



**Community Development Department**  
50 Dickson Street, 3<sup>rd</sup> Floor, P.O. Box  
669  
Cambridge ON N1R 5W8  
Tel: (519) 621-0740 ext. 4612  
Fax: (519) 622-6184  
TTY: (519) 623-6691

## **CONSENT**

**Application for Approval of a Consent under Sections 50, 51 and 53 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended.**

### **NOTE TO APPLICANTS:**

This application form is to be used by persons or public bodies wishing to subdivide land where the land division is not of a scale requiring a full plan of subdivision. In this form, the term “subject land” means the land that is the subject to the consent application.

**N.B.** Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject lands.

### **COMPLETENESS OF APPLICATION:**

The information requested by this application form must be provided by the applicant, and will be used to process the request under Sections 50, 51 and 53 of the Planning Act and Ontario Regulation 197-96. If the information, including copies of the proposed plan and fee are not provided, the City may return the application or refuse to further consider the application until receipt of all the required information and fee have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, application may be deferred or refused.

### **USING THE APPLICATION FORM:**

The application must be completed by the owner or the owner’s authorized agent. Where an agent makes the application, the owner’s written authorization is required. If more than one owner owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of future residents. Sufficient studies for the completion of the application should be carried out prior to submission and should be reflected in the application.

## **SUBMISSION OF THE APPLICATION:**

An application submission must include:

- One original and **one copy** of the completed application form;
- The application fee as indicated in the Development and Infrastructure Department. fee schedule;
- Two (2) copies of a scaled survey sketch (Maximum size 11 x 17in) prepared by an **accredited professional** (such as an Ontario Land Surveyor);
- One (1) copy of a key map;
- A completed Contaminated Site Screening Questionnaire; and,
- Any other relevant plans, photos, or documentation that may contribute to the application.
- Digital copy of all plans and supportive materials.

## **SCALED SURVEY SKETCH:**

The following information is required to be shown on the scaled survey sketch:

- The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
  - The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
  - The boundaries and dimensions of the subject land showing the part to be severed and the part to be retained;
  - 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 (i.e. buildings, railways, road, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, well and septic tanks) located on or adjacent to the subject land, including those that may not abut the subject land but that may affect the application;
  - The current uses of land that is adjacent to the subject land (i.e. residential, agricultural or commercial);
  - 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 will be by water only, the location of the parking and boat docking facilities to be used; and,
  - The location and nature of any easements affecting the subject land.
- \* Please note that measurements are to be in metric units.

## **PROCEDURE:**

1. The formally submitted application is reviewed by Development Planning staff to ensure all prescribed information and the required fee has been provided.

Incomplete applications will not be accepted, and the applicant will be notified by staff of any deficiencies.

2. If the application is complete, a “Notice of Application” will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment. The applicant will be instructed to post Development Application Notification Sign on the subject property.
3. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 14 days prior to the date of the hearing.
4. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant as well as any other person or agency that filed a written request for the decision.
5. Prior to final consent being issued, written proof must be submitted to the Secretary-Treasurer to the effect that any conditions imposed by the Committee of Adjustment in granting consent have been fulfilled. Consent granted by the Committee of Adjustment is conditional subject to the fulfillment of any conditions. Failure to satisfy outstanding conditions within one (1) year from the date of decision will cause the consent to lapse and the owner/applicant will have to re-apply.

#### **DEVELOPMENT APPLICATION SIGNS:**

The City of Cambridge, Development and Infrastructure Department will supply the applicant with the required number of “Development Application Notification Sign(s)”. The applicant shall install such Development Application Notification Sign(s) at the site in the following manner:

1. Immediately after the Development Application Notification Signs are issued;
2. Along the street frontages of the property with one sign per frontage;
3. As near the street line as feasible;
4. At least one metre above grade and parallel to and facing the street;
5. Shall not be attached or nailed to trees.

#### **HELP:**

If you require assistance in completing this application form, please call the City of Cambridge, Community Development Department at (519) 740-4650 ext. 4612.

#### **Notes:**

- Page 9 of the Consent Application includes several declarations and authorizations that **MUST** be signed by the owner of the “subject lands” to which this application applies. If there is more than ONE owner, an additional copy of Page 9 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes to ownership, agents, their names, addresses and telephone numbers, etc. to ensure that you are advised of all matters pertaining to this application.



