



Consent No. _____
 Minor Variance No. _____
 City View No. _____
 Date Received: _____
 Date Deemed Complete: _____

**Form 1
 Planning Act
 Combined Application for Consent & Minor Variance
 Municipality of Lakeshore**

1. Approval Authority: Municipality of Lakeshore Committee of Adjustment

2. Registered Owner Contact Info

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

3. Authorized Applicant Contact Info (if Applicable)

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

4. Please Specify to whom all communications should be sent
 Registered Owner Authorized Applicant

5. Location and description of subject land:

Civic Address: _____
 Legal Description: _____
 Assessment Roll Number: _____

6. Current Dimensions of Subject Parcel:

Frontage:	Depth:	Area:
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7. Existing Agreements

(a) Are there any easements or restrictive covenants affecting the subject land
 Yes No

If yes, please provide a description of each easement or covenant and its effect

- (b) Are there any lease agreements entered into or registered on title for renewable energy projects (wind turbines or solar projects)
- Yes No

If yes, please provide a description of each lease agreement or registration and its effect

8. Type and purpose of proposed transaction:

(a) Conveyance - Agricultural Areas:

- Farm Split - see (i) Lot Addition Surplus Lot – see (ii)

(i) Farm Split

Is the subject lands within 1000 m (3,280 ft) of an existing Livestock Facility?

- Yes No

If yes, provide details on the type and size of the livestock facility.

(ii) Severances to dispose of surplus dwellings;

Do you own other farm holdings? Yes No

If yes, please provide details for each of your properties:

Municipal Address	Legal Description	Acreage	Year Purchased / Inhabited	Habitable Home on Property?	State of Repair

Of the above locations, which one...

is your home base of operation? _____

is where your farm equipment stored? _____

is where your seasonal help is housed? _____

Where do you reside? _____

(b) Conveyance - Non-Agricultural Areas:

- Creation of new lot Addition to lot

(c) Other

- Mortgage or Charge Partial Discharge of Mortgage
 Easement/Right-of-Way Correction of Title
 Other (specify) _____

(d) Name of person(s) [purchaser, lessee, mortgagee, etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged

(e) Relationship (if any) of person(s) named in (b) to owner (specify nature of relationship)

9. Description and use of land intended to be **severed**:

Frontage: _____ | Depth: _____ | Area: _____

Existing Use(s): _____

Proposed Use(s): _____

Number and use of buildings and structures (both existing and proposed) on the land intended to be severed

	Number of Buildings / Structures	Use(s)
Existing		
Proposed		

Do any of the existing buildings/ structures house livestock? Yes No

If yes, please provide further details on the livestock operation.

- Is there an existing access bridge on this parcel? Yes (locate on sketch) No
Is there a water service connection on this parcel? Yes (locate on sketch) No
Is there a sanitary sewer connection on this parcel? Yes (locate on sketch) No
Is there a storm sewer connection on this parcel? Yes (locate on sketch) No

10. Description and use of land intended to be **retained**:

Frontage: _____ | Depth: _____ | Area: _____

Existing Use(s): _____

Proposed Use(s): _____

Number and use(s) of building(s) and/or structure(s) (both existing and proposed) on the land intended to be retained

	Number of Buildings / Structures	Use(s)
Existing		
Proposed		

Do any of the existing buildings/structures house livestock? Yes No

If yes, please provide further details on the livestock operation.

- Is there an existing access bridge on this parcel? Yes (locate on sketch) No
- Is there a water service connection on this parcel? Yes (locate on sketch) No
- Is there a sanitary sewer connection on this parcel? Yes (locate on sketch) No
- Is there a storm sewer connection on this parcel? Yes (locate on sketch) No

11. Number of new lots proposed (not including retained lot): _____

12.(a) Access to proposed **severed** lot:

- Municipal Road Provincial Highway Private Access
- County Road Waterway Other _____

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

(b) Access to proposed **retained** lot:

- Municipal Road Provincial Highway Private Access
- County Road Waterway Other _____

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road:

13. Type of Water Supply

- Proposed Lot Municipal Water Supply
- Well
- Other (specify): _____

- Retained Lot Municipal Water Supply
- Well
- Other (specify): _____

14. Type of Sanitary Sewage Disposal

Proposed Lot	<input type="checkbox"/> Municipal Sanitary Sewage
	<input type="checkbox"/> Septic Tank
	<input type="checkbox"/> Other (specify): _____
<hr/>	
Retained Lot	<input type="checkbox"/> Municipal Sanitary Sewage
	<input type="checkbox"/> Septic Tank
	<input type="checkbox"/> Other (specify): _____

15. Type of Storm Drainage

Sewers Ditches Swales Other (specify) _____

16. When will water supply and sewage disposal services be available? _____

17.(a) Have there been any previous severances of land from this holding?

