Validation of Title – 2026
Committee of Adjustment
Department of Community Planning
426 Brant Street, Burlington ON
committeeofadjustment@burlington.ca

IT IS THE RESPONSIBILITY OF THE OWNER OR AUTHORIZED AGENT TO PROVIDE COMPLETE AND ACCURATE INFORMATION AT ALL TIMES.

THIS FORM WILL NOT BE ACCEPTED AS AN APPLICATION UNTIL SUCH TIME AS ALL QUESTIONS HAVE BEEN ANSWERED AND ALL REQUIREMENTS HAVE BEEN MET IN THE MANNER REQUESTED HEREIN. PLEASE READ THE FOLLOWING CAREFULLY.

COMMITTEE OF ADJUSTMENT SUBMISSION STANDARDS

****IMORTANT**** Prior to submission of your consent application, you must participate in a mandatory pre-consultation. Please contact the Supervisor of Business Services and Committee of Adjustment for more information or visit our website here:

Submit new applications to committeeofadjustment@burlington.ca. Please ensure the subject line reads **"New Validation_Applicant Name_Property Address."** Follow the instructions below to make a proper submission. Please refer to our webpage for meeting information at www.burlington.ca/coa.

MATERIALS REQUIRED*
Please ensure the following material is included with your submission. All drawings must be true to scale, in metric and legible:

- One (1) complete application form, in PDF format; All fields must be completed; and
- History of property ownership; Chronology of events that outlines the history of the property that details on how the title contravention occurred; and
- Legal opinion that supports the rationale for the validation certificate; and
- A copy of an existing survey or Reference Plan; if one does not exist a survey plan is requested to be submitted with your materials.

Common Document Naming Standards

Document Type:	**Abbreviation:**
Validation of Title Application	VT 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.

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Validation Application Payment Fee Schedule

The City of Burlington 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 the following:

- your name,
- site address,
- applicant/owner name,
- brief description of what your payment is for.

(ex: 426 Brant Street, John Doe, MV for house)

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

Payment may also be made by certified cheque, personal cheque, debit or credit in person at City Hall during regular business hours. For Wire Transfers, please contact committeeofadjustment@burlinton.ca

Application Type	Fee
Validation of Title	$1,715.00

Region of Halton	Fee
Validation of Title The Region is set up to receive E-transfers can be sent to PlanningFees@halton.ca In the memo field of the e-transfer, please be sure to include the following: ➢ your name, ➢ site address, ➢ applicant/owner name, ➢ File Number (if known) or reason for payment. (ex. 426 Brant St, John Doe, Burlington MV) ****Important****- E-transfers must be sent from a bank that recognizes auto-deposit. The Region cannot receive funds if a password is required. ** **Important**** The City of Burlington cannot accept payment on behalf of the Region of Halton.	$310.87

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PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR VALIDATION OF TITLE

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 57 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, (AS AMENDED)

APPLICANT TO COMPLETE ALL SECTIONS BELOW

PART 1 – OWNER INFORMATION

OWNER(S) INFORMATION:
Legal Name (as it appears on the title for the property):

_____

Mailing Address: _____ City: _____

Postal Code: _____ Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

AGENT INFORMATION (if applicable)**:** (This person will be the primary point of contact)

Name:

_____

Business Address: _____ City: _____

Postal Code: _____ Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

SOLICITOR INFORMATION (if applicable)**:**

Name:

_____

Business Address: _____ City: _____

Postal Code: _____ Home Phone: _____ Mobile Phone: _____

Work Phone: _____ E-Mail: _____

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PART 2 – LOCATION OF SUBJECT PROPERTY

PROPERTY INFORMATION

Municipal Address(es) of property:

_____

Legal Description of property:

_____
_____
_____

Assessment Roll Number: _____ City Official Plan Designation: _____

Regional Official Plan Designation: _____

Are there any easements or restrictive covenants affecting the subject land(s)? Y ☐ N ☐
if **Yes**, please provide a copy of such documents and provide a brief description of its effect:

_____
_____
_____

PART 3 – WHY DO YOU CONSIDER YOUR TITLE MAY REQUIRE VALIDATION

When did the contravention of Section 50 of the Planning Act, or its predecessor occur?