**Application for Approval of a Consent  
Under Sections 50, 51 and 53 of  
the Planning Act, R.S.O. 1990,  
Chapter P.13, as amended**

City Use Only

Date Received:	Date Accepted:	Fee Paid:	File No. <b>B-</b>
----------------	----------------	-----------	-----------------------

Resubmission of an earlier application?  Yes (File No. \_\_\_\_\_)  No   
Unknown

**1.0 GENERAL INFORMATION**

Name	Address	Phone Nos.
1.1 Registered Owner of Subject Land*		Home
	Postal Code	Business
	Email Address	Fax
1.2 Applicant (if different)**		Home
	Postal Code	Business
	Email Address	Fax
1.3 Agent or Consultant		Home
	Postal Code	Business
	Email Address	Fax
1.4 Ontario Land Surveyor		Home
	Postal Code	Business
	Email Address	Fax

\* If a numbered company, also give the name and address of the principal owner.  
If more than one owner, complete an additional page for each owner.

\*\* Owner's authorization (Part 10.0) required if applicant is not owner.

1.5 To whom should all correspondence be sent? (One only)

Owner  Applicant  Agent/Consultant

## 2.0 LOCATION OF LANDS

Assessment Roll No.	Lot	Concession	Former Twp.
Registered Plan No.	Lot(s)	Reference Plan No.	Part(s)
Municipal Address			

2.1 Are there any existing easements or restrictive covenants affecting the subject land?

Yes  No

If YES, please explain:

---

---

## 3.0 CURRENT USE OF LAND:

3.1 What is the current use of the subject land?

---

---

3.2 How is the subject land currently designated in the applicable Official Plans?

City of Cambridge Official Plan: \_\_\_\_\_

3.3 How is the subject land currently zoned in the City of Cambridge Zoning By-law 150-85, as amended?

Zoning: \_\_\_\_\_

3.4 Are any buildings, structures or features on the subject lands or adjacent lands designated under the *Ontario Heritage Act* or in the process of being designated?

Yes  No

If YES, please explain: \_\_\_\_\_

3.5 Does the subject land contain any areas of archaeological potential?

Yes  No

If YES, has the following information/reports been provided?

- An archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the Ontario Heritage Act
- A conservation plan for any archaeological resources identified in the assessment

3.6 Are there any significant wetlands as designated in the area Municipal or Regional Official Plan located on the subject property or within 120 metres of the subject property?

Yes  No

3.7 Is the subject site located within:

Yes  No  70 metres of a Class I industry?

Yes  No  300 metres of a Class II industry?

Yes  No  1000 metres of a Class III industry?

Class I industry – Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only

Class II industry – Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic

Class III industry – Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions

3.8 List any approvals or permits previously issued in support of the proposed consent prior to submission of this application (i.e. Access, Fill, Construction and Alterations to Waterways Permit; Archaeological Study)

---

Please provide copies.

#### 4.0 SOURCE WATER PROTECTION AREA

4.1 Is the subject site located within a Source Water Protection Area?

Yes  No  Unknown

If YES, has the following information been provided?

- Notice of Source Protection Plan Compliance (Section 59 Notice)

#### 5.0 TYPE AND PURPOSE OF TRANSACTION

- Conveyance (specify: i.e. new lot, addition to lot)

- Other (specify: i.e. mortgage, lease, easement, right-of-way, correction of title)

---

---

- 5.1 If known, name of person(s) to whom subject land or interest in subject land is to be conveyed, leased or mortgaged (i.e. purchaser, mortgagee):

---

- 5.2 Relationship to owner of subject land (if any) of person(s) named (i.e. spouse, child):

---

## 6.0 PROPOSED LAND USE

- 6.1 Number of new lots proposed:

---

- 6.2 Description of land to be **severed**:

Frontage	Depth	Area
Existing Use:		
Proposed Use:		
Number and use of existing building and structures:		

- 6.3 Description of land to be **retained**:

Frontage	Depth	Area
Existing Use:		

Proposed Use:
Number and use of existing building and structures:

## 7.0 PROPOSED SERVICING

### 7.1 Sewage Disposal and Water Supply

Select (✓) the proposed sewage disposal and water supply servicing type from Table A and Table B. If applicable attach and provide the name of the servicing information/report(s) as indicated in Table A and Table B.

