

## **Committee of Adjustment**

Office of the Secretary Treasurer/ Town Clerk

## Consent Process Applicant Responsibilities

This consent kit contains valuable information for prospective applicants regarding the process for dealing with applications for consent (severances).

It is highly recommended that all information be carefully reviewed after the required Pre-consultation meeting PRIOR to submitting your application.

Pre-consultation is an important first-step to determine requirements for a 'complete application', planning policy compliance, as well as to determine any expected conditions of consent. Failure to conduct a Pre-consultation meeting may result in a delayed hearing date or deferral of the application.

Please be advised that some conditions of consent may require further planning approvals including dedication of lands or zoning/ site plan approvals.

Please note: it is the responsibility of the applicant to contact the appropriate municipal personnel and other government agencies. Contact information for these agencies is included in this kit for your convenience.