



IMPORTANT NOTICE – CONSENT APPLICATION

Please be advised that the Committee of Adjustment recommends that Minor Variance or Consent Applications requiring **Site Plan Agreements, Zoning By-law Amendments, or Subdivision Agreements** receive preliminary approval from the Planning & Regulatory Services Department prior to making a submission.

It is the responsibility of the applicant or appointed agent to confirm if any of these approvals are required prior to submitting an application for Minor Variance or Consent.

Information regarding Site Plan Approvals, Zoning By-law Amendments, and Subdivision Agreements can be obtained by contacting the Town of Richmond Hill Planning & Regulatory Services Department at 905-771-8910.

Tree Inventory

In order to minimize the possibility that tree preservation issues prevent or delay your application, it is strongly recommended that you obtain an inventory of all trees equal to or greater than 20 cm DBH* within 6 metres of the proposed work zone (on your property and on adjacent properties) and discuss the tree inventory with a representative from Parks and Natural Heritage Planning prior to submitting your application or paying any associated fees. If you are making a consent application, the tree inventory should include all trees equal to or greater than 20 cm DBH located on the subject property and on adjacent properties (within 6 metres). More detailed information is provided in Section "H" of the Minor Variance application or Section "I" of a Consent Application, or by contacting the Town of Richmond Hill at 905-771-8800 and requesting Parks and Natural Heritage Planning.

**DBH (diameter at breast height): Trunk diameter measured at 1.4 metres above the ground.*

For further information please contact Committee of Adjustment staff 8:30 a.m. to 4:30 p.m.,
Monday through Friday (excluding holidays):

Christine Vigneault, Secretary Treasurer Committee of Adjustment
Tel: (905) 771-2443
Email: christine.vigneault@richmondhill.ca

Kelsey Prentice, Assistant Secretary Treasurer Committee of Adjustment
Tel: (905) 771-2414
Email: kelsey.prentice@richmondhill.ca



COMMITTEE OF ADJUSTMENT
 TOWN OF RICHMOND HILL
 225 East Beaver Creek Road, 4th Floor
 Richmond Hill, Ontario, L4B 3P4
 Telephone: (905) 771-2443 & 905-771-2414
 Email: committeeofadjustment@richmondhill.ca

APPLICATION FOR CONSENT

CONSENT APPLICATION CHECKLIST

Application Complete <i>**To be determined by Committee of Adjustment staff prior to submission.</i>	<input checked="" type="checkbox"/>	Complete Sketch/Survey (See Section I for requirements). <i>**Sketch no larger than 11" x 17"</i> <i>Clearly define severed/retained land, easement (dominant and servient land) or land to be leased in excess of 21 years.</i>	<input checked="" type="checkbox"/>
Authorization of All Registered Owners (Section M) <i>**If in company/corporate name please ensure that the signing officer includes the corporate seal and/or the statement "I have the authority to bind the Corporation" by their signature.</i>	<input checked="" type="checkbox"/>	Tree Inventory/Arborist Report Submitted with Application <i>**In lieu of Tree Inventory and/or Arborist Report, the applicant can submit a Tree Declaration Form if confirmed by Parks Planning staff that inventory/report not required.</i>	<input checked="" type="checkbox"/>
Application Commissioned (Section L) <i>*Sworn affidavit (by all owners or authorized designates) declaring that the statements and exhibits contained in the application form are true. This can be completed at the time of submission.</i>	<input checked="" type="checkbox"/>	Please note that the applicant may have to provide additional documentation / supporting material, if requested during the review process. All meeting dates are tentative to accommodate deferral of an application, if required.	<input checked="" type="checkbox"/>

GENERAL INFORMATION

Fees: Please refer to Committee of Adjustment Fee Schedule or consult the Secretary Treasurer for all applicable fees. Applicable fees must be submitted with the application. An additional fee, payable to Toronto Region Conservation Authority (TRCA) will be applicable if this application is within the TRCA regulation limit and may be imposed as a condition of approval. **All fees are subject to change.**

Public Notice Requirements: In accordance with the Planning Act, the applicant will be required to post a sign (provided by Committee of Adjustment staff at the time the application is submitted). The sign must be posted at least 14 days prior to the hearing date, and be placed in a location that is **clearly visible and legible from a public highway**. The applicant will be required to submit a sworn affidavit stating that the signs have been posted in accordance with the provisions of the Planning Act. **Failure to meet public notice requirements may result in deferral of the application.** In addition to the sign being posted on the subject land, Committee of Adjustment staff will mail public notice to every owner of land within 60 metres.

