

Instructions for Consent (Severance) Application

Background Information: The East Nipissing Planning Board processes the applications for consents for the Municipalities of Calvin, and Mattawan and the Township of Papineau-Cameron. A consent is required for the creation of a new lot, a lot addition, a right-of-way and/or easement. It is suggested that applicant(s) pre-consult with the East Nipissing Planning Board Secretary to ensure that your application will meet all requirements.

Step 1: Obtain a copy of the application from your local municipality, their website or have a copy emailed to you. The Board requires the original application copy plus seven (7) copies. Keep a copy for yourself. **Do not sign** Section 7 on the application until you are in front of a commissioner to verify your signature.

Step 2: You need to take your completed application to one of the licensed Planners on the list provided to you to ensure that your application conforms to the East Nipissing Official Plan and the Provincial Policy Statement.

Upon submission of the completed application, the letter from the Planner, and payment of the fee, the Board will accept and circulate to the required agencies, that being the North Bay-Mattawa Conservation Authority, the local township/municipality, Ministry of Transportation (if located on the controlled access highway), the Ministry of Mines and the neighbours within 200 feet or 60 metres.

Step 3: The Board will set the date for the next meeting to deliberate on the responses received and set provisional conditions. There is an appeal period of twenty (20) days for any objections to be received. Appeals are made to the attention of the Secretary Treasurer of the East Nipissing Planning Board and must be on the required forms as provided on the website of the Ontario Land Tribunal (OLT), <http://olt.gov.on.ca> and must include the prescribe processing fee. The provisional conditions shall set out the conditions of approval that the applicant is required to completed within two (2) years. No notice shall be given at the end of the second year. If the conditions are not fulfilled within two years, the Notice of Decision is null and void, in accordance with the Planning act.

Step 4: The applicant will then hire a surveyor to complete and register a survey, and have a lawyer register the new lot once all of the conditions have been met. The Board will issue a Certificate of Consent approval to enable registration. The lawyer will complete the registration process by working with the Planning Board to verify that the conditions have been met and the certificate issued for the registration of the new lot.

Contacts: Papineau-Cameron website: papineaucameron.ca 705-744-5610, Calvin website: calvintownship.ca 705-744 -2700, Mattawan website: mattawan.ca 705-744-5680 and the East Nipissing Planning Board email admin@enpb.ca (cell) 705-825-2523

APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION		
Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner.</i>		
Name of Owner	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email		Cell No.
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please)		
Owner	Authorized Agent	Solicitor

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.			

3.0 PURPOSE OF APPLICATION	
3.1	Type and Purpose of the proposed transaction (check appropriate space): <input type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Right-of-way <input type="checkbox"/> Easement <input type="checkbox"/> Other purpose (please specify)
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION	
4.1 Lands to be Severed	
Frontage(m): Depth (m): Area (hec/acre):	Existing Use: Proposed Use: Existing Buildings/Structures: Proposed Buildings/Structures:
4.2 Lands to be Retained	
Frontage(m): Depth (m): Area (hec/acre):	Existing Use: Proposed Use: Existing Buildings/Structures: Proposed Buildings/Structures:

4.3 Are there any easements or restrictive covenants affecting the subject lands? Yes No
 If yes, please describe the easement or covenant and its effect.

4.4 Type of Access (Check appropriate box and state road name):

Severed	Retained	
<input type="checkbox"/>	<input type="checkbox"/>	Provincial Highway (#):
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road, Maintained Year Round:
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road, Seasonally Maintained:
<input type="checkbox"/>	<input type="checkbox"/>	County/District Road (#):
<input type="checkbox"/>	<input type="checkbox"/>	Private Road:
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way:
<input type="checkbox"/>	<input type="checkbox"/>	Water Access:

4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? Yes No

If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.6 If located on water:

- a) What is the name of the water body?
- b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private

4.7 Water Supply for Retained land shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.8 Water Supply for Severed Parcel(s) shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.9 Sewage Disposal for Retained land shall be provided by:

<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.