Please describe the nature of the contravention (attach schedule if required)

PART 4 – HISTORY OF THE SUBJECT LAND(S)

1) Hs the subject lands ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act? ☐ Yes ☐ No

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

   File No: _____ Decision: ☐ Granted ☐ Denied ☐ No Decision*

   *(Including withdrawn or abandoned applications)

2) Is this a resubmission of an earlier proposal? ☐ Yes ☐ No

   If YES, please provide File No: _____

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

   ☐ Yes ☐ No

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

Date of Transfer	Name of Transferee	Land Use

4) On what date did the current Owner acquire the land? _____
(mmm/dd/yyyy)

PART 5 – DESCRIPTION AND SERVICING INFORMATION OF SUBJECT LAND

Existing Use of the Subject Property (check one):

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

	Subject Parcel
Frontage (m)	
Depth (m)	
Area (ha)	

PART 5 Continued – DESCRIPTION AND SERVICING INFORMATION OF SUBJECT LAND

	Parcel A(subject lands)	Parcel B(adjacent lands)	Parcel C(if applicable)
Open Municipal Road			
Regional Road			
Provincial Highway			
Private Road			
Other - Please specify. (ie Right of Way)			

	Parcel A(subject lands)	Parcel B(adjacent lands)	Parcel C(if applicable)
Regional Piped Water			
Well Water			
Other – Please Specify (ie communal well)			

	Parcel A(subject lands)	Parcel B(adjacent lands)	Parcel C(if applicable)
Regional Sewers			
Septic System			
Other – Please Specify			

PART 6 – CURRENT APPLICATIONS

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

   If YES, and if known, please provide the file number(s) and the file status

   File #: _____ File Status: _____

2) Is the subject land currently the subject of an application for Zoning Bylaw Amendment, Ministers Zoning Order, Minor Variance, Consent, or approval of a Plan of Subdivision?

   ☐Yes ☐No

   If Yes, and if known, please provide file numbers(s) and the file status and explain the file details:

   File #: _____ File Status: _____

   _____

PART 7 – PROVINCIAL INTERESTS

1) Is the subject land consistent with the Provincial Planning Statement? ☐Yes ☐No

   If NO, please explain _____
   _____
   _____
   _____

2) Is the subject land within an area of land designated under any provincial plan(s)?

   ☐Yes ☐No

   If YES, does the application conform to or does not conflict with, the applicable provincial plan(s)?
   Explain_____

PART 8 – SKETCH

The sketch of survey must be prepared by an Ontario Land Surveyor and be in metric.
The application shall be accompanied by this sketch showing the following prescribed information:

- the boundaries and dimensions of the subject land;
- 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, rivers or stream banks, wetlands, wooded areas, wells and septic tanks
- the existing uses(s) on adjacent lands;
- the location, width and name of any public 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 lands 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 9 – OTHER INFORMATION

Is there any other information that you think may be useful to the City or other agencies in reviewing this application. If so, please explain below. Attach a separate sheet if more room is required.

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AFFIDAVIT

*Please fill out at time of submission of application

I have the authority to bind the Corporation (check if applicable) ☐ Signature of Applicant or Authorized Agent: _____

I, _____ (print name) of the _____ (Region/City/County) of _____ in the _____ (City/Town/Township)

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 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_____ (Region/City/County) of_____ in the _____ (City/Town/Township)

this _____day of_____ 20_____.

_____ Signature of Commissioner, etc.

_____ Signature of Applicant or Authorized Agent

PERMISSION TO ENTER

IMPORTANT This MUST be completed for all applications and signed by the OWNER.

Municipal Address of Subject Lands: _____

I hereby authorize the Committee of Adjustment members, City of Burlington and Region of Halton staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

_____ Signature of Owner/Applicant

_____ Print Name

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OWNERS AUTHORIZATION

If using an agent, the owner must also complete the following form:

I, _____being the registered owner of the subject lands, hereby
(print name)

authorize _____ to prepare, submit and act on my behalf with respect to this
(print agent name)

application for a Validation of Title.

_____ _____
Signature of Owner Date (mmm/dd/yyyy)

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.

Frequently Asked Questions

What is involved in the application process?

Once you have submitted your application, the Secretary-Treasurer will circulate to staff for comment after which a meeting with the Committee of Adjustment will ensue. The Secretary Treasurer will assign your application to the next available meeting.

When does the committee meet?

Committee meetings are held twice a month on Wednesdays, alternating between 1:00 pm start times and 5:30 pm start times. Meetings will be conducted via a hybrid model using Zoom Webinar video conferencing technology and in person at Burlington City Hall, Council Chambers.

How can you prepare for the hearing?

You will receive a copy of the agenda containing all staff comments prior to the hearing.

What happens next?

If the committee defers its decision to a later date, the applicant will receive written confirmation of the deferral. The applicant should proceed expeditiously so the application can be rescheduled for another hearing. A deferral fee may be charged and is payable prior to the scheduling of a new hearing. A revised application and a revised application fee may also apply.

If approval was given subject to conditions the owner/agent is responsible for meeting all conditions. A decision does not take effect until all conditions are met within the given time periods. When all conditions have been fulfilled, the validation is finalized.

How do you appeal the decision?

Validation of Title Applications cannot be appealed to the Ontario Land Tribunal.

If you have any further questions, please contact Committee of Adjustment at (905) 335-7629 or committeeofadjustment@burlington.ca