Staff Review: Once an application is submitted, it will be reviewed by staff and outside agencies for the purposes of providing comments and recommendations to the Committee of Adjustment. In the event an unforeseen issue or concern should arise or additional information (i.e. environmental and technical studies) is required, staff will provide the applicant with an opportunity to defer the application prior to the public notice release (14 days before hearing). **If an application requires deferral AFTER the public notice has been released, applicable adjournment and/or recirculation fees will apply.**

Staff Report: A Staff Report containing all comments and recommendations received from staff and outside agencies will be available on the Friday before your scheduled meeting date. It is the applicant's responsibility to obtain a copy of the Staff Report and any related correspondence. You can email committeeofadjustment@richmondhill.ca to obtain a copy or call 905-771-2443.

Meeting: Committee of Adjustment meetings typically begin at 7:00 p.m. in the Council Chambers located on the first floor of the Municipal Offices, in the Richmond Hill Tower, 225 East Beaver Creek Road. Please see the Committee of Adjustment meeting schedule for dates or contact the Secretary Treasurer to confirm. **Please note that all meeting dates and location are subject to change.**

Attendance at Meeting: The applicant (owner) or agent is to attend the meeting to respond to any questions or concerns the Committee or members of the public may have. In the absence of representation, the Committee may adjourn an application or make a decision. Adjournment and/or recirculation fees will be applicable.

Ontario Municipal Board: A Notice of Decision will be mailed to the applicant within 15 days after the decision has been made. There is a period of 20 (twenty) days from the mailing of the Notice of Decision during which it may be appealed to the Ontario Municipal Board. An appeal may also be launched if a decision is not made within ninety days of the receipt of a properly completed consent application. The Ontario Municipal Board charges an appeal fee of \$300.00, plus \$25 for each related appeal. **Please note that the Town also charges an additional administrative fee per application appealed** (see Fee Schedule).

Conditions of Approval (Consent): The applicant (owner) must fulfill all conditions imposed upon a PROVISIONAL CONSENT within a period of one year from the date of the mailing of the Notice of Decision. Neither the Committee nor Staff has authority to permit an extension to the one year limitation.

Certificate of Official: Once the Secretary Treasurer has received written confirmation that all conditions are satisfied (within prescribed time) the Certificate of Official can be released. Please note that the applicable Certification Fee (Residential/Non-Residential) is required prior to the release of the Certificate. The Certificate must be registered on title within two years from the date of issuance or it will lapse.



Office Use Only	
File No.	B- _____
By-law No.	_____
Date Submitted	_____
Date Received	_____
Sign Issued	_____

**TOWN OF RICHMOND HILL COMMITTEE OF ADJUSTMENT
THE PLANNING ACT – SECTION 53
APPLICATION FOR CONSENT**

NOTE: This application must be typed or printed in **BLACK** ink and completed in full. An incomplete or improperly prepared application may not be accepted and could result in processing delays. The applicant may be advised to provide additional documentation & supporting material, if requested, during the review process. All meeting dates are **tentative** to accommodate deferral of the application, if required.

INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION SHALL BE MADE AVAILABLE TO THE PUBLIC

A. APPLICANT INFORMATION

1. **Registered Owner(s):** _____
(Please Indicate Name(s) *Exactly* as Shown on the Transfer/Deed of Land)

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone No. _____

E-Mail Address: _____

2. **Applicant(s):** _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone No. _____

E-Mail Address: _____

3. **Authorized Agent (if any):** _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Phone No. _____

E-Mail Address: _____

Please specify by checking the box where correspondence (by phone, mail and email) should be directed:

Owner

Applicant

Agent

B. LOCATION/LEGAL DESCRIPTION OF PROPERTY

1. Region of York, Town of Richmond Hill

Former Municipality (if known) _____

Legal Description: _____

Street No _____ Name of Street _____

2. Are there any easements or restrictive covenants affecting the property?
 Yes No If Yes, describe the easement or covenant and its effect:

C. PURPOSE OF APPLICATION

1. Type and purpose of proposed transaction: (check the appropriate box)
- | | |
|-----------------------|-------------------------------|
| Creation of a New Lot | Mortgage or Charge |
| Lot Addition | Partial Discharge of Mortgage |
| Right-of-way | Lease |
| Easement | Validation of Title |

2. If LOT ADDITION, identify the lands to which the parcel will be added (municipal address):

3. If EASEMENT, please describe the nature of the easement including the dominant /servient land:

4. If OTHER (i.e. lease, partial discharge, validation of title), please describe nature of application:

5. Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

D. PROPERTY, ACCESS AND SERVICING INFORMATION

1. Description of **SUBJECT LAND (SEVERED PARCEL, EASEMENT, LEASE etc.)** in **METRIC UNITS**:

Frontage: _____ metres Width: _____ metres
 Depth: _____ metres Area: _____ square metres
 Existing Use: _____ Proposed Use: _____

