

Policies and Guidelines

In addition to the matters set out in "Procedures for Processing Applications for Consent", the Committee has adopted the following general policies:

The requirements to complete one application are:

- ✓ One fully completed Application for Consent form signed by the applicant(s) or authorized agent and properly witnessed by a Commissioner for the taking of affidavits. **(Secretary-Treasurer is a Commissioner and no additional fee is applicable. Appointments are recommended.)**
- ✓ Please complete form using **blue or black ink, legibly printed;**
- ✓ A digital copy and three (3) (11"x17") maximum sized hardcopies of a preliminary severance sketch prepared, dated and sealed by an Ontario Land Surveyor, showing all information referred to in item 16 of the application form, together with a key plan showing the location of the subject property;
- ✓ Payment of the appropriate fee(s). Cheques are to be made payable to "Treasurer, Town of Pelham". (See enclosed fee tariff);
- ✓ Requirement for a Planning Justification Report is identified at Pre-Consultation;
- ✓ "Permission to Enter" Form and "Posting of Advisory Sign" Forms.

If an application is being made to convey a parcel of land together with or subject to a right-of-way or easement, a separate application form and fee will not necessarily be required for the right-of-way or easement.

Someone must be present at the hearing to represent the application. All decisions of the Committee are made in public.

As provided in Section 51(25) of the Planning Act, R.S.O. Chapter 13 as amended, in granting consent to an application the Committee may impose conditions as requested by municipal or other authorities that in the opinion of the approval authority (the Committee) are reasonable. Some examples are as follows:

- Signing the Cash-in-Lieu of Parkland Memorandum of Understanding which explains that cash-in-lieu of dedication of land for parks purposes are required prior to the issuance of a building permit, to the satisfaction of the Director of Community Planning & Development for the Town;
- That an agreement with the local municipality be entered into for installation of such municipal services as may be required, or submission of a Grading & Drainage Plan, *at the expense of the applicant* and to standards acceptable to the municipality.
- That land be deeded gratuitously to the local or regional municipality for road widening purposes. This may also include dedication of a daylighting triangle for corner lots.
- Requirement for subsequent approvals under the Planning Act such as all necessary minor variances, or Zoning By-law amendments. *Further approvals will require additional applications and payment of associated fees.*

For lot additions (boundary adjustments) a requirement that the subject parcel and the abutting parcel shall merge in title and become one contiguous parcel of land will be required. A solicitor's written undertaking shall be provided to the Secretary-Treasurer indicating that the necessary steps to implement the conveyance will be taken.

Some conditions of approval may require additional applications, and associated fees. Conditions are the responsibility of the applicant and must be fulfilled within one year from the date of approval, in accordance with requirements of the Planning Act. It is important to note that there is no provision in the Planning Act for an extension of this time period.