



Severance/Consent Application Form

Development Planning Section
Community Development Department
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario N1R 5W8
Tel: 519-623-1340 ext.4289

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.

CHECKLIST FOR THE APPLICANT

- One (1) original** and **one (1) hard copy** of the completed application form;
- Two (2) hard copies** of a scaled survey sketch (maximum size 11" x 17") of property, existing buildings, buildings proposed to be demolished, setbacks of buildings from the property lines, existing easements, scaled parking areas prepared by an accredited professional (such as an Ontario Land Surveyor);
- One (1) hard copy** of a key map on the plan;
- Three (3) hard copies** of any technical report;
- A digital copy of the completed application form, all plans, drawings, and supportive materials on either a USB drive or CD;
- The application fee as indicated in the fee schedule;
- Plan identifying existing and/or proposed easements + **one (1) hard copy** of any easement agreements registered on title*;
- Notice of Source Protection Plan Compliance (Section 59 Notice), if applicable. Notices can be obtained from the [Region's TAPS Website](#);
- A completed and signed Contaminated Site Screening Questionnaire;
- A completed and signed Acknowledgement and Permission to Enter Property Form on page 13;
- A completed and signed Authorization of Owner(s) for Agent to Make the Application Form on page 14;
- A Servicing and Grading Plan if required (omission may result in the application being deferred);
- Any other relevant plans, photos, or documentation that may contribute to the application.

*Any proposed easements need to be considered by the Committee of Adjustment. Identify proposed easements with the submission of the application, otherwise the application may be deferred.

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 requiring a full plan of subdivision, easements and leases for 21 years or more, and validation of title. In this form, the term “subject land” means the land that is the subject to the consent application.

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

COMPLETENESS OF THE 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 as amended. If the information, including copies of the proposed plans and the applicable fees are not provided, the City will return the application or refuse to consider the application further until receipt of all the required information and fees 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, the application may be deferred or refused.

USING THE APPLICATION FORM:

This 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 person 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 the public. Sufficient studies/plans for the completion of the application should be carried out prior to submission and should be included with the application.

SCALED SURVEY SKETCH/ DRAWING REQUIREMENTS:

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 also 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, roads, trees, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, water or natural gas, wells 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, institutional, industrial, 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;
- The location and dimensions of all driveways/accesses;
- 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 existing or proposed easements affecting the subject land.

* Please note that measurements are to be in metric units.

SUBMISSION REQUIREMENTS:

To assist in the review of the proposal, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposal. These may include; lot grading and drainage; traffic impact; noise; archaeological; heritage; environmental; hydrogeological; etc. The need for and the timing of these studies, if required, will be identified during the review of the application.

PROCESS:

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 a Development Application Notification Sign on the subject property as soon as the sign is issued.
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. If this application is eventually approved prior to final consent being issued, written proof must be submitted to the Secretary-Treasurer to ensure that any conditions imposed by the Committee of Adjustment 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 notice of decision will cause the consent to lapse and the owner/applicant will have to re-apply. Extensions to the 1 year deadline are not possible based upon requirements of the Planning Act.

DEVELOPMENT APPLICATION NOTICE SIGN(S):

The City of Cambridge, Community Development 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, utility poles, or buildings;
6. Signs must be visible from the street.

HELP:

If you require assistance in completing this application form, please call the City of Cambridge Community Development Department, Development Planning Section at 519-623-1340 ext. 4612.

Notes: The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

Page 14 of this Application Form includes 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 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.



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 Tel: (519) 623-1340 ext.4612

City use only

Date received:	Date accepted:	Fee paid:	File No.
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Is this a resubmission of an earlier application?

Yes (File No. _____) No Unknown

<input type="checkbox"/> Existing Easements (if applicable) <input type="checkbox"/> Proposed Easements Servicing and Grading Plans will assist in identifying proposed easements

Please select all work you are proposing to do:

New lot <input type="checkbox"/>	Lot addition <input type="checkbox"/>	Easement <input type="checkbox"/>
Lease exceeding 21 years <input type="checkbox"/>	Validation of title <input type="checkbox"/>	Boundary line change <input type="checkbox"/>

1.0 General Information	
Municipal Address: _____	
Lot: _____	Concession: _____
Registered Plan No.: _____	Lot(s): _____
Reference Plan No.: _____	Part(s): _____
Is this property considered affordable housing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have there been any previous pre-consultation or development applications submitted for the subject property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
File No. _____	Date assigned: _____

