Planning Process Guide No. 5

What is a Consent?

Permission or consent is generally required to divide land into smaller parcels. Typical types of consents include the creation of a new lot, adding land to a neighbouring lot, creating a right-of-way, and entering into a lease over a part of a property for more than 21 years. Applications are reviewed to determine if they are consistent with Provincial policy, if they conform to Official Plan policies, if they comply with the requirements within the Zoning By-law, and if the proposed use or development is suitable for the site and compatible with adjacent land uses. Additional considerations include the availability of municipal servicing, availability of adequate vehicular access, grading and drainage, and potential environmental impacts.

What is the Consent Process?

1. Schedule a **pre-consultation** discussion with the Planner.

2. Submit a **complete application**, any required documents including a sketch, and applicable fees to the Municipality.

3. A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 60 meters, and any relevant agencies at least 14 days before the meeting.

4. Staff collect public comments and prepare a **planning report** that includes a recommendation.

5. A decision is made during a **Committee of Adjustment** hearing where an application will be either approved (with or without conditions), denied, or deferred.

6. A **Notice of Decision** is mailed out to the applicants, agencies, and by request within 15 days of the Hearing.

7. The 20-day **appeal period** begins on the date of the Notice of Decision. Any appeals will be heard by the Local Planning Appeal Tribunal for a final decision.

8. Fulfill the conditions of approval within two years and submit relevant documentation to the Township for certification.

Need More Information?

Contact a municipal planner at (519) 247-3687
Find the Zoning By-Law at www.adelaidemetcalfe.on.ca
Visit the Municipal Office at 2340 Egremont Drive, Strathroy

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