

**APPLICATION INSTRUCTION AND INFORMATION SHEET**  
**CONSENT APPLICATION**

(Also see Instructions on the application form)

1. The application shall be filed with the Secretary-Treasurer, Committee of Adjustment, City of Brampton, 2 Wellington Street West, Brampton, together with the applicable fee in **cash, debit, credit card or cheque made payable to the Treasurer, City of Brampton.**

2. **FEES:** (pursuant to City of Brampton By-Law 221-2005)

(a) Application for Consent [Planning Act subsection 54 (1)]	<b>\$4,391.00</b>
(b) Application for Certificate of Validation [Planning Act section 57]	<b>\$4,391.00</b>
(c) Application for Approval of Foreclosure of or Exercise of a Power of Sale in a Mortgage or Charge [Planning Act subsection 50(18)]	<b>\$4,391.00</b>
(d) Application requesting Change(s) to the Conditions of Provisional Consent [Planning Act subsection 53(23)]	<b>\$4,391.00</b>
(e) Certificate resulting from an Application noted above	<b>\$2,067.00</b>
(f) Applicant necessitated re-circulation of Notice of an Application	<b>\$256 (plus \$5.10/notice)</b>

3. **NUMBER OF APPLICATIONS REQUIRED:**

**One (1)** fully completed **original** copy of the application form (**single sided**) with original signatures is to be submitted. **Two (2) copies of a plan**, Legal Size (8 1/2" x 14"), as set out on the application form are to accompany the application. Additional information may be required once a full review has been completed by staff.

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT OR AGENT.**  
**\*\*\*APPLICATIONS ARE TO BE PRINTED SINGLE SIDED ON 8 1/2" X 14" PAPER\*\*\***

**NOTE: A DETAILED EXPLANATORY LETTER SHOULD ACCOMPANY THE APPLICATION**

**APPLICANTS WILL BE REQUIRED TO POST A SIGN ON THE PROPERTY FOR A MINIMUM OF 14 DAYS PRIOR TO THE HEARING DATE.**

NOTES:

The authority to grant consents under *The Planning Act* has been delegated to the Committee of Adjustment, City of Brampton.

Where required by the Committee of Adjustment, the sketch referred to in the application form shall be a plan of survey signed by an Ontario Land Surveyor but otherwise a sketch, drawn to scale **and in metric units**, is acceptable (see sample sketch on next page).

An application shall be filed including the fee noted above **for each parcel of land being created.**

The application form requires that you provide assessment roll number(s). This number may be found on your property tax assessment notice.

If the applicant is not the owner of the subject land, the written authorization, of the owner that the applicant is authorized to make the application, shall be attached. (See "Appointment and Authorization of Agents" form attached.)

*The Statutory Powers Procedure Act* gives the Committee of Adjustment members the power to administer oaths and affirmations and Committee may require evidence before it to be given under oath or affirmation.

**SOME MATTERS USUALLY ADDRESSED**

The Committee having regard to comments, recommendations, evidence, by-laws and policies may impose conditions on favourably considered applications.

Noted below are some of the matters addressed by Committee conditions:

- 1) Certificate fee;
- 2) Copies of the final reference (survey) plan to be provided
- 3) Gratuitous conveyance of land for road widening;
- 4) Provision of adequate services; and,
- 5) Zoning by-law compliance.

Other conditions specific to some properties are noted below:

- a) Site plan approval by:
  - i) Conservation Authority
  - ii) Municipal Department;
  
- b) Approval of driveway location.

It is recommended that applicants contact the Planning and Development Services Department and other appropriate commenting agencies; however, it is noted that the Committee of Adjustment will make a decision on the merits of the application.