**Table A – Sewage Disposal**

Retained ✓	Severed ✓	Service Type	Action or Needed Information/Reports
		Publicly owned and operated piped sewage system	No action at this time. Region will need to confirm that capacity is available to service this application.
		Privately owned and operated communal wastewater system <sup>3</sup>	Communal systems for the development of more than 5 residential lots/units: servicing options statement <sup>1</sup> , hydrogeological report <sup>2</sup> , and indication whether a public body is willing to own and operate the system <sup>3</sup> . For surface discharge an assimilative discharge capacity report is required. <sup>4</sup> Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: hydrogeological report. <sup>2</sup>
		Privately owned and operated individual septic system(s)	Individual septic systems for the development of 5 or less lots/units and generating less than 4500 litres per day effluent: hydrogeological report <sup>3</sup> .
		Other	To be described by the applicant.



**TABLE B – WATER SUPPLY**

Retained ✓	Severed ✓	Service Type	Action or Needed Information Reports
		Publicly owned and operated piped water system	No action at this time. Region will need to confirm that capacity is available to service this application.
		Privately owned and operated communal well(s)	Communal well system for the development of more than 5 lots/units: servicing options statements <sup>1</sup> , hydrogeological reports <sup>2</sup> and indication whether a public body is willing to own and operate the system <sup>3</sup>  Communal well systems for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
		Privately owned and operated individual well(s)	Individual well for the development of more than 5 lots/units: servicing options statement <sup>1</sup> and hydrogeological report <sup>2</sup>  Individual wells for non-residential development where water will be used for human consumption: hydrogeological report <sup>2</sup>
		Other	To be described by the applicant

- 1 Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application.
- 2 All development on individual or communal septic tanks requires a hydrogeological report. Before undertaking a hydrogeological report, consult the Region about the type of hydrogeological assessment that the Region would expect to see given the nature and location of the proposal.
- 3 Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy.
- 4 Reviewed by MOEE and Region.

7.2 Stormwater Drainage

A preliminary stormwater drainage report is required for all types of storm drainage. Select (✓) the proposed stormwater drainage servicing type from Table C. Attach and provide the name of the preliminary servicing information for the facility you have identified in Table C.

If known, name of servicing information/report:

\_\_\_\_\_

Have you attached a preliminary stormwater management report? Yes   
 No

If not attached in a separate report, in what report can it be found?

\_\_\_\_\_

\_\_\_\_\_

**Table C – Storm Drainage**

Retained ✓	Severed ✓	Service Type	Action or Needed Information/Reports
		Sewers	A preliminary stormwater management report may be required. This report must be prepared to area municipal standards and be submitted with the application. A stormwater management plan may be needed prior to final approval or as a requirement of site plan approval. If a hydrogeological report is required it should be prepared concurrent with the preliminary stormwater management report.
		Ditches or Swales	
		SWM Pond	
		Infiltration trenches	
		Other	

7.3 Access

Select (✓) the proposed type of access from Table D. Attach and provide the information as indicated in Table D.

Name of servicing information/report:

---

**Table D – Access**

Retained ✓	Severed ✓	Service Type	Action or Needed Information/Reports
		Provincial Highway	Application for an access permit should be made concurrent with this application. An access permit is required from MTO before any development can occur. Land use permits for any development adjacent to a highway is required from MTO.
		Regional Road	No action at this time unless identified during pre-consultation. The Region will indicate acceptance of road alignment, access, and identify road widening(s) and road improvements, if required, when the application is circulated for comment.
		Municipal Road	No action at this time unless identified during pre-consultation. The municipality will indicate acceptance of road alignment and access when the application is circulated for comment.
		Water	Indicate parking, docking and distance to facilities from subject land and nearest road.
		Other	To be described by the applicant.

**8.0 STATUS OF OTHER RELATED PLANNING APPLICATIONS:**

8.1 Has a previous application for approval of a plan of subdivision or consent ever been submitted for the subject lands?

Yes  No

If YES, and if known, indicate the file number, the status of the application and the decision made on the application.

---

8.2 Has a previous application for an approval of a site plan, minor variance, official plan and/or zoning by-law amendment application been submitted for the subject lands?

Yes  No

If YES, and if known, indicate the file number, and the status of the application.

---

---

8.3 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application:

---

---

---

8.4 Has the owner previously severed any land from this holding?

Yes  No

If yes, provide the following for each parcel severed: the submission number; the date of transfer; transferee's name; grantee's relation to owner (if any); use of parcel.

