".

**4. Plans Required**

An accurate legal description is required for all lands subject to the agreement. A copy of a plan of survey showing the subject lands is required to facilitate preparation of the agreement. A site plan, accurately showing the location of all buildings and structures, is required for a site plan agreement.

**5. Deed Required**

A copy of the deed is required to ensure that the registered owner(s) is shown accurately on the agreement.

**6. Additional Information**

Additional information may be required to properly process the application and will be requested if necessary.

**7. Declaration Required**

The contents of this application and any maps/appendices shall be validated by the applicant in the form of a statutory declaration before a Commissioner or other person empowered to take affidavits.

**8. Responsibility of Applicant**

The filing of this application is considered as an undertaking by the applicant to accept all conditions as herein set forth.

**9. Effective Date**

The effective date of this application shall be deemed to be that on which it is received with sufficient information.

**10. Submission**

Mail or deliver the application to: Municipality of Dysart et al  
Planning and Land Information Department  
135 Maple Ave  
P.O. Box 389  
Haliburton, Ontario  
KOM ISO

**APPLICATION FOR PREPARATION OF A  
SITE PLAN/SEVERANCE/SUBDIVISION/CONDOMINIUM AGREEMENT**

**Planning Act R.S.O. 1990, C.P. 13**

**OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ File Number: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_ Receipt: \_\_\_\_\_

The undersigned hereby applies to the Municipality of Dysart et al for the preparation of a \_\_\_\_\_ Agreement with respect to the lands described herein.

**SECTION "A" - OWNER AND OWNERSHIP INFORMATION**

1. Name of Owner(s): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Name of Authorized Agent (*if any*): \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

3. (a) Encumbrances (*mortgages*): Yes \_\_\_\_\_ No \_\_\_\_\_

(b) If yes: Name: \_\_\_\_\_

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

(c) Letter of Consent of Mortgagee (*required before the application will be processed*).

4. Please attach a copy of deed: \_\_\_\_\_

**SECTION "B" - DESCRIPTION OF SUBJECT LAND**

5. Legal Description of subject land:

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Lot/Part: \_\_\_\_\_ Plan: \_\_\_\_\_

Geographic Township of: \_\_\_\_\_

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

**SECTION "C" - PLANNING INFORMATION**

6. Official Plan Designation: \_\_\_\_\_

7. Zoning By-law Designation: \_\_\_\_\_

8. Is the property presently the subject of any other applications under the Planning Act?

- (a) Application for official plan amendment Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (b) Application for zoning by-law approval Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (c) Application for minor variance Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (d) Application for subdivision/condominium approval Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_
- (e) Application for consent (*severance*) Yes \_\_\_ No \_\_\_ File No. \_\_\_\_\_

**SECTION "D" - AUTHORIZED AGENT**

I, WE \_\_\_\_\_ am/are the registered owner(s) of the property for which this application is to apply. I, WE hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in all matters regarding this application.

\_\_\_\_\_  
*Signature of Owner(s):* \_\_\_\_\_  
*Date* \_\_\_\_\_

**SECTION "E" CONSENT OF THE OWNER**

The owner must also complete the following or a similar authorization:

I/We, \_\_\_\_\_, am/are the registered owner(s) of the lands subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/We also authorize and consent to representatives of Council, committee members, municipal staff and/or any consultant/professional employed by the municipality for the purpose of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
*(Date)* \_\_\_\_\_ *(Signature of Owner)* \_\_\_\_\_  
\_\_\_\_\_  
*(Date)* \_\_\_\_\_ *(Signature of Owner)* \_\_\_\_\_

**SECTION "F" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City of \_\_\_\_\_ in the County/District/Region of \_\_\_\_\_ solemnly declare that all of the above statements contained in this application are true and I, we 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 \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ in the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_ )  
\_\_\_\_\_ )  
day of \_\_\_\_\_, 20\_\_\_\_ )  
\_\_\_\_\_  
*Signature of Owner(s) - or Authorized Agent*

\_\_\_\_\_  
**Signature of Commissioner, etc.**

The following acknowledgement must be signed by the registered owner(s), witnessed and dated:

**SECTION "G" – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein. Where the applicant is not the registered owner(s), the owner will be responsible for any and all outstanding costs related to the processing of this application.

**APPLICANT'S RESPONSIBILITY:**

1. The Applicant agrees to provide the Municipality with the following:
  - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
  - (b) All surveys, drawings, sketches or plans as required to process this application.
  - (c) The required application fee as follows:
    - \$2,000.00 - Official Plan Amendment – deposit towards full processing cost
    - \$ 1,000.00 - Zoning By-law Amendment – plus any legal or professional fees
    - \$ 750.00 - Minor Variance Application
    - \$ 1200.00 - Agreements: Site Plan, Severance, Subdivision/Condominium and/or Responsibility- deposit towards full processing cost
    - \$3,000.00 - Subdivision or Condominium Application/Proposal– deposit towards full processing cost
    - \$ 800.00 - Deeming By-law
2. The Applicant understands and agrees that where the services of the Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice.
4. If a Local Planning Appeal Tribunal Hearing is required, a deposit of Five Thousand Dollars (\$5,000.00) is required upon submission of the request for referral to the Local Planning Appeal Tribunal. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
  - all fees and disbursements paid to the Municipal Solicitor;
  - all fees and disbursements paid to any expert witness; and
  - all disbursements incurred by the Municipality.

**MUNICIPALITY'S RESPONSIBILITY:**

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990, and c.p.13, as amended.

**SITE VISITS:**

6. The Owner(s) acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Owner(s) consents to such site visits as may be required.
7. The Owner(s) acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Owner(s) consents to such pictures as may be required.

**DEPOSITS / INVOICES:**

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality will request a deposit from the applicant to cover the cost of the service and processing of the application will not continue until the deposit is received by the Municipality. An initial deposit of \$5,000.00 will be requested upon submission of the application. Additional funds will be requested as required to pay expenses. The Municipality will maintain accurate records and provide a statement of account upon request from the applicant. The applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which has been made by the Municipality or invoices for which have been received by the Municipality.

**WITNESSED BY:**

\_\_\_\_\_

Per: \_\_\_\_\_

*Signature of Owner*

Date \_\_\_\_\_ 20\_\_\_\_\_

Per: \_\_\_\_\_

*Signature of Owner*