Number and type of buildings and structures **existing** on the subject land:

Number and type of buildings and structures **proposed** on the subject land:

2. Description of land intended to be **RETAINED** (balance of land excluding subject land) in **METRIC UNITS**:

Frontage: _____ metres Width: _____ metres
 Depth: _____ metres Area: _____ square metres

Existing Use: _____ Proposed Use: _____

Number and type of buildings and structures **existing** on land to be retained:

Number and type of buildings and structures **proposed** on land to be retained:

3. Existing or proposed access to **SUBJECT LAND (SEVERED LAND)**:

- | | |
|--------------------------------------|-------------------|
| Provincial Highway | Regional Road |
| Municipal Road maintained all year | Other Public Road |
| Municipal Road maintained seasonally | Right-of-Way |
| Water Access | Private Road |

Name of Road/Street _____

If access to the subject land is by private road, or if "other public road" or "right-of-way" was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the land will be by water only:

Parking and docking facilities to be used _____

Approximate distance of facilities from land _____

Nearest public road _____

4. Existing or proposed access to land intended to be **RETAINED**:

- | | |
|--------------------------------------|-------------------|
| Provincial Highway | Regional Road |
| Municipal Road maintained all year | Other Public Road |
| Municipal Road maintained seasonally | Right-of-Way |
| Water Access | Private Road |

Name of Road/Street _____

If access to the subject land is by private road, or if "other public road" or "right-of-way" was indicated, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the land will be by water only:

Parking and docking facilities to be used _____

Approximate distance of facilities from land _____

Nearest public road _____

5. Servicing:

Proposed Water Supply (Check appropriate box)

TYPE	SUBJECT LAND		RETAINED	
	Existing	Proposed	Existing	Proposed
Publicly owned and operated piped water system	_____	_____	_____	_____
Privately owned and operated individual or communal well	_____	_____	_____	_____
Lake or other water body	_____	_____	_____	_____
Other means (specify)	_____	_____	_____	_____

Servicing:

Proposed Sewage Disposal (Check appropriate box)

TYPE

SUBJECT LAND

RETAINED

Existing Proposed

Existing Proposed

Publicly owned and operated sanitary sewage system

Septic system (private or communal)

Other (specify) _____

* A certificate of approval from the local Health Unit or Ministry of the Environment and Energy submitted with this application will facilitate the review.

E. LAND USE

1. What is the existing **Official Plan** designation(s) of the subject land: _____
2. Is the subject land located within the Town's **Site Plan Control Area**? Yes No
3. Does the subject land contain hazardous land (lands that could be unsafe for development due to naturally occurring processes i.e. flood susceptibility, steep slopes, erosion susceptibility), key natural heritage features (features and areas, such as significant wetlands, fish habitat, significant woodlands etc.) and key hydrological features? Yes No
4. What is the existing **Zoning** of the subject land: _____ **By-Law No.** _____

(For assistance with E.1, E.2 and E.3 please speak with a Town Planner. For assistance with E.4 please speak with Zoning staff in the Building Department).

NOTE: If the response to E.3 is yes, it is the applicant's responsibility to review the Town of Richmond Hill's Official Plan policies pertaining to hazardous lands and sites, as well as key natural heritage features and key hydrological features as the application may require additional studies, such as a Natural Heritage Evaluation. In addition, the Town may seek dedication of these lands through the Consent Application development process. Further discussion with Planning Staff and the Toronto Region Conservation Authority should occur prior to making a submission.

5. Are any of the following **uses or features** located **on** the property or **within** 500 metres of the property? Please check the all boxes that apply.

USE OR FEATURE	ON PROPERTY	WITHIN 500 METRES OF PROPERTY (INDICATE DISTANCE)
An agricultural operation, including livestock facility or stockyard (see F.2)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal landfill	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization plant	<input type="checkbox"/>	<input type="checkbox"/>
A Provincially significant wetland (Class 1,2 or 3 wetland) or other environmental feature	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated mine site	<input type="checkbox"/>	<input type="checkbox"/>
A non-operating mine site within 1 kilometre	<input type="checkbox"/>	<input type="checkbox"/>
An active mine site	<input type="checkbox"/>	<input type="checkbox"/>
An industrial or commercial use (specify the use(s))	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal wetness of land	<input type="checkbox"/>	<input type="checkbox"/>
Erosion	<input type="checkbox"/>	<input type="checkbox"/>
Abandoned gas wells	<input type="checkbox"/>	<input type="checkbox"/>

I. SUPPORTING MATERIAL TO BE SUBMITTED BY APPLICANT

In order for your application to be considered complete, a sketch drawn to scale in metric units must be included as part of this application which shows:

1. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
2. The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
3. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained – in metric units.
4. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
5. The approximate location of all natural and artificial features (for example buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application.
6. The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial).
7. 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.
8. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
9. The location and nature of any easement affecting the subject land.
10. Location, size, height and type of all existing and proposed buildings or structures on severed or retained lands, including the distance of the buildings or structures from front yard lot line, rear yard lot line and side yard lot lines.
11. If the severed parcel is to be conveyed to an abutting property owner, please identify the abutting property with name and instrument number exactly as now registered.
12. The location, size and distance to buildings and property lines of any existing sewage system treatment units (septic tanks) and distribution piping (septic beds) on the lot to be created and/or retained.
13. Include a key map showing the location of the subject lands.
14. The surveyed location of all individual trees and tree groupings* equal to or greater than 20 cm DBH**, and all trees of any species listed pursuant to the *Endangered Species Act* must be provided with your application. The inventory must include all trees within 6 m of any proposed work (on the subject property and on adjacent property) (see Sample Sketch on page 8). Please note that the work zone includes any area to be used for the purposes of construction, grading and excavation, storage of construction materials/equipment, movement of machinery, paving, demolition/replacement of accessory structures etc. Individual trees and tree groupings must be numbered on the drawing.

The sketch described above must be accompanied by a table that lists all trees and tree groupings with numbers corresponding to those on the sketch. The species, size (DBH), and condition (health and structural) of each tree and tree grouping must be described in the table. The table should be prepared by a Certified Arborist.

In the event that there are no trees located within 6 m of the proposed work zone, a Tree Declaration should be submitted confirming this is the case.

For further clarification on the above requirements or whether a Tree Declaration is appropriate in the context of your proposal, please contact Parks Planning and Natural Heritage.

**Tree groupings may be shown if the entire grouping is to be preserved.*

***DBH (diameter at breast height): Trunk diameter measured at 1.4 metres above the ground.*

J. NOTIFICATION SIGN REQUIREMENTS

For the purpose of public notification and in order for staff to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject property.
2. Ensure one sign is posted at the front of the property at least three feet above ground level. Sign must be clearly visible and legible from a public highway or other place to which the public has access.
3. Return the Sign Affidavit when the sign is in place in order to avoid processing delays.
4. Maintain the sign until the application is finalized and thereafter remove.

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment, Town of Richmond Hill staff and their agents to enter upon the said property for inspection purposes.

K. FREEDOM OF INFORMATION *All signees must be authorized by owner(s) in Section M

For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

L. DECLARATION *All signees must be authorized by owner(s) in Section M

***Driver's license of all signees required to verify identity.*

I, _____ of _____
Print Name City/Town of Residence (as shown on Driver's License)

I, _____ of _____
Print Name City/Town of Residence (as shown on Driver's License)

I, _____ of _____
Print Name City/Town of Residence (as shown on Driver's License)

solemnly declare that: All of the above statements and the statements contained in all of the exhibits transmitted herewith 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.

TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS:

Owner / Applicant / Agent Signature

Owner / Applicant / Agent Signature

Owner / Applicant / Agent Signature

DECLARED BEFORE ME AT THE _____ IN THE REGION OF _____
City/Town Region

this _____ day of _____
_____ 2016
(month)

Signature of Commissioner or Public Notary

Please provide Commissioner or Public Notary stamp in this box (declaration invalid if not provided):

M. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: If the owner is a Corporation, the application must be signed by an officer of the corporation and the corporation's SEAL (if any) should be affixed OR the words, "I have authority to bind the Corporation" may be printed under the signing officer's name instead of affixing the corporate seal.

AUTHORIZATION OF OWNER(S)

I/we:

(Print owner(s)/corporate name)

am/are the owner(s) of the land that is the subject of this Consent Application.

I/we authorize:

(Print name of applicant(s) and/or agent(s))

to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application.

Print Owner Name: _____ Date _____

Signature: _____

* Corporate Authorization (if required, see above)

Print Owner Name: _____ Date _____

Signature: _____

Print Owner Name: _____ Date _____

Signature: _____

N. ADDITIONAL / OUTSTANDING INFORMATION REQUIRED: This section will be provided to the applicant after completion of a preliminary review, which is conducted by Committee of Adjustment staff at the time of submission. Please note that staff may refuse to accept an incomplete application.

The following information is required to complete and process this application:

1. _____
2. _____
3. _____
4. _____

Information to be provided no later than (staff to provide deadline): _____

Owner/ Applicant / Agent signature below is to acknowledge outstanding information listed above and deadline. In the absence of required/outstanding information the application may be deferred to a future meeting date by Committee of Adjustment staff. Please note that this list is not comprehensive. Additional information may be requested during the processing of this application.

Signature of Owner/ Applicant / Agent

Date