---

---

---

8.5 Is the owner applying for additional consents on this holding simultaneous to this application or considering applying for additional consents in the future?

Yes  No

8.6 Is the consent consistent with policy statements issued under subsection 3(1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended?

Yes  No

8.7 Is the subject land within an area of land designated under any provincial plan or plans?

Yes  No

If YES, Name of plan(s):

---

Does the plan conform to, or not conflict with, the applicable provincial plan(s)?

Yes  No

**9.0 OTHER INFORMATION**

9.1 Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

---

---

**10.0 AFFIDAVIT OR SWORN DECLARATION:**

I, \_\_\_\_\_ of the \_\_\_\_\_  
(Name of Owner or Authorized Agent) (City/Town or Township)

in the \_\_\_\_\_ make oath and say (or solemnly declare)  
(Region or County)

That the information contained in this application is true and accurate, and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands. 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.

**I certify that the information above is accurate and complete, and understand that any false or incomplete information may invalidate my application and any permission, approval or permit I have been granted.**

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
A Commissioner, etc.



**Permission to Enter Property:**

I/we hereby authorize staff and Committee of Adjustment members of the Corporation of the City of Cambridge to enter upon the subject lands and premises during regular business hours (8:00 a.m. to 5:00 p.m.) for the purposes of evaluating the merits of this application and subsequently to conduct any inspections and work on the subject lands that may be required as condition of approval of this application.

- Yes I give members of the Committee of Adjustment and/or city staff permission to enter the property.

Should there be a need for the accompanying of a city staff member on a site inspection due the operations of the business (security/health and safety), please confirm this by checking the box below and to whom the inspection should be arranged with.

- Due to security/health and safety reasons, members of the Committee of Adjustment and/or city staff will need to be accompanied while on site by trained personnel.

Inspections shall be arranged with:

- Owner;
- Agent;
- Other: \_\_\_\_\_

Subject Lands: \_\_\_\_\_  
(municipal address or legal description)

Signed: \_\_\_\_\_  
(I have authority to bind the corporation)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
(I have authority to bind the corporation)

Dated: \_\_\_\_\_

## CONTAMINATED SITES SCREENING QUESTIONNAIRE

(MOEE Guideline for use at Contaminated Sites in Ontario – June 1996  
Guideline)

1. Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?

Yes  No

2. Does the application involve lands or is it adjacent to lands where there is reason to believe that the lands may be contaminated due to historical land use?\*

Yes  No

Please specify:

---

\* Possible offending uses can include: disposal of waste materials, raw material storage, residues left in containers, maintenance activities and spills, application of fertilizers. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the potential for site contamination. Also, a series of different industrial or like uses upon a site could potentially increase the number of chemicals which are present.

3. Does the application involve land or is it adjacent to lands where filling has occurred?

Yes  No

4. Is the nearest boundary line of the application within 500m of the nearest boundary line of an operational/non-operational public or private landfill or dump?

Yes  No

5. Are you aware of any underground storage tanks and/or buried waste on the property?

Yes  No



6. Has an Environmental Site Assessment been or is one being prepared for the site?

Yes  No

Note: Policies adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the 'Guideline' for the proposed use before the application is accepted for processing and further the application will not receive final approval or may include holding provisions where site clean-up is required.

To the best of my knowledge, there are no other reasons to believe that the site is contaminated.

---

Signed with Corporate Seal by Owner

# Committee of Adjustment

## 2019 Meeting Schedule

Deadline to Submit*	Meeting Date	Final Appeal Date for Consents
January 23, 2019	February 20, 2019	March 21, 2019
February 20, 2019	March 20, 2019	April 18, 2019
March 27, 2019	April 24, 2019	May 23, 2019
April 24, 2019	May 22, 2019	June 20, 2019
May 29, 2019	June 26, 2019	July 25, 2019
July 3, 2019	July 31, 2019	August 29, 2019
August 7, 2019	September 4, 2019	October 3, 2019
September 4, 2019	October 2, 2019	October 31, 2019
October 9, 2019	November 6, 2019	December 5, 2019
November 13, 2019	December 11, 2019	January 9, 2020

\*Complete applications are **due at 4:00 p.m.** on the date noted. It is recommended that each application be discussed with Planning staff prior to submission.