



# CITY OF TIMMINS CONSENT APPLICATION

(Pursuant to Section 53 of the *Planning Act*, R.S.O. 1990, c.P. 13, As Amended)



City Use Only		
Date Received (Service Timmins)	Date Accepted (Clerks Department)	File Number

## CHECKLIST (Service Timmins)

- One original signed copy of the application
- One copy of the sketch. Following are the requirements:
  - Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no colour).
  - Indicate the boundaries and dimensions of the subject land including the part that is to be severed and the part that is to be retained.
  - Indicate the approximate location of all buildings and structures including decks, pools, wells and septic tanks, on the part that is to be severed and the part that is to be retained.
  - Indicate the approximate location of all natural and artificial features on the subject land and adjacent lands, that in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - Indicate the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
  - Indicate if access to the subject land is by water only, the location of the parking and boat docking facilities to be used, and the location and nature of any easement affecting the subject land.
  - For the site plan, a building location plan or reference plan by an Ontario Land Surveyor is an appropriate sketch for this application.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the City of Timmins User Fee By-law. Payment types accepted are cash, debit or cheque payable to the City of Timmins.

## APPLICATION COMPLETE (Planning Department)

<b>Address:</b>		<b>Roll Number:</b>	
<p><i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i></p>			
<b>Reviewed by Planning:</b> _____			
<b>Date:</b> _____			

## **MUNICIPAL FREEDOM OF INFORMATION**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [clerks@timmins.ca](mailto:clerks@timmins.ca) or 705-360-2602.

## **PRE-CONSULTATION**

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted?  Yes  No

## **COMPLETENESS OF THE APPLICATION**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 53 of the Planning Act, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

## **THE APPLICATION FORM**

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

## **PROCESS**

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.
4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.

5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 14 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

## DECISION

The Committee of Adjustment will make a decision at the meeting. The Provincial Government has amended the *Planning Act* and removed rights of third parties to appeal Committee of Adjustment decisions. As of November 28, 2022, only the applicant, the Minister of Municipal Affairs and Housing, specified persons and public bodies (as those terms are defined in the *Planning Act*), are permitted to appeal decisions of the Committee of Adjustment. A “specified person” does not include an individual or a community association. Appealing the decision or any condition imposed by the Committee of Adjustment can be done by filing with the Secretary-Treasurer the appeal form setting out the reasons of the appeal accompanied by the prescribed fee set by the OLT and made payable to the Minister of Finance. The appeal form can be found at <https://olt.gov.on.ca/appeals-process/forms/> or by contacting the Clerks Department for a printed copy. Should the application not be appealed, the decision shall become final and binding.

### 1. REGISTERED OWNER INFORMATION

*If more than one person owns the subject lands, the authorization of all owners is required.*

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

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

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

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

Preferred method of communication:  Mail  E-mail

### 2. AUTHORIZED AGENT INFORMATION

Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

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

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

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

Preferred method of communication:  Mail  E-mail

All contact with the City of Timmins regarding this application will go through a single point person. If an agent has been authorized to represent the application, all correspondence will be sent to their attention.

**3. PURPOSE OF APPLICATION (Please select one of the following):**

**Creation of new lot**  
 Name of Person, if known to whom land or interest in land is to be transferred, leased or mortgaged.  
 \_\_\_\_\_

**Addition to a lot (transfer)**  
 For a proposed lot addition, please identify the lands to which the parcel will be added.  
 Address: \_\_\_\_\_  
 Roll Number: \_\_\_\_\_

**Consent: Technical**

**Easement**  
 Width of easement: \_\_\_\_\_  
 Depth of easement: \_\_\_\_\_  
 Reason for easement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Charge/Mortgage or Lease**

**Correction or Validation of Title**

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

**4. LEGAL DESCRIPTION OF THE SUBJECT LAND**

Property Address	
Township, Concession, Lot	
Plan (Plan/Lot or Plan, Part)	
Parcel	

## 5. LAND DESCRIPTION

Description of **Severed** and **Retained** Lands and Servicing Information  
(Complete Each Subsection)

