

**Application Fee:**

\$625.00 – Application Fee per lot (non-refundable)

\$220.00 – Certificate of Validation / Application (non-refundable)

**Other Fees:**

\$280.00 – Completion Fee / Deed Stamping Fee per lot, if consent is granted (non-refundable)

St. Clair Region Conservation Authority (SCRCA) Planning and Regulation Fees are available on their website [www.scrca.on.ca](http://www.scrca.on.ca) or by calling 519-245-3710. These fees are payable directly to the Conservation Authority and may be done over the telephone with a credit card. **The Planning Department will require comments from the SCRCA for any development proposed within lands affected by Ontario Regulation 171/06.** The SCRCA mapping can be used to determine if your property is affected by this regulation, [https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA\\_Public.SCRCA](https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA_Public.SCRCA)

\$100.00 – Lambton County – if septic evaluation is required (septic evaluation is required if the severed or retained portion of land has a private septic system)

\$55.00 – Minimum Distance Separation (MDS) Review Fee (if required)

\$550.00 – Development Agreement Due to Severance Fee, per lot (if required, non-refundable)

\$115.00 – Recirculation Fee (if required, non-refundable) – if the application requires a recirculation, due to the actions of the applicant (i.e. deferral, amendment, etc.), the recirculation fee must be paid before the Planning Department will recirculate the application. If the applicant is absent for the scheduled hearing of their application, the application may be deferred, and the fee must be paid before the application will be brought forth to a future meeting.

**Application Submission:**

It is recommended that the Planning Department review application material before formal submission. This review can take the form of email correspondence and/or telephone conversations with Planning Staff to assist in understanding and potentially advising on proposed consent. Applications will not be accepted without payment present at the time of submission. Applications will also not be accepted without a sketch (see page 6 of the 'Application for Consent' form).

If the property owner owns any lands abutting the subject property, a legal letter must be submitted with the application to confirm if the properties have/have not been merged on title as this may impact the application.

If the property is on a private septic system, the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems form must be completed.

Applicant is responsible for gathering and providing required information/data for Minimum Distance Separation (MDS) formulae.

All measurements must be provided in **Metric Units**.

**Additional Costs:**

- Parkland Dedication - 5% of the Value of the raw land the day before the consent is granted (if applicable)
- Water & Sewer Assessment plus installation
- A Survey is required at the sole expense of the applicant
- Water and Sewer Frontage Fees for New Lots (as applicable)
- Other costs as applicable as per the conditions of the Committee of Adjustment

**Notification:**

All property owners within 60m of property line and appropriate agencies (sent 2 weeks prior to the meeting). Notice is also posted at the subject property.

**Public Meeting:**

Applicant gives presentation and answers any questions the Committee or members of the public may have with regards to the application.

**Decision:**

Usually, the decision is made during the public meeting while the applicant(s) are present. In the event the applicant is absent for a scheduled hearing, the application may be deferred by the Committee of Adjustment. The applicant must pay the recirculation fee before the application will be brought forth to a future meeting.

**Appeal Period:**

Objections may be received up to 20 days after the date of decision. Any formal appeals must be filed with the Ontario Land Tribunal. The Committee of Adjustment is the approval authority of any consent/severance applications to the Town of Plympton-Wyoming. If the Committee rejects an application, the applicant has the option to challenge the Committee's decision and may file an appeal with the Ontario Land Tribunal. All appeals are subject to an OLT Appeal Administration Fee of **\$300.00** due payable to the Town of Plympton-Wyoming, this fee is to be paid by the appellant.

**Finalization:**

Decisions of the Committee is final and binding after the appeal period has expired, and no appeals have been submitted. The lot layout due to consent/severance is not finalized until deeds have been stamped by the Secretary Treasurer of the Committee and said deeds have been registered by an authorized individual (i.e. lawyer).

**Condition Clearance:**

All conditions of the decision must be cleared within two (2) years of the date of decision, or the decision is voided (lapsed). In the event that an application lapses, a new application and associated fees will be required.