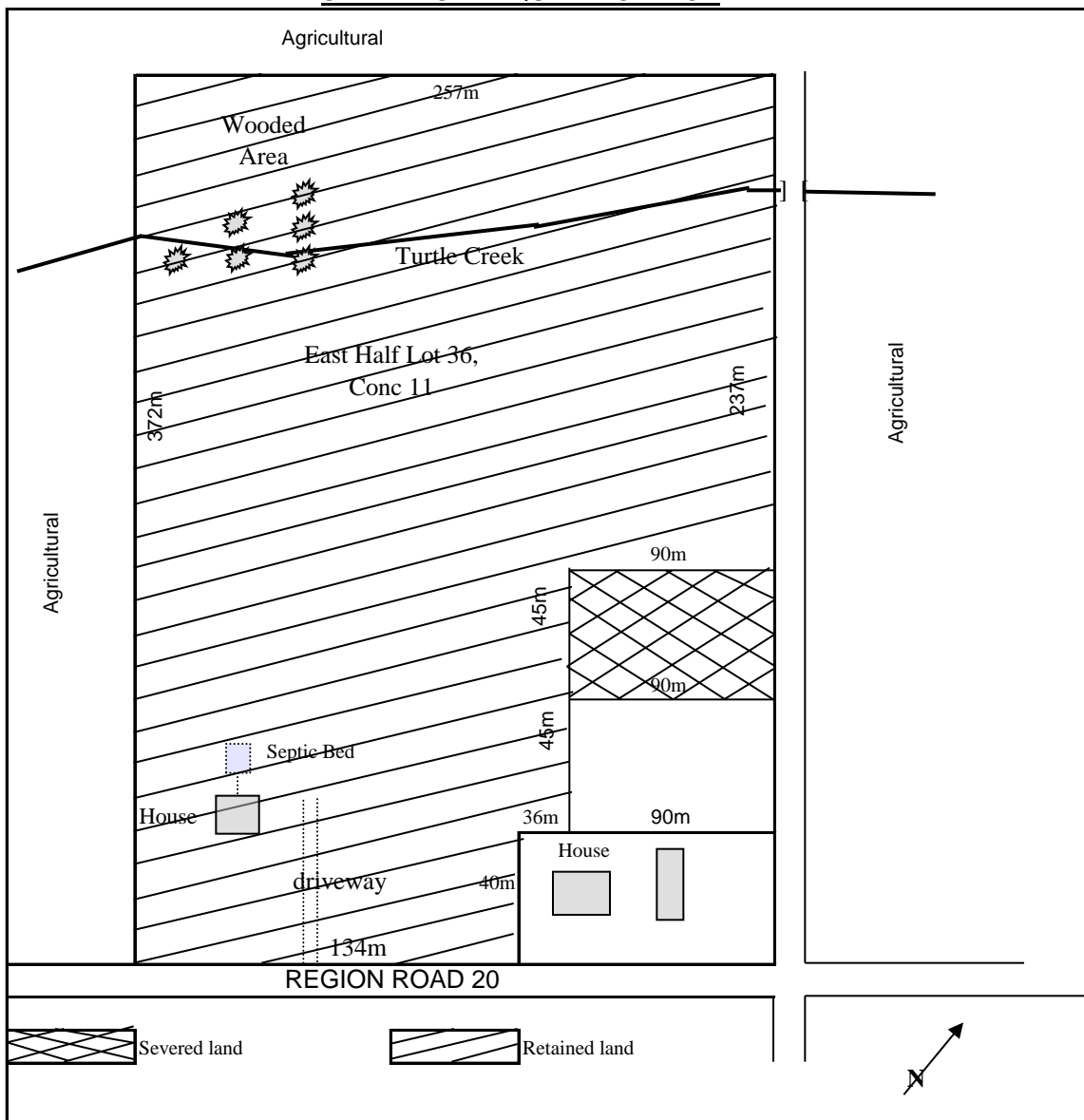
**NOTE: DEVELOPMENT CHARGES AND/OR A CASH PAYMENT IN LIEU OF PARKLAND DEDICATION MAY BE PAYABLE AT THE TIME OF BUILDING PERMIT AND THE CHARGES MAY BE SIGNIFICANT**

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A PRELIMINARY PROCESSING FEE MAY BE REQUIRED BY THE CONSERVATION AUTHORITY  
**TORONTO & REGION CONSERVATION - \$1400.00 OR**  
**CREDIT VALLEY CONSERVATION - \$410.00**

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**SAMPLE OF REQUIRED SKETCH**





The personal information collected on this form is collected pursuant to subsection 53(2) of the Planning Act and will be used in the processing of this application. Applicants are advised that the Committee of Adjustment is a public process and the information contained in the Committee of Adjustment files is considered public information and is available to anyone upon request. Questions about the collection of personal information should be directed to the Freedom of Information and Privacy Coordinator, City of Brampton.

**APPLICATION**  
**Consent**  
(Please read Instructions)

**NOTE:** Pursuant to subsection 53(2) of the *PLANNING ACT*, the applicant shall provide the Committee of Adjustment with such information or material as the Committee of Adjustment may require. The Committee of Adjustment may refuse to accept or further consider the application until the prescribed information, material and the required fee are received.

