Consent – 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 Consent_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 per new lot, in PDF format; All fields must be completed.
- One (1) full size copy of an OLS stamped, proposed survey with measurements in metric in PDF format. **See Part 9 of the application for a list of the required prescribed information to be included on this survey.**
- If you are submitting a concurrent Minor Variance application, please submit 1 complete set of Plans (plans include site plan, elevation drawings and floor plans)
- Attach any original signed and completed studies, correspondence and/or permits from other agencies that are relevant to your application.
- A copy of your pre-consultation report.

*Additional information may be requested to assist staff with processing your application.

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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.

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Consent 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
Preconsultation	$2,295.00
Consent Application Fee -Minor (easements, lot addition, lease, etc)	$9270.00
Consent Application Fee – Major (lot creation)	$11,940.00
Additional Buildable Lot or Block (beyond the first)	$3105.00 per lot
Additional Fees	
Revision Fee – Major	$3,255.00
Revision Fee – Minor	$1,430.00
Requests for Deferrals (Additional fees may apply)	$725.00
Certificate Fee	$65.00

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Consent Application Payment Fee Schedule

Region of Halton Fees	Fee
Consultation Fee (*additional Health Department lot assessment fee may be required Verify fee with the Region)	$1340.51
Consent Revision Fee	$351.29
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.	
Conservation Halton Consultation Fee	
Minor Application Fee (an application is considered to be "minor" where no technical studies are required or only a scoped Environmental Impact Statement is required.)	$2,445.00
Intermediate Application Fee (One technical study is required for review by Conservation Halton.)	$3,336.00
Major Application Fee (technical studies beyond a scoped Environmental Impact Statement (such as Stormwater Management, Geotechnical) are required.	$4,326.00
Please contact Conservation Halton at 905-336-1158 to arrange payment. ** **Important**** The City of Burlington cannot accept payment on behalf of Conservation Halton	

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PLANNING ACT, R.S.O. 1990, C.P. 13
APPLICATION FOR CONSENT TO SEVER LAND

THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF BURLINGTON UNDER SECTION 53 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. 2020. (AS AMENDED)

APPLICANT TO COMPLETE ALL SECTIONS BELOW

PART 1 – OWNER INFORMATION

Have you participated in a pre-consultation? Y ☐ or N ☐
If **Yes**, please include a copy of your report with this application. If **No**, please review Page 1 of this application package.

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: _____

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 – PROPOSED LAND USE (PURPOSE OF APPLICATION)

Is this a Consent for a:

☐ Lot Creation ☐ Lot Addition* ☐ Easement or Right of Way ☐ A Lease

☐ A Charge ☐ Validation of Title ☐ Other (specify) _____

Description of Consent:

_____
_____
_____
_____
_____

* For Lot Additions: As per section 50(12) of the Planning Act, we require legal confirmation of how the lot being added to was created. Please identify the lands to which the parcel will be added:

Address or Legal Description:

_____

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: _____ Phone: _____

Address: _____

PART 3 CONTINUED– PROPOSED LAND USE (PURPOSE OF APPLICATION)

Will be you be requesting a certificate for the retained parcel of land? ☐ Yes ☐ No

If yes, a statement from an Ontario solicitor in good standing must be submitted which confirms that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act.

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) _____

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

Provide the following details as they appear on the severance sketch(attach additional sheets if needed)

	Severed Parcel	Severed Parcel(if applicable)	Retained Parcel
Frontage (m)			
Depth (m)			
Area (ha)			

	Severed Parcel	Severed Parcel(if applicable)	Retained Parcel
Existing Use			
Proposed Use			

*If Agricultural, indicate whether the parcel is for:
☐ Retirement Lot ☐Disposal of Surplus Dwelling ☐Farm Help House

	Severed Parcel	Severed Parcel (if applicable)	Retained Parcel
Existing			
Proposed			

	Severed Parcel	Severed Parcel (if applicable)	Retained Parcel
Open Municipal Road			
Regional Road			
Provincial Highway			
Private Road			
Other - Please specify. ie Right of Way			

	Severed Parcel	Severed Parcel (if applicable)	Retained Parcel
Regional Piped Water			
Well Water			
Other – Please Specify (ie communal well)			

	Severed Parcel	Severed Parcel (if applicable)	Retained Parcel
Regional Sewers			
Septic System			
Other – Please specify			

PART 6 – LAND USE

Are any of the following uses or features on the subject land, or within 500 metres of the subject land?	On the Subject Land	Within 500m of the Subject Land
An agricultural operation, including livestock facility or stockyard	☐Yes ☐No	☐Yes ☐No
A landfill	☐Yes ☐No	☐Yes ☐No
A sewage treatment plant or waste stabilization plant	☐Yes ☐No	☐Yes ☐No
A provincially significant wetland	☐Yes ☐No	☐Yes ☐No
Floodplain	☐Yes ☐No	☐Yes ☐No
An industrial or commercial use Please specify _____	☐Yes ☐No	☐Yes ☐No
An active railway line	☐Yes ☐No	☐Yes ☐No

Potentially Contaminated Sites:

1) Hs there been industrial use of the site? ☐Yes ☐No If YES, what was the last year of use? _____

2) Has there been filling on the site? ☐Yes ☐No

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

   If YES, 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. Is this report attached? ☐Yes ☐No

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

   _____
   _____
   _____
   _____

PART 7 – 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 8 – PROVINCIAL INTERESTS

1) Is the subject land consistent with the Provincial Policy 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 9 – 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 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, 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 10 – 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.

_____
_____
_____
_____
_____
_____
_____
_____
_____

PART 11 – POSTING OF ADVISORY SIGN

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 and readable.

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 will result in deferral of the application.

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 Name _____ Property Address _____

_____ _____

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

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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 Consent.

_____ _____
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.

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Frequently Asked Questions

What is involved in the application process?

Once you have submitted your application, the Secretary-Treasurer will circulate to staff and agencies for comment. All property owners within 60 m (200 ft) of the site will be notified in writing fourteen (14) days prior to the meeting. This notice, setting out the time, date, and place of the hearing, is also sent to the owner and agent listed on the application. The Secretary-Treasurer will be able to provide the date of your hearing when zoning has finished its review.

When does the committee meet?

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, 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 at City Hall, Council Chambers and Zoom Webinar video conferencing technology.

How can you prepare for the hearing?

You will receive a copy of the agenda containing all staff comments prior to the hearing. As well, any letters received from the public will be e-mailed to the owner and agent as soon as they are received.

What happens next?

The committee will make its decision at the meeting which is followed by a 20 (twenty) day appeal period. During this time, you or a specified person or public body that has an interest in the matter has the right to appeal to the Ontario Land Tribunal (OLT). At the end of the appeal period, if there has been no appeal, the committee's decision is final and binding.

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 and no appeals are submitted, 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 notice of final consent will be released.

How do you appeal the decision?

If you are dissatisfied with the decision, you may, during the 20 (twenty) day appeal period, deliver personally to the Secretary-Treasurer or send by registered mail, a “notice of appeal form” (available on the OLT website) with reason for appeal, together with a cheque in the amount of $400.00* made payable to the Minister of Finance. The appeal is then forwarded, with all necessary material, to the OLT. The OLT office will notify you of a hearing date to present your appeal to the Board.

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

*Additional fees may apply. Please confirm fee directly with the OLT

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APPLICATION PROCESS