Applicants must meet all conditions of the Consent Decision <b>PRIOR</b> to the deed being stamped.
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## CONSENT/LAND SEVERANCE PROCEDURE

### COMPLETE APPLICATION CHECKLIST

- ☐ Completed Application
- ☐ Drawing(s) outlining Proposed Consent (see pg. 6 for information required on Drawing)
- ☐ Consent Application Fee (\$625.00), payments must be made by cheque, cash or debit, if paying by cheque please make it out to the 'Town of Plympton-Wyoming'
- ☐ **If the owner owns abutting lands** – A Legal Letter to confirm if the properties have/have not been merged on title as this may impact the application
- ☐ **If the severed and/or retained portion of the land is on a private septic system** – A completed 'Assessment of Sewage Flows for Existing Private Sewage Disposal Systems' form
- ☐ **If Septic Assessment is required** – Septic Assessment Fee (\$100.00) in the form of a cheque made out to the 'County of Lambton'
- ☐ **If Application requires a review of Minimum Distance Separation (MDS)** – MDS Review Fee of \$55 made out to the Town of Plympton-Wyoming (can be same cheque as application fee)
- ☐ Completed Existing Farm Building Checklist (If Applicable)



OWNERSHIP OF ABUTTING LANDS: does the property owner own any lands abutting the subject property?

☐ Yes (see below)

☐ No

Have the properties merged on title?

☐ Yes

☐ No

☐ Unsure

A LEGAL LETTER MUST BE SUBMITTED WITH THE APPLICATION TO CONFIRM IF THE PROPERTIES HAVE/HAVE NOT BEEN MERGED ON TITLE AS THIS MAY IMPACT THE APPLICATION.

PREVIOUS SEVERANCES - ORIGINAL PARCEL: has any land been severed from the parcel originally acquired by owner?

☐ Yes (specify below)

☐ No

Date of transfer:

Name of transferee:

Land use on the severed land:

UTILITY AGREEMENTS: does the property owner have any gas, wind or other utility agreements in place on the property?

☐ Yes

☐ No

If yes will the Utility/Utilities need to be notified of this consent

☐ Yes

☐ No

CERTIFICATE OF RETAINED LANDS: in the case of new lot creation, is the applicant requesting a certificate for the retained land?

☐ Yes

☐ No

IF YES, PLEASE SUBMIT A LAWYER'S STATEMENT CONFIRMING THAT THERE ARE NO LANDS ABUTTING THE SUBJECT LAND THAT ARE ALSO OWNED BY THE OWNER OF THE SUBJECT LAND OTHER THAN LAND THAT COULD BE CONVEYED WITHOUT CONTRAVENING SECTION 50 OF THE PLANNING ACT.

PRE-CONSULTATION MEETING: Has the applicant/agent for the application had a pre-consultation meeting with Planning Staff to review the proposal?

☐ Yes

☐ No

If No is the applicant/agent interested in scheduling a meeting with planning staff to review the proposed consent?

☐ Yes

☐ No

LAND TO BE SEVERED			
DIMENSIONS OF LAND: proposed to be severed (in metric)			
Frontage:		Depth:	Area:
EXISTING BUILDINGS & STRUCTURES: where there are any buildings or structures on the subject land indicate for each (in metric)			
Building #1 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
Building #2 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>
PROPOSED USES: of the severed land			
PROPOSED BUILDINGS & STRUCTURES: where any buildings or structures are proposed to be built on the subject land indicate for each (in metric)			
Building #1 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
Building #2 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>
ACCESS: to the subject lands will be by			
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road	
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road	
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)		
WATER ACCESS: where access to the subject land is by water only			
Docking facilities (specify): Distance from subject land: Distance from nearest public road:		Parking facilities (specify): Distance from subject land: Distance from nearest public road:	
WATER: will be provided to the land by			
<input type="checkbox"/> Publicly-owned/operated piped water system		<input type="checkbox"/> Lake or other water body	
<input type="checkbox"/> Privately-owned/operated individual well		<input type="checkbox"/> Publicly-owned/operated individual well	
<input type="checkbox"/> Privately-owned/operated communal well		<input type="checkbox"/> Other means (specify)	
SEWAGE DISPOSAL: will be provided to the land by			
<input type="checkbox"/> Publicly-owned/operated sanitary sewer system		<input type="checkbox"/> Privy	
<input type="checkbox"/> Privately-owned/operated individual septic system		<input type="checkbox"/> Public communal septic system	
<input type="checkbox"/> Privately-owned/operated communal septic system		<input type="checkbox"/> Other means (specify)	
<b>*If the severed portion is on a private septic system, please complete the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems (pages 9-13)*</b>			
STORM DRAINAGE: will be provided to the land by			
<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)