1. (a) **Name of Owner/Applicant** \_\_\_\_\_  
(print given and family names in full)

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Email** \_\_\_\_\_

(b) **Name of Authorized Agent** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Email** \_\_\_\_\_

2. **The type and the purpose of the proposed transaction, such as transfer for a creation of a new lot, lot addition, an easement, a charge, a lease or a correction of title.**

**Specify:** \_\_\_\_\_

3. **If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased.**

4. **Description of the subject land ("subject land" means the land to be severed and retained):**

a) **Name of Street** \_\_\_\_\_ **Number** \_\_\_\_\_

b) **Concession No.** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_

c) **Registered Plan No.** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_

d) **Reference Plan No.** \_\_\_\_\_ **Lot(s)** \_\_\_\_\_

e) **Assessment Roll No.** \_\_\_\_\_ **Geographic or Former Township** \_\_\_\_\_

5. **Are there any easements or restrictive covenants affecting the subject land?**

**Yes**  **No**

**Specify:** \_\_\_\_\_

6. Description of severed land: (in metric units)

a) Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

b) Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

c) Number and use of buildings and structures (both existing and proposed) on the land to be severed:

(existing) \_\_\_\_\_

(proposed) \_\_\_\_\_

d) Access will be by: Existing Proposed

Provincial Highway

Municipal Road - Maintained all year

Other Public Road

Regional Road

Seasonal Road

Private Right of Way

e) If access is by water only, what parking and docking facilities will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

\_\_\_\_\_

f) Water supply will be by: Existing Proposed

Publicly owned and operated water system

Lake or other body of water

Privately owned and operated individual or communal well

Other (specify): \_\_\_\_\_

g) Sewage disposal will be by: Existing Proposed

Publicly owned and operated sanitary sewer system

Privy

Privately owned and operated individual or communal septic system

Other (specify): \_\_\_\_\_

7. Description of retained land: (in metric units)

a) Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

b) Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

c) Number and use of buildings and structures (both existing and proposed) on the land to be retained:

(existing) \_\_\_\_\_

(proposed) \_\_\_\_\_

d)	<b>Access will be by:</b>	<b>Existing</b>	<b>Proposed</b>
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal Road - Maintained all year	<input type="checkbox"/>	<input type="checkbox"/>
	Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>
	Regional Road	<input type="checkbox"/>	<input type="checkbox"/>
	Seasonal Road	<input type="checkbox"/>	<input type="checkbox"/>
	Private Right of Way	<input type="checkbox"/>	<input type="checkbox"/>

e) If access is by water only, what parking and docking facilities will be used and what is the approximate distance of these facilities from the subject land and the nearest public road?

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f)	<b>Water supply will be by:</b>	<b>Existing</b>	<b>Proposed</b>
	Publicly owned and operated water system	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other body of water	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual or communal well	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify):		

g)	<b>Sewage disposal will be by:</b>	<b>Existing</b>	<b>Proposed</b>
	Publicly owned and operated sanitary sewer system	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual or communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify):		

8. What is the current designation of the land in any applicable zoning by-law and official plan?

	<b>Land to be Severed</b>	<b>Land to be Retained</b>
Zoning By-Law	_____	_____
Official Plans		
City of Brampton	_____	_____
Region of Peel	_____	_____

9. Has the subject land ever been the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Act and if the answer is yes and if known, the file number of the application and the decision on the application?

Yes  No

File # \_\_\_\_\_ Status/Decision \_\_\_\_\_

10. Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes  No

Date of Transfer \_\_\_\_\_ Land Use \_\_\_\_\_

11. If known, is/was the subject land the subject of any other application under the Planning Act, such as:

	File Number	Status
Official Plan Amendment	_____	_____
Zoning By-law Amendment	_____	_____
Minister's Zoning Order	_____	_____
Minor Variance	_____	_____
Validation of the Title	_____	_____
Approval of Power and Sale	_____	_____
Plan of Subdivision	_____	_____

12. Is the proposal consistent with Policy Statements issued under subsection 3(1) of the *Planning Act*?  
Yes  No

13. Is the subject land within an area of land designated under any Provincial Plan?  
Yes  No

14. If the answer is yes, does the application conform to the applicable Provincial Plan?  
Yes  No

15. If the applicant is not the owner of the subject land, the written authorization, of the owner that the applicant is authorized to make the application, shall be attached. (See "APPOINTMENT AND AUTHORIZATION OF AGENTS" form attached).