1.1 Registered Owner* (Applicant)

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email (required): _____

*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

1.2 Agent or Consultant

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email (required): _____

1.3 Primary Contact

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner

Agent/Consultant

1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email: (required): _____

2.0. Existing Conditions

Existing land use of the Property:

Existing Zoning:

Designation in City of Cambridge Official Plan: _____

Designation in Region of Waterloo Official Plan: _____

Are there any existing natural features on site or adjacent to the site (trees, streams, steep slopes, wetlands, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If **yes**, please identify:

Are there any existing municipal services (i.e. water/sanitary) on the site? If privately serviced, please specify servicing arrangements (i.e. septic tank and well water).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If **yes**, please show the details such as size and location

Are there any buildings on or adjacent to the subject land that are designated under the Ontario Heritage Act or listed on the City's Heritage Register?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If **yes**, please explain: _____

2.0. Existing Conditions (Cont'd)	
<p>Does the subject land contain any areas of archaeological potential? If yes, has the following information/reports been provided?</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> A conservation plan for any archaeological resources identified in the assessment</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p>
<p>Is the site located on a Regional Road? If yes, the Owner will be required to obtain a Regional Access permit approval and clearance prior to Site Plan Approval</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Are there any significant wetlands as designated in the City or Regional Official Plan located on the subject property or within 120 metres of the subject property?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Is the subject site located within:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No 70 metres of a Class I industry?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No 300 metres of a Class II industry?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No 1000 metres of a Class III industry?</p> <p>Class I industry – Small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only</p> <p>Class II industry – Medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic</p> <p>Class III industry – Processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions</p>	
<p>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)</p> <hr/> <hr/>	
<p>Please provide one hard copy of each document.</p>	

3.0. Source Water Protection Area

Is the subject site located within a Source Water Protection Area? Please see the [Region's TAPS Website](#), to confirm.

Yes No

If **yes**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice)

4.0. Proposed Land Use

Number of new lots proposed:

4.1 Description of land to be conveyed:

Frontage (m):	Depth (m):	Area (m ²):
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Existing Use:

Proposed Use:

Number and use of existing building and structures:

Number and use of new proposed buildings and structures:

4.2 Description of land to be retained:		
Frontage(m)	Depth (m)	Area (m ²)
Existing Use:		
Proposed Use:		
Number and use of existing building and structures:		
<hr/>		
<hr/>		
<hr/>		
Number and use of new proposed buildings and structures:		
<hr/>		
<hr/>		
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Explain any proposed demolitions:		
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5.0 Proposed Servicing and Action or Required Information and Reports

Sewage Disposal

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

Name of servicing information/report(s):

Retained ✓	Severed ✓	Service Type
		Publicly owned and operated piped sewage system No action at this time. City will need to confirm that capacity is available to service this application.
		Privately owned and operated communal wastewater system Communal systems for the development of more than 5 residential lots/units: <ul style="list-style-type: none"> • servicing options statement¹ • hydrogeological report² • indication whether a public body is willing to own and operate the system³. • For surface discharge an assimilative discharge capacity report is required.⁴ Communal systems for the development of 5 or less residential lots/units and generating less than 4500 litres per day effluent: <ul style="list-style-type: none"> • hydrogeological report.
		Privately owned and operated sewage disposal 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. ³
		Other: To be described by the applicant.

5.0 Proposed Servicing and Action or Required Information and Reports (Cont'd)		
Water Supply		
Retained ✓	Severed ✓	Service Type
		Publicly owned and operated piped water system* No action at this time. City will need to confirm that capacity is available to service this application.
		Privately owned and operated communal well(s) Communal well system from the development of more than 5 lots/units: <ul style="list-style-type: none"> • Servicing options statement¹ • Hydrogeological reports² • Indication whether a public body is willing to own and operate the system³. Communal well systems for non-residential development where water will be used for human consumption: <ul style="list-style-type: none"> • hydrogeological report²
		Privately owned and operated individual well(s) Individual well for the development of more than 5 lots/units: <ul style="list-style-type: none"> • servicing options statement¹ • hydrogeological report². Individual wells for non-residential development where water will be used for human consumption: <ul style="list-style-type: none"> • hydrogeological report²
		Other: To be described by the applicant.

¹Confirmation that the Region concurs with the servicing options statement will facilitate the review of the application.

²All 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.

³Where communal services (water and/or sewage) are proposed, ownership of these services must be in conformity with Regional Policy.

⁴Reviewed by the Province and Region.

*Applications to take more than 50,000 litres per day will require Provincial approval.