LAND TO BE RETAINED			
DIMENSIONS OF LAND: proposed to be retained (in metric)			
Frontage:		Depth:	Area:
EXISTING BUILDINGS & STRUCTURES: where there are any buildings or structures on the subject land indicate for each (in metric)			
Building #1 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
Building #2 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>
PROPOSED USES: of the retained land			
PROPOSED BUILDINGS & STRUCTURES: where any buildings or structures are proposed to be built on the subject land indicate for each (in metric)			
Building #1 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area:
Building #2 Type: Date constructed:		Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: <i>Attach additional page if necessary</i>
ACCESS: to the subject lands will be by			
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road	
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road	
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)		
WATER ACCESS: where access to the subject land is by water only			
Docking facilities (specify): Distance from subject land: Distance from nearest public road:		Parking facilities (specify): Distance from subject land: Distance from nearest public road:	
WATER: will be provided to the land by			
<input type="checkbox"/> Publicly-owned/operated piped water system		<input type="checkbox"/> Lake or other water body	
<input type="checkbox"/> Privately-owned/operated individual well		<input type="checkbox"/> Publicly-owned/operated individual well	
<input type="checkbox"/> Privately-owned/operated communal well		<input type="checkbox"/> Other means (specify)	
SEWAGE DISPOSAL: will be provided to the land by			
<input type="checkbox"/> Publicly-owned/operated sanitary sewer system		<input type="checkbox"/> Privy	
<input type="checkbox"/> Privately-owned/operated individual septic system		<input type="checkbox"/> Public communal septic system	
<input type="checkbox"/> Privately-owned/operated communal septic system		<input type="checkbox"/> Other means (specify)	
<b>*If the retained portion is on a private septic system, please complete the Assessment of Sewage Flows for Existing Private Sewage Disposal Systems (pages 9-13)*</b>			
STORM DRAINAGE: will be provided to the land by			
<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)

Signature page to follow.

**This application must be accompanied by  
a sketch showing the following**

- ☐ The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ☐ The 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, the part that is to be severed and the part that is 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 on the subject land and on the land that is adjacent to the subject land that, 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.
- ☐ The existing uses on adjacent land, such as residential, agricultural and commercial uses.
- ☐ 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. viii. If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- ☐ The location and nature of any easement affecting the subject land.

**Please Indicate how the application is consistent with the Provincial Planning Statement (a copy of the Provincial Planning Statement is available at: [ontario.ca/page/provincial-planning-statement-2024](https://ontario.ca/page/provincial-planning-statement-2024))?**

Only to be completed if the applicant is an agent authorized by the property owner,  
not the property owner themselves

AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize \_\_\_\_\_  
to be the applicant in the submission of this application.

Signature of owner

Signature of witness\*

Date

\*must be a third party with no interest in the application

To be completed in front of a Commissioner of Oaths

DECLARATION OF  
APPLICANT

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

All the statements contained in this application and provided by me 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.

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

Signature of applicant

Signature and Stamp of commissioner

Signature of applicant

It is required this application be accompanied by a fee of **\$570.00**, as well as any  
other applicable fees, in cash, debit, or by cheque made payable to '**The Town of  
Plympton-Wyoming**'. If the subject land is within the Regulation Area of the  
Conservation Authority, their review fee can be paid directly to that office. Their  
review will not begin until receipt of said fee. Applications must be witnessed and  
commissioned by a Commissioner of Oaths, this can include Government Officials  
such as Municipal Clerks and Treasurers, and Notary Publics. The Town of  
Plympton-Wyoming offers Commissioner of Oath Services.

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose  
of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy  
Coordinator at the institution conducting the procedures under the Act.

\_\_\_\_\_ I approve of staff and Committee of Adjustment Members attending  
my property to review and assess this application as submitted. (Please  
initial if affirmative)



FOR OFFICE USE ONLY		
Name of Owner	Address	
Name of Agent	Address	
Date of receipt of complete application	Checked by	
Zoning By-law No.	Passed	
As amended by By-law No.	Passed	
And By-law No.	Passed	
Sections	Zone	
Official Plan Designation		
Agricultural Land Use Classification in Canada Land Inventory		
Site visit carried out by staff or approval authority member:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Minor variance or by-law amendment needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Authorization of owner received (if required)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conformity with the Agricultural Code of Practice (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approval Authority File No.	Approval Authority Submission No.	
Hearing Date:	Adjourned Hearing Date:	
Date notice of decision sent to the applicant and other persons and agencies		
General comments:		