



CONSENT – 2022

Committee of Adjustment
 Department of Community Planning
 426 Brant Street, Burlington ON

Fee Type	Fee
Pre-consultation*	\$ 2,000.00
Consent Application Fee** (Minor - easement, lot addition, lease, etc.)	\$ 8,083.00
Consent Application Fee** (Major - Lot creation)	\$ 10,404.00 (Plus \$ 2,705.00 per additional buildable lot or block)
Region of Halton Consultation Fee	\$1,185.32
Conservation Halton Consultation Fee****	(minor) \$2,374.00
	(Intermediate) \$3,239.00
	(major) \$4,492.00
Fee Type	Fee
Major Revision Fee	\$ 2,840.00 \$310.61
Minor Revision Fee	\$ 1,249.00 \$310.61
Validation of Title	\$ 1,494.00 \$274.88
Certificate Fee	\$60.00
Request for Deferral by Applicant	\$ 631.00

The City is set up to accept E-transfers that can be sent to accounting@burlington.ca.

In the memo field of the e-transfer please be sure to include your name, site address, applicant/owner name, and brief description of what your payment is for. (ex: 426 Brant Street, John Doe, Consent)

****Important - E-transfers must be sent from a bank that recognizes auto-deposit. The City cannot receive funds if a password is required.**

The Region is set up to receive E-transfers that can be sent to PlanningFees@halton.ca.

The applicant must include the following payment details in the message section with every email money transfer forwarded to the Region: Site Address, Applicant/ Owner, File Number (if known)

****Important - E-transfers must be sent from a bank that recognizes auto-deposit. The Region cannot receive funds if a password is required.**

Health Department Fee
 For the review of each proposed lot on private/septic services (i.e. \$142.00 x the number of lots). This fee is also collected for Industrial, Commercial, Institutional, and Multiple Residential unit applications using private or septic services. Issue a separate cheque payable to the "Region of Halton" in the amount of \$142.00

Conservation Halton Consultation Fee:
Major: an application is considered to be "major" where technical studies beyond a scoped Environmental Impact Statement (such as Stormwater Management, Geotechnical) are required.
Minor: an application is considered to be "minor" where no technical studies are required or only a scoped Environmental Impact Statement is required.

*Please contact Conservation Halton to make payment arrangements

PLANNING APPLICATION CHECKLIST

Please submit new applications to committeeofadjustment@burlington.ca. Please ensure the subject line reads “**New LD Application_Applicant Name_Property Address.**” Follow the instructions below in order to make a proper submission. Payment will be accepted via a digital format (ie: e-transfer, wire transfer) and instructions will be provided at the application intake stage. Please refer to our webpage for further information www.burlington.ca/coa.

Before you submit your application please ensure that you have:

- Attended a pre-consultation meeting.
- Fully completed all parts of your application.
- Signed the application form in all appropriate locations and had it witnessed by a Commissioner for taking Affidavits.
- Obtained the signed authorization of the owner if you are not the property owner.
- Attach one (1) copy of an OLS stamped, proposed survey with measurements in metric, plus one (1) reduction suitable for photocopying if the sketch is larger than 8.5" x 14".**
- DIGITAL SUBMISSION – complete applications can be submitted to committeeofadjustment@burlington.ca**



- **All PDF documents must be named using the standard naming convention. Applications will not be accepted if the following naming standards are not used. Please refer to next page for guidance.**
- Attach the original signed and completed application and any correspondence and/or permits from other agencies relevant to your submission. The Committee of Adjustment may provide these copies to those parties who have an interest in the application.
- Application fees will be accepted in a digital format (ie: e-transfer, wire transfer). Payment instructions will be provided at the application intake stage. Staff will work with you on providing instruction on sending payment to agencies.

Complete and accurate submissions will help to ensure that your file is processed in a timely manner. The Committee of Adjustment reserves the right to refuse applications that are not complete or where sufficient payment has not been received.



COMMITTEE OF ADJUSTMENT SUBMISSION STANDARDS

Complete Applications can be emailed to committeeofadjustment@burlington.ca.

Email subject line must state: "New MV or Consent (choose one) Application_Applicant Name_PropertyAddress"

All documents must be submitted in PDF format.

All submission documents must be attached to a single email.

Do **not** separate drawing packages into individual pages. Drawing packages (ex. floor plans, elevations, sections) must be combined into a single document.

*Applications will not be accepted if the following naming standards are not used:

Common Document Naming Standards	
Document Type:	Abbreviation:
Minor Variance Application	MV APP
Land Division (Consent) Application	LD APP
Legal OLS survey	SVY
Site plan	SP
Grading and drainage plan	GDPL
Elevations	ELEV
Drawing Package	DWG
Planning Justification Report	PLN RP
Arborist report	ARB
Tree protection plan	ARB TPP
Conservation Halton	CH
Niagara Escarpment Commission	NEC
Halton Region	HREG
Burlington Hydro	HYD
Ministry of Transportation	MTO
For any other documents not indicated above, please name documents plainly so that the contents are clear. Do not use obscure abbreviations. Do not separate drawing packages into individual pages.	

Collection of Information in this Application

Information for this application is made under *Section 53 of the Planning Act*. It will be made available to the public and staff in the application process. Please ensure you have provided all the required information and attached the appropriate fee(s).

Completing the Application

ONE (1) application form is required for each parcel to be severed, along with the applicable fee on the Consent Application Fee Schedule. In this form, the term "subject land" means the land to be severed and the land to be retained. Any application for Consent requires a pre-consultation with the appropriate City Staff and Agencies prior to submission. Measurements are to be made in metric. As the proponent of an application, you are expected to familiarize yourself with this application package and the relevant processes. City staff will assist as required throughout the process.

Submitting the Application

Prior to submitting your application, please review it for completion and refer to the helpful checklist on the covering page. Please submit applications during regular business hours to committeeofadjustment@burlington.ca Ensure the package is in PDF format.

Please quote the file number assigned to your application when making any inquires or submitting correspondence.

Review Process

When you submit your application city staff will review it to ensure that it is complete and that all of the relevant information, fees and deposits have been submitted. Completed applications will then be assigned a file number and entered into the administration system where the proposal is reviewed for official plan and zoning compliance and, if relevant, site plan compliance for projects involving development on existing approved site plans. If additional information is required because of this review, you will be contacted.

Notice of Application Decision

If your project does not include any minor variances to the Zoning By-law and no objection from city staff or public (determined after necessary public consultation and the preparation of the staff report), the Director of Community Planning has authority to approve the application. However, if a hearing is necessary, this will be scheduled at the time the project has received all city staff reports and at the call of the chair. All decisions regarding the application are subject to an appeal period during which an appeal may be filed by applicants, agencies, interest groups and/or the public. If a decision is appealed, you will be contacted to discuss the appeal and its implications to your proposal.

PART 1 - OWNER/AGENT INFORMATION

All communication will be directed to the Prime Contact only. Owner Agent Solicitor Other
Please check only one.

Who can be contacted during the day for further information? Owner Agent Solicitor Other

Registered Owner's

a) Name(s): _____

Address: _____

Home Phone: _____ Business Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Authorized Agent's

b) Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Solicitor's

c) Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

d) **Other** Contact Name: _____

Address: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

PART 2 - LOCATION OF SUBJECT PROPERTY

a) Area _____ Concession Number(s): _____

Municipality: _____ Geographic or Former Township: _____

Lot Number(s): _____ Registered Plan No.: _____ Lot/Block: _____

Reference Plan No.: _____ Part(s): _____

Parcel No.: _____ Assessment Roll No.: _____

Municipal Address: _____

b) Are there any easements or restrictive covenants affecting the subject land? No Yes

If YES, provide a copy of such documents and provide a brief description of its effect: _____

PART 3 - PROPOSED LAND USE (PURPOSE OF THIS APPLICATION)

- a) Creation of a new lot A Charge Validation of Title Easement or Right of Way
 Lot Addition * A Lease Other (specify): _____

Description of Consent: _____

* Lot Addition: we require legal confirmation of how the lot being added to was created because of *Section 50(12)*, and identify the lands to which the parcel will be added.