5.0 Proposed Servicing and Action or Required Information and Reports (Cont'd)		
Property Access		
Retained ✓	Severed ✓	Service Type
		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 by City Staff. 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 (describe):

5.0 Proposed Servicing and Action or Required Information and Reports (Cont'd)			
Stormwater Drainage			
		Service Type	
Retained ✓	Severed ✓	Sewers	When specified by City Staff a preliminary stormwater management report is required. This report must be prepared to area municipal standards and be submitted with the application. Where applicable a stormwater management plan will be needed prior to final approval of a plan of subdivision 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	
		<p>Attach and provide the name of the preliminary servicing information for the facility you have identified.</p> <p>If known, name of servicing information/report:</p> <hr/> <p>Have you attached a preliminary stormwater management report? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

6.0. Status of Other Related Planning Applications

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:

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

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:

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

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

7.0 Other Information

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.

Completeness of Application

I/we understand that receipt of this application by the City of Cambridge does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

Reproduction and Distribution of Documents

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to view any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Community Development (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

Acknowledgement and Permission to Enter Property

Submission of this application constitutes consent for authorized staff and members of the Corporation of the City of Cambridge and Committee of Adjustment members to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of a staff member or Committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- City Staff and Committee members are permitted to enter the property.
- Due to security/health and safety reasons City Staff and Committee members will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the applicant/owner.

Signature of Agent/Owner

Date

Affidavit or sworn declaration:

I, _____ of the _____
(Name of Owner) (City/Town or Township)

in the _____
(Region or County)

make oath and say (or solemnly declare) that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true 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.

Signature of Owner

This _____ day of _____, 20____.

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
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 A Commissioner, etc.

Authorization of Owner(s) for Agent to Make the Application

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the subject of this application, and I authorize _____ to make this application on my behalf.

 Signature of Owner

 Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City's Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk's Division of Corporate Services Department at 519-623-1340, ext. 4583.

CONTAMINATED SITES SCREENING QUESTIONNAIRE

City of Cambridge Procedure for Contaminated Sites Redevelopment 2009

(As per Official Plan Policies)

Does the application propose development on private services (septic system) or redevelopment on a site where private services either are or were used?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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? Please specify: _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the application involve land or is it adjacent to lands where private or regional land filling has occurred?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any underground storage tanks and/or buried waste on the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has an Environmental Site Assessment/Record of site condition been prepared for the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Possible offending uses can include: disposal of waste materials; raw material storage; residues left in containers; maintenance activities and spills; and/or 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.

Note: Procedure adopted by Cambridge City Council require the owner to certify that the site meets the criteria of the Provincial Brownfields Regulation 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 requiring a Record of Site Condition and additional application to remove the holding.

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

Signed by Owner

Date

Fee Schedule

Please list all fees that apply to your application submission. The current fee schedule for applications can be accessed at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx> under the Planning and Development Section of the Community Development Department.

Are the subject lands located in a Core Area?

Yes No

Consent (Severance per new lot)	\$ _____
Consent Certificate	\$ _____
Heritage Impact Assessment (If required)	\$ _____
Total \$ _____	

Please be advised that the Regional Municipality of Waterloo requires additional fees for the processing of your application. If applicable, these fees may be submitted along with this application form (separate cheque payable to the Region of Waterloo is required), which will be forwarded on your behalf. The Grand River Conservation Authority may require additional fees that must be paid directly to them.

Accepted methods of payment for fees include: cash, debit card, credit card, and personal or company cheques. All cheques should be made payable to the Corporation of the City of Cambridge. Debit card and credit card payments must be made in person at the Community Development counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.

Committee of Adjustment

2020 Meeting Schedule

Deadline to Submit*	Meeting Date	Final Appeal Date for Consents
January 6, 2021	February 3, 2021	March 4, 2021
February 10, 2021	March 10, 2021	April 8, 2020
March 17, 2021	April 14, 2021	May 13, 2021
April 21, 2021	May 19, 2021	June 17, 2021
May 26, 2021	June 23, 2021	July 22, 2021
June 30, 2021	July 28, 2021	August 26, 2021
August 4, 2021	September 1, 2021	September 30, 2021
September 8, 2021	October 6, 2021	November 4, 2021
October 13, 2021	November 10, 2021	December 9, 2021
November 17, 2021	December 15, 2021	January 13, 2022
January 5, 2022	February 2, 2022	March 3, 2022
February 9, 2022	March 9, 2022	April 8, 2022

*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.