

Fee Type	Make Cheque Payable to	Fee
Pre-consultation*	City of Burlington	\$300.00
Consent Application Fee** (Minor - easement, lot addition, lease, etc.)	City of Burlington	\$4,145.00
Consent Application Fee** (Major - Lot creation)	City of Burlington	\$5,335.00 (Plus \$1,315.00 per additional buildable lot or block)
Region of Halton Consultation Fee	Region of Halton	\$1,162.15
Conservation Halton Consultation Fee****	Conservation Halton	(minor) \$2,261.00 (Intermediate) \$3,085.00 (major) \$4,277.80

Fee Type	Make Cheque Payable to	Fee
Major Revision Fee	City of Burlington Region of Halton	\$1,830.00 \$304.52
Minor Revision Fee	City of Burlington Region of Halton	\$805.00 \$304.52
Validation of Title	City of Burlington Region of Halton	\$1,150.00 \$269.49
Minimum Annual Processing Fee***	City of Burlington	\$530.00
Certificate Fee	City of Burlington	\$60.00
Request for Deferral by Applicant	City of Burlington	\$240.00

**\*Pre-consultation fees:**

These fees will be credited to a future application within one year of the pre-consultation meeting date. If the application is deemed to be substantially different from the pre-consultation proposal, a new pre-consultation, including fee, may be required at the discretion of the Director of Community Planning. Additional pre-consultation meetings beyond the first are also subject to the above fee and will not be credited to a future application.

**\*\*Consent Application Fee**

- A \$500.00 Initial Application Review Fee is included in the application fee, to be kept on any applications that are rejected by the City as either incomplete or refused or withdrawn prior to circulation/substantial processing.

**\*\*\*Minimum Annual Processing Fee**

- Covers minimum processing costs for one calendar year for those applicants who have not yet paid their share of processing costs (commencing after four years of processing).

**\*\*\*\*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.

**Health Department Fee**

For the review of each proposed lot on private/septic services (i.e. \$103.00 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 \$136.00



**Committee Adjustment, 2<sup>nd</sup> Level**

**426 Brant Street, P.O. BOX 5013  
Burlington, ON L7R 3Z6**

**Tel: 905-335-7629  
[www.burlington.ca](http://www.burlington.ca)**

<b>OFFICE USE ONLY</b>	
File Number:	_____
Address:	_____
Fee Paid:	<input type="checkbox"/> City
	<input type="checkbox"/> Commissioner
	<input type="checkbox"/> Region
	<input type="checkbox"/> Conservation Halton

**PLANNING APPLICATION CHECKLIST**

Please submit new applications to [committeeofadjustment@burlington.ca](mailto: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](http://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](mailto:committeeofadjustment@burlington.ca)**
- 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. Please refer to the Consent Application Fee Schedule and be advised that fees are subject to change.

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.

## **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](mailto: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

a) **Registered Owner's**  
Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

b) **Authorized Agent's**  
Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

c) **Solicitor's**  
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
Municipality: _____	Number(s): _____
Lot Number(s): _____	Geographic or
Registered Plan	Former Township: _____
No.: _____	Lot/Block: _____
Reference Plan	Part(s): _____
No.: _____	Assessment
Parcel No.: _____	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       Title Correction       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? <b>If YES</b> , 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.

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**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).

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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.*

