



**Planning and Development Department**  
**GUIDE TO COMPLETING AN**  
**APPLICATION FOR CONSENT**  
(Section 53 of the Planning Act)

**FEES:**

The fee for processing a consent application through the County of Hastings Planning/Land Division Committee is **\$600.00** and is payable to the "**COUNTY OF HASTINGS**" by cheque or money order.

**APPLICATION FORM:**

Each application must be filled out **completely** clearly in black ink and must be accompanied with a "Sketch" (see details below and on the reverse side) of the **Subject Lands** (this includes both the proposed severed and retained lot). Please ensure that Section 13 (Declaration) and Section 14 (Authorization) is signed by all owners of the subject lands and if using an agent, ensure Section 15 has also been completed. Incomplete applications may impede the processing of your application and/or result in your application being returned. If you have any questions or concerns with regard to any of the questions on the application form please contact the Hastings County Planning and Development Department.

**\*\*\* We strongly encourage all applicants to pre-consult with planning staff prior to submitting an application \*\*\***

**APPLICATION SKETCH:**

The sketch must be to scale and preferably prepared by an Ontario Land Surveyor. At least one copy of the sketch should be signed by the owner/agent. If the sketch is not accurate or does not contain the proper details, the processing of the application may be impeded or result in the application being returned to you due to lack of information. Applications will **not** be accepted if **any** of items 1 to 12 below are not included in the sketch.

**\*\*\*\* THE APPLICATION SKETCH CONSTITUTES PART OF THE COMPLETE APPLICATION \*\*\*\***

**SKETCH DETAILS (see sample on the reverse side):**

**The application must be accompanied by 15 copies of a sketch showing:**

1. A scale and north arrow;
2. All abutting lands owned by the owner (if any) and their boundaries and dimensions;
3. The distance between the owner's lands and the nearest lot line or appropriate landmark (e.g. bridge, railway crossing);
4. The subject land, the part that is to be severed and the part that is to be retained showing the boundaries and dimensions of each. In preparing the sketch, the following colour scheme shall be used for identification:
  - a. **GREEN** to outline subject lands (this includes both the proposed severed and retained lot)
  - b. **RED** to outline lands to be severed
  - c. **YELLOW** to identify easements or right-of-way
  - d. Where a lot addition is proposed, **ORANGE** to outline the grantee's existing land (the benefiting lands);
5. The location of all lands previously severed, and their file number if known;
6. The approximate **location, size** and **type** of all built features on the subject lands (e.g. Buildings, railways, highways, wells, septic tanks/fields etc.) and the location of any of these features on adjacent lands which might affect this application (anything indicated as '**Yes**' in **Section 7** of the application form should be included on your sketch) and indicate the distance of the building/structure from the front lot line, rear lot line and the side lot lines;
7. The approximate **location, size** and **type** of all natural features on the subject lands (e.g. watercourses, drainage ditches, banks/escarpments/ridges, wetlands and wooded areas) and the location of any of these features on adjacent lands which might affect this application (anything indicated as '**Yes**' in **Section 7** of the application form should be included on your sketch) and indicate the distance of the building/structure from the front lot line, rear lot line and the side lot lines;
8. The **location, size** and **type** of all proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
9. The **location, width** and **names** of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads, rights-of-way or unopened road allowances. Where access is by water, the location of parking and boat docking facilities;
10. The existing uses of adjoining land (e.g. residential, agricultural, extractive, commercial, etc.)
11. The location and nature of any restrictive covenant, right of ways or easement affecting the subject lands;
12. The location of all barns, livestock operations and manure storage areas within 1000 metres of the proposed lot.

**IDENTIFICATION CARDS:**

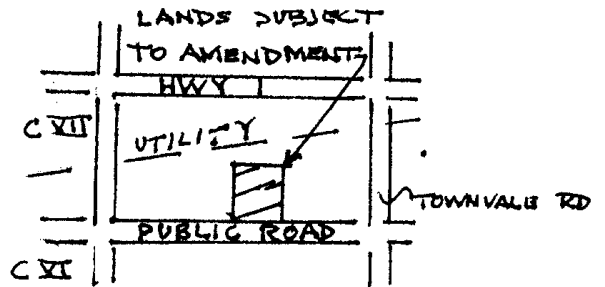
Orange Identification Cards will be mailed to you after your completed application has been filed. These cards are then to be posted immediately at each front corner of the proposed lot and are to remain there until the Committee's decision becomes final and binding. Posting these cards assists the reporting agencies in visiting the site and in preparing their reports. It is recommended that the cards be covered in plastic to protect them from the weather and that you check frequently to ensure they are still in place. Failure to post the cards may result in delay or dismissal of your application.