Yes – see (b) No – skip to Question 18.

(b) Please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's Name: _____

Relationship (if any) to Owner: _____

Use of Parcel: _____

Date parcel was created: _____

18. Please indicate the Subject Property's current Land Use Designation and Zoning:

Local Official Plan Designation	Zoning

19. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under section 53 of the Planning Act, as amended, or its predecessors?

Yes No

If yes, please indicate the file number and the decision:

20. Is the property subject of an existing application for any of the following?:

Official Plan Amendment Zoning By-Law Amendment Minor Variance
 Minister's Zoning Order

Minor Variance Details

21. Size of subject parcel applying for relief:

Frontage: _____	Depth: _____	Area: _____
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22. Nature and extent of relief from the Zoning By-law requested: _____

23. Reason(s) why minor variance is needed: _____

24. If known, indicate if the subject land has ever been the subject of an application for minor variance Under Section 45 of the Planning Act:

Dated at _____,

this _____ day of _____, 20_____.

Signature of applicant, solicitor or authorized agent

Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation

I, _____, am the Authorized Applicant for the owner of the land (if owner is applying directly
[Name of Owner/Authorized Applicant]
strike out reference to the "authorized applicant") that is the subject of this planning application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the Planning Act for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Municipality of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

Date

Signature of Owner/Authorized Applicant

Owner's/Authorized Applicant's Acknowledgements

Owners/Authorized Applicants are advised that there may be additional approvals (i.e. building permit etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Owners/Authorized Applicants may be required to provide additional information that will assist the Municipality of Lakeshore in assessing the application.

The Owner/Authorized Applicant agrees to cooperate fully with the Municipality of Lakeshore and all of its staff in allowing and facilitating the inspection of the subject lands by Municipality of Lakeshore staff.

The applicant acknowledges and agrees that the Municipality of Lakeshore reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the Municipality of Lakeshore in reviewing this application.

All vegetation on the lands that are subject of this application must be maintained during the processing of this application.

No re-grading is permitted on site during the processing of the application.

Declaration

I, _____ of _____ in _____
[Name of Owner/Authorized Applicant] [Town/City of residence] [County/Region of residence]
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 that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act. I also agree to allow the Municipality of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys, and tests that maybe necessary to this application. I fully understand and agree to comply with all the Owner's/Authorized Applicant's Acknowledgements set out above.

Declared before me at the _____ in _____
[Town/City where declaration occurred] [County/Region where declaration occurred]
this _____ day of _____, _____.
[Day] [Month] [Year]

Signature of Owner/Applicant

Signature of a Commissioner, etc

Note: Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) The boundaries and dimensions of subject land, and any land abutting the subject land that is owned by the owner of the subject land;
- b) The distance between the subject land and the nearest landmark (eg: a bridge or railway crossing), the boundaries and dimensions of the subject parcel, the dimensions of part that is to be severed, those of the part that is to be retained, and the location of all previously severed lands;
- c) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and/or structures from the front, rear and side yard lot lines;
- d) The approximate location of all natural and artificial features on the subject land, and on land that is adjacent to it which, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- e) The current uses on lands adjacent to the subject land;
- f) The location, width and name of any roads within or abutting the subject land, indicating if it is an unopened road allowance, publicly travelled road, a private road, or any other kind of Right-of-Way;
- g) The location and nature of any easement affecting the subject land, and;
- h) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

Please attach the required sketch to this application prior to submitting

If the subject property is on a septic system, please see the next page for more details



Municipality of Lakeshore

Growth and Sustainability Services Community Planning Division

Septic Test Background Information

A major difference between private on-site septic systems and a municipal wastewater disposal system is that the property owner is responsible for the proper maintenance and operation of the septic system. The effect of operation and maintenance of septic systems, if done improperly, can extend beyond the immediate property and affect public health and the natural environment.