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Check box if applicable:

\_\_\_\_\_  
Signature of Applicant, or Authorized Agent, see note on next page

I have the authority to bind the Corporation

**DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in t  
application are true and I make this as if made under oath and by virtue of "The Canada Evidence Act".

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of applicant/solicitor/authorized agent, etc.

\_\_\_\_\_  
Signature of a Commissioner, etc.

**FOR OFFICE USE ONLY - To Be Completed By the Zoning Division**

This application has been reviewed with respect to possible variances required and the results of the said review are outlined on the attached checklist.

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

**NOTES:**

1. If this application is signed by an agent or solicitor on behalf of the applicant, the owner's written authorization must accompany this application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation. If the application is signed by an agent or solicitor on behalf of the applicant who is a Corporation, the applicant's written authorization must accompany this application and must be signed by an Officer of the Corporation with a declaration indicating that the said Officer has the authority to bind the Corporation.
2. Each copy of the application must be accompanied by a sketch **and a key map** showing the location of the subject land.
3. Sketches or reproductions are to be no larger than Legal Size. Application plans which are larger may be submitted provided at least **one reproduction** reduced to Legal Size is filed with the application.
4. Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.
5. The sketch shall show:
  - a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
  - b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
  - c) the boundaries and dimensions of the subject land, the part that is to be severed (shown in double hatch lines XXXX) and the part that is to be retained (shown in single hatched lines ////);
  - d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
  - e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
  - g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
  - h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
  - i) the location and nature of any easement affecting the subject land; and
  - j) if a natural or artificial feature is to be the proposed new property line or part thereof, identify the feature(s) as such on the sketch.
6. It is required that **1 original copy** of this application be filed, together with **2 copies** of the sketch described in item 2 above, with the Secretary-Treasurer, accompanied by the applicable fee.

**APPOINTMENT AND AUTHORIZATION OF AGENT(S)**

To: The Committee of Adjustment, City of Brampton,

I, \_\_\_\_\_,  
(Please print or type full name of the owner)

the undersigned, hereby appoint and authorize/have appointed and authorized as my agent(s) for the purpose of:

1. Signing and filing the application(s) on behalf of the undersigned;

1. \_\_\_\_\_ ;  
(Please print or type full name(s) of the agent(s) or the firm or corporation name. Add a separate sheet if necessary.)

2. Representing the undersigned before the Committee of Adjustment,

2. \_\_\_\_\_ ;  
(Please print or type full name(s) of the agent(s) or the firm or corporation name. Add a separate sheet if necessary.)

3. Acting on behalf of the owner with respect to all matters related to the application, including but not limited to fulfilling conditions and acquiring the Secretary-Treasurer's Certificate,

3. \_\_\_\_\_ ;  
(Please print or type full name(s) of the agent(s) or the firm or corporation name. Add a separate sheet if necessary.)

**AND**, I do hereby declare and confirm that I am the (an) owner of the land to which this application relates;

**AND**, I do hereby ratify, confirm and adopt as my own, the act(s), representation(s), reply (replies) and commitment(s) made on my behalf by the said agent(s).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of the owner, or where the owner is a firm or corporation, the signing officer of the owner.)

\_\_\_\_\_  
(Where the owner is a firm or corporation, please type or print the full name of the person signing.)

**NOTES:**

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If there is more than one owner, **all owners** shall complete and sign **individual** appointment and authorization forms.
3. If the agent is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.



**PERMISSION TO ENTER**

To: The Secretary-Treasurer  
Committee of Adjustment  
City of Brampton  
2 Wellington Street West  
Brampton, Ontario  
L6Y 4R2  
[coa@brampton.ca](mailto:coa@brampton.ca)

LOCATION OF THE SUBJECT LAND: \_\_\_\_\_

I/We, \_\_\_\_\_  
please print/type the full name of the owner(s)

the undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the City of Brampton Committee of Adjustment and City of Brampton staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Minor Variance and/or consent.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(signature of the owner[s], or where the owner is a firm or corporation, the signature of an officer of the owner.)

\_\_\_\_\_  
(where the owner is a firm or corporation, please print or type the full name of the person signing.)

**NOTE: If the owner is a firm or corporation, the corporate seal shall be affixed hereto**

**NO DISCUSSION SHALL TAKE PLACE BETWEEN THE COMMITTEE MEMBERS AND THE APPLICANT DURING THE SITE INSPECTION**