






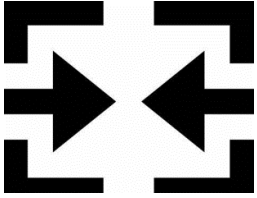



Guide to Completing Typical Conditions of Consent Approval



Once you receive a decision with conditional approval, you have a maximum of two (2) years from the date the decision is emailed/mailed to complete the applicable conditions. If your conditional approval lapses, you must start all over! The Planning Act does not permit time extensions.

This guide is intended to help you fulfill typical consent conditions. For other conditions not listed, please consult with the Secretary-Treasurer at secretary-treasurer@uclg.on.ca or 613-342-3840/800-770-2170 ext. 2414.

Possible Conditions	How to Meet the Conditions
 <p>Provision of one (1) original paper copy and one (1) digital copy of the deposited reference plan, which conforms substantially with the application as submitted, and the instrument relating to the transaction (deed/transfer, Service Ontario parcel register, grant of right-of-way, etc.) be presented to the Secretary-Treasurer of the Consent Granting Authority for the Certificate of Consent.</p>	<p>In short, this condition means you need to get a survey done (helpful to start as soon as the decision is received) and get the legal documents to implement the consent prepared (the last step in the process).</p> <ol style="list-style-type: none"> 1. Your Ontario Land Surveyor completes a survey of the severed lands (and any related right-of-way's, road widening, reserves and/or required setback confirmation) and deposits it at the Land Registry Office. A paper copy and an electronic copy must be delivered to the Secretary-Treasurer and, if requested as a condition, to the Municipality. 2. Your lawyer, using the deposited survey, prepares a "Transfer in Preparation" and "Certificate of Official" or schedule (draft legal documents), for review by the Secretary-Treasurer. 3. If/when the legal documents are acceptable <u>and</u> when all other conditions are met, the documents can be registered. This is when the severed lands become a lot, right-of-way or easement or when the lot addition gets added to the abutting lands. <p> <i>HELPFUL TIPS</i> If you already have a survey of your lands, that surveyor may already have field notes on file about your property.</p>
<p>URGENT</p> <p>Rezoning or minor variance for the severed and/or retained parcel.</p> <p>! <i>These can be lengthy processes, so apply as early as possible.</i></p>	<p>You must apply to the Municipality for these approvals, which must be approved and finalized before registration of the severance. There will be fees and a process similar to the consent process.</p>
 <p>That the land owner enters into a development agreement with the Municipality.</p>	<p>These agreements may be used to implement recommendations of studies, such as an Environmental Impact Assessment or Hydrogeological and Terrain Analysis. Consult with the applicable Municipality.</p>

Possible Condition	How to Meet the Condition
 <p>That the applicant supply/pay a 5% cash in lieu of parkland fee for the newly created lot.</p>	<p>Contact the Municipality to complete this condition.</p>  <p><i>This is a fee allowed under the Planning Act. It is to offset municipal cost for parks and recreation uses by future residents of a new lot. It is based on the value of the land otherwise required to be conveyed (5% of the land).</i></p>
 <p>That the severed land be registered on title in the exact same name in which the purchaser's abutting land is registered. ... such that the severed and recipient lands cannot be conveyed separately.</p>	<p>This applies to lot addition applications only. It means the severed lands need to be in the exact same name as the lands receiving the lot addition.</p> <p>When the lawyer presents the legal documents to the Secretary-Treasurer they include the abutting deed to satisfy this condition.</p>
<p>That road widening across the lands be confirmed or conveyed free and clear of all encumbrances.</p> 	<p>This does not mean you have to widen the current road. It means you may have to give some lands along the front of your property to the Municipality for potential future road purposes.</p> <ol style="list-style-type: none"> 1. Your Ontario Land Surveyor completes the survey showing a separate part along the front of the lands (as wide as required by the decision). 2. Your lawyer confirms there are no encumbrances on the land. 3. Your lawyer prepares an acknowledgement and direction to transfer the lands, which must be signed by the road authority.  <p><i>Always check with the road authority before depositing your survey.</i></p>
<p>A shared driveway be used for the severed and retained lots.</p>  <p><i>Always check with the road authority before depositing your survey.</i></p>	<p>The shared driveway must be shown on the survey in the approved location and it must be shown on the deed. Consult a surveyor and a lawyer in this regard.</p> <p>NOTE: For shared entrances on County roads, a joint use agreement between the two properties is required to be prepared and registered on title prior to an entrance permit being granted.</p>