- b) **If known**, please provide the name of the person to whom the land or an interest in the land is to be conveyed, leased or mortgaged.

Name:

Address:

Phone:

PART 4 - HISTORY OF THE SUBJECT LAND

- a) Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? No Yes

If YES and known, please provide the file number and the decision made on the application.

File #: _____ Decision: _____

- b) Is this a resubmission of an earlier proposal? No Yes

If YES, please provide Regional File No.: # _____

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

No Yes

If YES, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

Date of Transfer	Name of Transferee	Land Use

- d) On what date did the Owner acquire the land? _____

PART 5 - DESCRIPTION AND SERVICING INFORMATION OF SUBJECT LAND

- a) **What is the DESCRIPTION OF THE PROPERTY as shown on Sketch?**

	Severed	Retained
Frontage (m.):		
Depth (m.):		
Area (ha.):		

b) **What is the EXISTING USE?**

- Urban Residential
 Farm Related Residential
 Non Farm Related Residential
 Agricultural *
 Other (specify) _____

* Complete a "Farm Data Sheet" for any Agricultural use on severed and/or retained parcel. This sheet is available upon request from the Committee of Adjustment.

	Severed	Retained
Existing Use:		
Proposed Use:		

* If Agricultural indicate whether parcel is for Retirement Lot Disposal of Surplus Dwellings Farm Help

c) **What BUILDINGS or STRUCTURES are existing or proposed for each lot? Please include number, uses and dates of Construction.**

	Severed	Retained
Existing:		
Proposed:		

d) **What type of ROAD ACCESS is existing or proposed for each lot?**

Type/Name	Severed	Retained
Open Municipal Road:		
Regional Road:		
Provincial Hwy:		
Private:		
Other If Other, (specify): eg. Right of Way		

e) **What type of WATER SUPPLY is existing or proposed for each lot?**

Type/Name	Severed	Retained
Regional Piped Water:		
Well Water:		
Other, (specify): eg. Communal		

f) **What type of servicing – SEWAGE DISPOSAL is existing or proposed for each lot?**

Type/Name	Severed	Retained
Regional Sewers:		
Septic System:		
Other, (specify): eg. Septic System		

PART 6 - LAND USE

a) What is the existing Regional Official Plan Designation? _____

b) What is the existing Local Official Plan Designation? _____

Are any of the following uses or features on the subject land or within 500 metres of the subject land, unless otherwise specified?	ON THE SUBJECT LAND	WITHIN 500M OF THE SUBJECT LAND, UNLESS OTHERWISE SPECIFIED
An agricultural operation, including livestock facility or stockyard?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
A landfill?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
A sewage treatment plant or waste stabilisation plant?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
A provincially significant wetland?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
A provincially significant wetland within 120m of site?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
Floodplain	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
An industrial or commercial use? If YES , specify _____	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____
An active railway line?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes _____

d) **Potentially Contaminated Sites:**

Has there been industrial use of the site? **No** **Yes** **If YES**, what was the last year of use? _____.

Has there been filling on the site? **No** **Yes**

Is there reason to believe the site may have been contaminated by former uses either on the site or on adjacent sites? **No** **Yes**

If YES, then an environmental investigation, including all former uses of the site and, if appropriate, the adjacent site, to the satisfaction of the Region, is required. This study must be prepared by a qualified consultant. Report attached? **Yes** **No**

If NO, on what basis did you come to this determination? _____

PART 7 - CURRENT APPLICATIONS

a) Is the subject land currently the subject of a proposed Regional or Local Official Plan or Amendment (or an NEC or Parkway Belt Amendment)? **No** **Yes**

If YES, and if known, please provide the File No.(s) and the status.