**APPLICATIONS SHOULD BE SENT TO:**

County of Hastings  
Planning and Development Department  
15 Victoria Avenue  
Box 2, 2<sup>nd</sup> Floor  
Belleville, Ontario  
K8N 1Z5  
Telephone: (613) 966-6712 Fax: (613) 966-7654

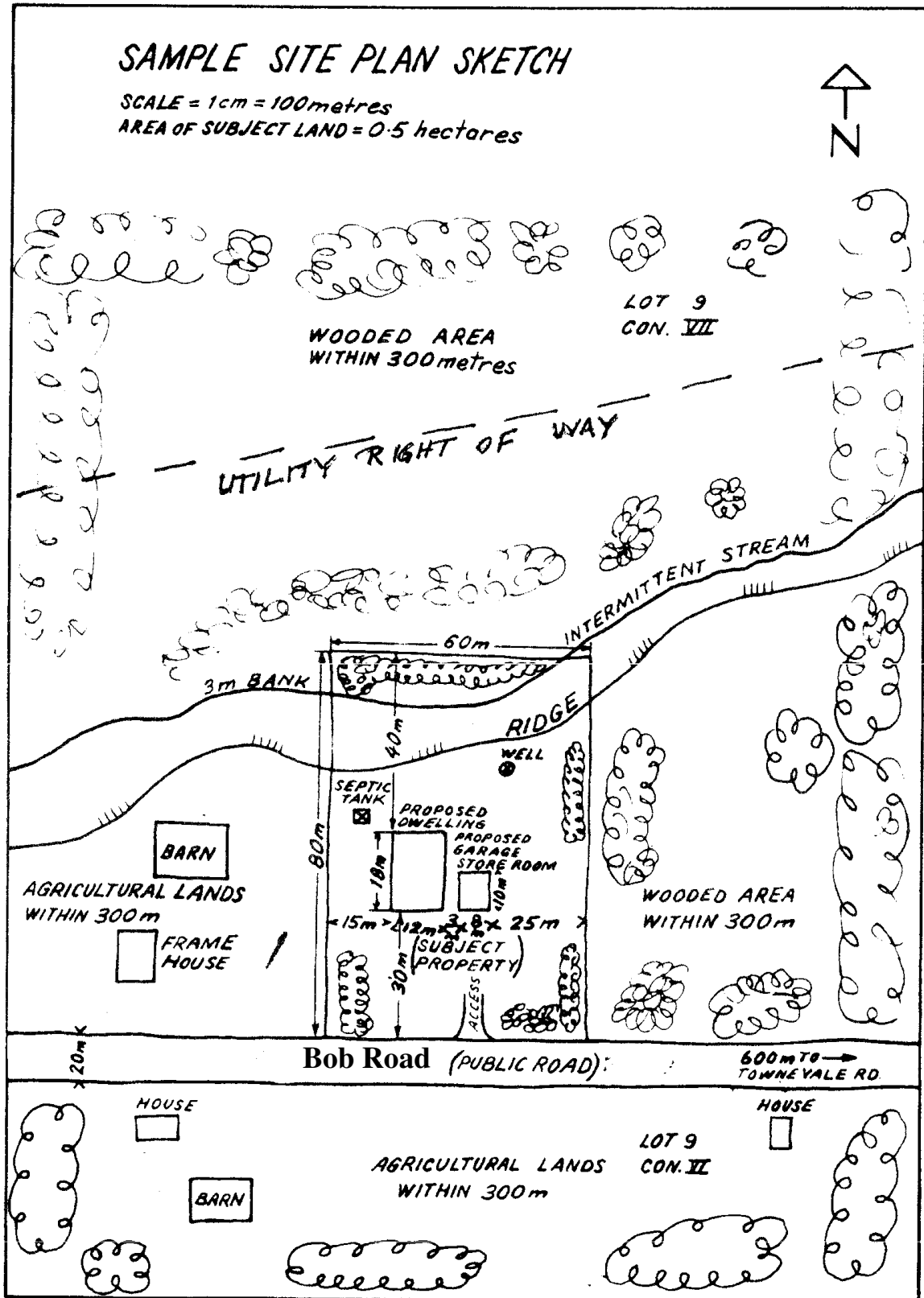
# Sample Sketch

Key Map



## SAMPLE SITE PLAN SKETCH

SCALE = 1cm = 100metres  
 AREA OF SUBJECT LAND = 0.5 hectares



REMINDER: INCLUDE LEGAL DESCRIPTION