

# APPLICATION FOR CONSENT

Submission No: \_\_\_\_\_



## INTERGRATED PLANNING AND PUBLIC WORKS

Planning Approvals, 100 Regina Street South,  
P.O. Box 337 Stn. Waterloo, Waterloo, ON N2J 4A8  
Ph: 519-747-8752 | Fax: 519-747-8523



Date Submitted: \_\_\_\_\_

Applicant/Agent Initials: \_\_\_\_\_

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*The undersign hereby applies to the Committee of Adjustment for the City of Waterloo under Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13 for relief, as described in this application from By-law No. 1108, 1418 or 878A (circle one).*

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Name of the Registered Owner(s):

Mailing Address:

City:

Postal Code:

Telephone Number:

Fax Number:

Email Address:

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Name of Authorized Agent(s):

Mailing Address:

City:

Postal Code:

Telephone Number:

Fax Number:

Email Address:

*Note: Unless otherwise requested, all communications will be sent to agent.*

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## Location of Property

Street Address:

### Legal Description (from survey or plan)

Lot(s) No:

Registered Plan No.

Lot(s) No:

Registered Plan No.

Part(s) No:

Are there any easements and restrictive covenants affecting the subject lands? Yes    No

If yes, please describe it and its effect:

**Type and Purpose of Application:**

Brief Description of proposal  
(including existing and proposed uses for the land)

Does this proposal require a minor variance application? Yes    No

Name of the person(s) (purchaser, lessee, and mortgagee) to whom the land or interest in lands is intended to be conveyed, leased, or mortgaged *(if known)*

Dimensions of land affected:

<b>Severed Parcel</b>		
	Feet (ft.)	Metres (m)
Frontage		
Depth		
Area		

<b>Retained Parcel</b>		
	Feet (ft.)	Metres (m)
Frontage		
Depth		
Area		

Particulars of all buildings and structures on or proposed for the subject land: *(Please include the number of uses, and dates of construction)*

	Severed	Retained
Existing		
Proposed		

**Road Access**

Type of Road / Road Name Severed  
 Type of Road / Road Name Retained

**Water Supply**

Type of Water Supply Severed  
 Type of Water Supply Retained

**Servicing**

Sewage Disposal Severed  
 Sewage Disposal Retained

When will water supply and sewage disposal services be available?

Present Official Plan designations applying to the land

Present Zoning By-law number and Zone applying to the land

Has the land previously been the subject of a consent or a plan of subdivision? Yes    No

If yes, please indicate the previous consent on the required sketch and supply the following information for each lot severed:

Transferee Name:

Use of Parcel:

Date Parcel was Created:

Use or Feature	On the Subject Land	Within 500 metres of the Subject Land (unless otherwise Specified)
An Agricultural Operation, including livestock facility or stockyard		
A Landfill Site		
A Sewage Treatment Plant or Water Stabilization Plant		
A Provincially Significant Wetland		
Floodplain		
A Contaminated Site		
An Active Railway		
An Industrial or Commercial Use, Specify (e.g. office building, retail store)		

Is the subject land currently the subject of any other application under the Planning Act including a proposed Regional or Local Official Plan Amendment, a Zoning By-law Amendment, or draft plan of subdivision?      Yes      No

*If yes, and if known give file(s) No.(s) and status*

Does this application comply with the provincial policy statement?      Yes      No

Is there any other information that you think may be useful to the City, Region or other agencies in reviewing this application? *If so, please explain below or attach on a separate page.*

## **Application Requirements**

- 1) 2 copies of this application form plus the original copy.
- 2) Authorization Form signed by registered owner(s).
- 3) Application fee in cash or cheque made payable to the Treasurer of the City of Waterloo.
- 4) 8 copies of maximum 11" x 17" size plan(s):

Plan of survey, up to date and prepared by an Ontario Land Surveyor or a Site Plan showing:

- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained, and the land abutting the subject land
- The distance between the subject land and the nearest township lot line of landmark such as a bridge or railway crossing
- The location of all land previously severed from the parcel originally acquired by the current owner of the subject land and any land owned by the owner abutting the subject land
- The approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
- The existing uses on adjacent lands
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopen road allowance, a public traveled road, a private road, or a right of way
- 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 easements affecting the subject land

## **General Requirements for All Plans:**

- Metric scale and dimensioned with north symbol clearly marked
- Municipal address, names of adjacent streets, project name, applicant's name, name of firm preparing plans
- Drawing title and number, preparation date, dates of any revisions

## **For Your Information**

- A public notice sign, which will be provided to you, is required to be posted in a prominent location on the property for 10 days prior to the hearing
- Supporting materials, such as: a letter of explanation, letters in support, etc. should be submitted as far in advance of the Hearing as possible
- It is recommended that you discuss the proposal with adjacent neighbours in order to address or alleviate concerns that may affect the disposition of your application
- Staff comments will be available for pickup by any interest party the morning of the meeting date
- The application fee is non-refundable

**Applicants Signature and Acknowledgement**

I/we acknowledge submission of this application does not necessarily mean that it is a “complete” application. The City of Waterloo may return the application to the applicant for failure to complete any part of the application form, failure to provide the required supporting documentation or failure to pay the application fee. I/we acknowledge that it is my/our responsibility to provide a complete and accurate application and that the City of Waterloo staff are not permitted to complete the application on my/our behalf. I/we agree to receive support from the Site Plan Review Committee and agree that a hearing before the Committee of Adjustment may be deferred pending review by the Site Plan Review Committee. I/we consent to authorize representatives of the City of Waterloo and those persons identified under the *Planning act* R.S.O., 1990 c. P13 to enter upon the land subject to this application for the purpose of conducting any site inspections and take pictures as may be necessary for the evaluation of this application.

\_\_\_\_\_  
Signature of Applicant/Authorization Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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**Owner Authorization**

\* It is required that persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).

I/we, \_\_\_\_\_ owner of the lands that are subject to this application, hereby  
(name of the property owner)

authorize \_\_\_\_\_ to act on my/our behalf in regard to this application.  
(name of the agent/person authorized to sign application form)

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Affidavit (to be completed in person in the presence of a commissioner of oaths, etc.)**

I \_\_\_\_\_ of the Town/City of \_\_\_\_\_

in the Country/Regional Municipality of \_\_\_\_\_, solemnly declare that all of the statement contained in this application, including all of the supporting documentation provided in support of 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*.

SWORN before me at the Town/City of \_\_\_\_\_ in the County/Regional Municipality of \_\_\_\_\_, this day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant/Authorized Agent

\_\_\_\_\_  
A Commissioner, etc

One (1) copy required with original signature

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To the extent that the foregoing information constitutes personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990 c.M. 56* as amended, the information is subject to the provision of the Act and will be used for the purposes indicated or implied by this form. Collection of personal information should be directed to the Commissioner of Intergrated Planning and Public Works, Waterloo City Centre, 100 Regina Street South, Waterloo, Ontario, N2J 4A8. Telephone 519-886-1550.