File #:

Status:

b) Is the subject land currently the subject of an application for Zoning Bylaw Amendment, Minister's Zoning Order Amendment, Minor Variance, Consent or approval of a Plan of Subdivision? **No** **Yes**

If YES, please explain _____

PART 8 - PROVINCIAL INTERESTS

- a) Is the subject land consistent with the Provincial Policy Statement? **Yes** **No**

If **NO**, please explain _____

- b) Is the subject land within an area of land designated under any provincial plan or plans? **No** **Yes**

If **YES**, does the application conform to or does not conflict with the applicable provincial plan or plans?

PART 9 - SKETCH

The sketch of survey must be prepared by an Ontario Land Surveyor in metric.

The application shall be accompanied by a sketch showing the following prescribed information:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- 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
- the existing use(s) on adjacent lands
- 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 boat docking facilities to be used
- the location and nature of any easement affecting the subject land

The sketch should also include the following required information:

- the amount of land, if any, which has previously been conveyed from the property to the County or the Regional Municipality of Halton, for road purposes
- a clear key map

PART 10 - OTHER INFORMATION

- a) Is there any other information that you think may be useful to the City or other agencies in reviewing this application? If so, explain below or attach on a separate page.

PART 11 - POSTING OF ADVISORY SIGN

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or agents on each property under application. A sign will be made available to you after completion of the zoning review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

DO NOT POST THE SIGN INSIDE THE BUILDING BY A WINDOW. The sign must be outdoors by the roadway in order to be visible.

Each sign must remain posted beginning 14 days prior to the hearing, until the day following the hearing. Please fill in the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the committee's requirements. Failure to post the sign as required may result in deferral of the application.

Thank you for your co-operation,

Amanda D'Angelo
Secretary-Treasurer
Committee of Adjustment

**I understand that each sign must be posted at least 14 days before the hearing and will remain posted and be replaced if necessary, until the day following the hearing.

Owner: _____ Property: _____

(Signature of Owner/Agent)

(Date)

AFFIDAVIT

I, _____

of the _____ of _____

in the _____ 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

_____ of
_____ in the
_____ of
_____ this
_____ day of
_____, _____

A Commissioner, etc.

(Applicant, Solicitor, or Authorized Agent)

OWNER'S AUTHORIZATION

If an agent is used, the owner must also complete the following:

I, _____ being the registered owner of the subject lands
hereby authorize _____
(Name of Agent)

to prepare, submit and act on my behalf with respect to this consent application.

(Signature of Owner)

(Date)



Permission to Enter

Secretary - Treasurer Committee of
Adjustment City of Burlington
426 Brant Street, P.O. Box
5013 Burlington, ON, L7R
3Z6

Date: _____

RE: Application to the City of Burlington, Committee of Adjustment at:

Municipal Address: _____

I authorize the members of the Committee of Adjustment, City Staff, Region of Halton staff and Conservation Halton staff to enter onto the above property which is under application for the purposes of evaluating the merits of the application(s).

Signature of owner or authorized agent

Please Print your Name:

Notice of collection of personal information

Personal information contained on this form is collected under the authority of the Planning Act, RSO 1990, c. P.13, to process applications and make decisions. Applications made under the Planning Act, are considered part of the public record and shall be made available to the public. Questions about this collection can be directed to the Manager of Development Planning, City of Burlington, 426 Brant Street, Burlington, Ontario, L7R 3Z6, 905-335-7600.

The applicant acknowledges that an application, all supporting information and materials, including studies and drawings, submitted under the Planning Act, pursuant to s. 1.0.1 of the Planning Act, RSO 1990, c.P.13, as amended, shall be made available to the public.