		Severed	Retained
<b>Description</b>	Frontage (metre)		
	Depth (metre)		
	Area (hectare)		
<b>Use of Property</b>	Existing Use(s)		
	Proposed Use(s)		
<b>Buildings or Structures</b>	Existing (Date of Construction)		
	Proposed		
<b>Access</b> (Check appropriate space)	Provincial Highway		
	Municipal Road, maintained all year		
	Municipal Road, seasonally maintained		
	Other Public Road		
	Right of Way		
	Water Access (if so, described below)		
<b>Water Supply</b> (Check appropriate space)	Publicly owned and operated piped water system		
	Privately owned and operated individual well		
	Privately owned and operated communal well		
	Lake or other water body		
	Other means		
<b>Sewage Disposal</b>	Publicly owned and operated sanitary sewer system		
	Privately owned and operated individual septic tank *		
	Privately owned and operated communal septic system		
	Privy		
	Other Means		
	* The applicant is responsible for obtaining the approval of the Porcupine Health Unit regarding the suitability of the severed and retained land to support an individual septic system.		
<b>Other Services</b> (Check if the service is available)	Electricity		
	Telephone		

6. Land Use		
Official Plan Designation		
Zoning By-Law Designation		
<p>Are any of the following uses or features on the subject land or within 500 metres (1,640 feet) of the subject land, unless otherwise specified indicate approximate distance. <b>Please check the appropriate spaces, if any apply.</b></p>		
Use or Feature	On the Subject Land	Within 500 Metres of Subject Land, unless otherwise specified (indicate approximate distance)
Agricultural operation, including livestock or stockyard		
Landfill		
Sewage treatment plant or waste stabilization plant		
Provincially significant wetland within 120 metres (400 feet) of the subject land		
Flood plain		
Existing quarry operation or known bedrock deposit with mineral aggregate potential or existing pit or known sand or clay deposit with mineral aggregate potential		
Active or rehabilitated mine site		
Non-operating mine site with 1 kilometer of the subject land		
Industrial or commercial use, and specify the use(s)		
Active railway line		
Municipal or federal airport		
Utility corridors		

7. HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION FOR CONSENT APPROVAL?			
	Yes (If yes, and if known, please provide the following):		
	Application File No.:		Application Status:
	No		
	Unknown		

**8. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE *PLANNING ACT* FOR APPROVAL OF A PLAN OF SUBDIVISION, OFFICIAL PLAN AMENDMENT, ZONING BY-LAW AMENDMENT OR MINOR VARIANCE?**

Plan of Subdivision

Zoning By-Law Amendment

Minor Variance

Official Plan Amendment

If **yes** to any of the above, please provide the following:

Application File No.: \_\_\_\_\_

Application Status: \_\_\_\_\_

**9. APPLICANT DECLARATION**

I, \_\_\_\_\_ of the City/Town of \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all 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 City of Timmins  
in the District of Cochrane, this \_\_\_\_\_  
day of \_\_\_\_\_ 20 \_\_\_\_\_



\_\_\_\_\_  
**Owner/ Agent's Signature**

\_\_\_\_\_  
**Commissioner of Oath**

**10. OWNER AUTHORIZATION**

I/We \_\_\_\_\_, the owners of the property subject of this application, hereby authorize \_\_\_\_\_ to make this application on my/our behalf to the Corporation of the City of Timmins.

\_\_\_\_\_  
**Witness (other than applicant)**

\_\_\_\_\_  
**Owner's Signature**

**11. PERMISSION TO ENTER THE PROPERTY**

*Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.*

I/We \_\_\_\_\_ hereby authorize the members of the Committee of Adjustment, members of the staff of the City of Timmins and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the City of Timmins.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner/ Agent's Signature**

**12. MUNICIPAL FREEDOM OF INFORMATION**

I/We \_\_\_\_\_ understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner/ Agent's Signature**

**CONTACT INFORMATION**

**Consultation with Planning Staff prior to submission (optional but suggested):**

Planning Division  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 3336

**Applications Shall be Submitted To:**

Service Timmins  
City Hall, main floor  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-264-1331

**Committee of Adjustment Secretary-Treasurer**

Keshia Horbul, Secretary-Treasurer  
Timmins Committee of Adjustment  
220 Algonquin Boulevard East,  
Timmins, ON, P4N 1B3  
Tel: 705-360-2600 Ext. 2467

*Consent applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.*

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?Id=1627>