Title and date of servicing options report and/or hydrogeological report:

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.</p> <p>Title and date of servicing options report and/or hydrogeological report:</p>			
4.11 Storm Drainage (Indicate the proposed storm drainage system)			
<input type="checkbox"/>	Storm Sewers	<input type="checkbox"/>	Ditches
<input type="checkbox"/>	Swales	<input type="checkbox"/>	Other (please state)
4.12 Other Services (Check if the service is available)			
<input type="checkbox"/>	Electricity	<input type="checkbox"/>	School Bussing
<input type="checkbox"/>	Garbage Collection		

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND	
5.1	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/></p> <p>If Yes and if known, provide below, the application file number and the decision made on the application.</p>
5.2	<p>Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/></p> <p>If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.</p> <p>Date of transfer:</p> <p>Name of Transferee:</p> <p>Land use of parcel:</p>
5.3	<p>Has any land been severed from the parcel by the prior owner(s)? Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/></p> <p>If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:</p>
5.4	<p>Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes <input type="radio"/> No <input type="radio"/></p> <p>If yes, prior owner should be noted in 5.3 above.</p>
5.5	Current Zoning (Specify zone symbol):
5.6	Current Official Plan Land Use Designation:

5.7 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes No If yes, specify the file number and status of the application:

5.8 If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

5.9 Has the property ever been subject to an application under the *Planning Act*? Yes No
 If the answer was yes, please indicate the file number and status of the application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No
 If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

5.10 Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?
 Yes No If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:

5.11 Land Use Features		
ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)	<input type="checkbox"/>	<input type="checkbox"/>
A landfill site (active or non-operating)	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>
A Municipal or Federal Airport (including an aerodrome)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal wellhead within 1000 m	<input type="checkbox"/>	<input type="checkbox"/>
An operating mine site within 1000 m (specify mine site)	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated or abandoned mine site or mine hazards	<input type="checkbox"/>	<input type="checkbox"/>
An operating pit within 150 m or quarry within 500 m.	<input type="checkbox"/>	<input type="checkbox"/>
Any industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park or Crown Lands	<input type="checkbox"/>	<input type="checkbox"/>
An active or abandoned rail line and/or trail	<input type="checkbox"/>	<input type="checkbox"/>
A natural gas or petroleum pipeline	<input type="checkbox"/>	<input type="checkbox"/>
A floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	<input type="checkbox"/>	<input type="checkbox"/>
Fish habitat	<input type="checkbox"/>	<input type="checkbox"/>

A contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line, railway yard or Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?

Yes No

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes No Unknown

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes No Unknown

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?

Yes No Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?

Yes No Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?

Yes No Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

Yes No Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?

Yes No Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

Yes No Unknown

6.0 OTHER INFORMATION

6.1 Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) _____ of the _____ of _____ in the _____ of _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the _____ of _____ in the _____ of _____, this _____ day of _____, 20__

Commissioner of Oaths (include stamp below)

Signature of Applicant/Solicitor or Authorized Agent

8.0 AUTHORIZATION (if applicable)

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to make this application on my behalf.

Signature of Owner _____ Date _____

10.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Date

Signature of Owner

Owner's Name: Printed

11.0 COLLECTION OF INFORMATION

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Secretary of the East Nipissing Planning Board _____, Ontario _____,

Phone: _____.

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

KEY MAP

Below is a key map of the geographic Township of _____. Please indicate on this map, where the subject land is located.

Directions to the Site

In order to assess your application, the site must be inspected by the Secretary Treasurer, Building Inspector, and the Public Works Manager; and a representative of the Conservation Authority. Please provide clear, concise directions below. If the subject property is not located on a highway or a main municipal road, please include a simple sketch below to assist the inspector(s) in addition to the Key Map below.

PLANNERS

Ashley Bilodeau (office) 705-962-0092 (email) ashley@ashleymeghan.ca

Dave Welwood (office) 705-806-1440 (email) dwelwood@jrichards.ca

Steve McArthur (office) 705-474-1210 (cell) 705-492-8587

(email) steve.mcarthur@tulloch.ca

Paul Goodridge (office) 705-493-7974 (email) paul.goodridge@ggpsltd.com

East Nipissing Planning Board Services Fees	
Service	Fee
Official Plan Amendment	\$2,500.00
Consent Application (Severance) Includes a fee to the North Bay-Mattawa Conservation Authority (NBMCA) of \$125.00	\$900.00
Right-of Way (alone)	\$900.00
Lot Addition (alone)	\$900.00
Right-of-Way or Lot Addition with a Consent (Severance)	\$400.00
Pre-Consultation Fee	\$200.00

Resolution 2026-009 - effective January 1, 2026