All Conditional Planning Approval requires demonstration that the existing septic system is a functional system. To meet this requirement an Inspection Report (processed by a Certified Septic System Installer) shall be required to confirm the septic system meets Part 8 Ontario Building Code (OBC) regulations.

The following septic system testing protocol has to be satisfied with the planning application submission or as a condition of consent/minor variance:

- a) That a certified and licensed septic installer or a qualified professional engineer, carry out the inspection.
- b) That the inspection consist of a visual on-site examination to identify conditions that provide evidence of an improperly operated or maintained system.
- c) That an Inspection Report be completed and filed with the Municipality containing a record of the information recorded on-site during the inspection. The Inspection Report shall also confirm the septic system meets Part 8 OBC regulations.

Inspection Report

The Inspection Report must be completed and filed with the Municipality containing a record of information recorded on-site during the inspection.

As part of the municipal planning application form, applicants shall provide information showing the location of any septic system on the property. (Note: Septic permit records issued prior to January 01, 2008 **may** be available at the Windsor Essex County Health Unit; Septic permit records issued on and after January 01, 2008 may be available at the Municipality's Building Department, expenses for these searches will be at the expense of the applicant.)

The septic permit records should be reviewed prior to inspection of a property and identify on the report any discrepancies with the actual on-site data noted.

Important Notes:

1. According to Part 8 OBC regulations, if the certified/licensed septic installer observes evidence of an improperly operating septic system actions must be taken to correct the problem regardless of whether the planning application proceeds or not.
2. Septic installers are licensed by the Province. The attached list is provided to assist you in the selecting a private firm. It is based on information compiled in our office and may not be a complete list of all licensed installers. If you retain a licensed septic installer, they must provide documentation supporting proof of a current valid Provincial license.

[Type text]

Septic Test Report

Information on area to be inspected:

Property Owner Name _____

911 Address _____

Mailing Address _____

Roll Number _____

Class of Septic System Class 4
(Raised Bed Inground Tertiary Treatment Filter Bed)

Class 5

Other _____

Septic System Audit Information

Auditor's Name _____

Organization BCIN # _____

Individual BCIN # _____

Company Name _____

Mailing Address _____

Email _____

Phone Number _____

Fax Number _____

Does this septic system demonstrate no evidence of an improper operation or maintenance?

Yes

No

Auditor's Signature

Date Audit Completed

Has applicant provided information showing location of:

- Septic tank on the property? Yes No
- Weeping bed on the property? Yes No
- Have septic permit records been reviewed prior to the inspection? Yes No
- Have any discrepancies between the actual on-site data and the records been noted? Yes No
- If 'Yes', explain _____
- _____

The Inspection Report must document any of the following deficiencies observed during the inspection:

Class 4 (Septic System)

- Existing system pipes exposed? Yes No
- Was the tank exposed? Yes No
- Tank material and condition _____
- Does the tank meet current Ontario Building Code Standards? Yes No
- Inlet and outlet pipes exposed? Yes No
- Pipe material and condition _____
- Tanks or weeping beds located under structures?
If 'Yes', provide details _____
- Does the tank and weeping bed meet Ontario Building Code Clearances (see attached detail for clearance)?
If 'No', provide details _____

General

- Grass cover over the leaching bed area? Yes No
- Effluent breaking out to the ground surface?
If 'Yes', describe _____

- Significant algae growth in or around nearby lakes or water bodies? Yes No
If 'Yes', describe _____

- Evidence of sewage effluent discharge into watercourse? Yes No
If 'Yes', describe _____

- Evidence of erosion of septic bed side slopes? Yes No

Class 5 (Holding Tank)

- Was the tank exposed? Yes No
- Tank Material and Condition _____

- Does the tank meet current Ontario Building Code Standards? Yes No
- Inlet pipe exposed? Yes No
- Outlet pipe or opening observed? Yes No
- Alarms Functioning properly? Yes No
- Current signed agreement with approved sewage hauler in place? Yes No

Comments:

Remedial Actions Recommended:
