

APPLICATION INFORMATION SHEET

Perth County Land Division
landdivision@perthcounty.ca
(revised July 2019)

1 Huron Street Stratford, Ontario
N5A 5S4
(519) 271-0531 Ext. 449
Fax: (519) 273-5967

Pursuant to the Planning Act, the general consent policies of the County of Perth Official Plan (as well as applicable Official Plans for member municipalities), and the applicable consent policies of the specific land use designation within the Official Plan shall apply in respect to the division of land through the consent process.

A paper copy of the County of Perth Official Plan can be obtained from the Planning and Development Department for \$50.00. The digital version (.pdf format) can be viewed and or downloaded from the following link:

<https://www.perthcounty.ca/en/county-of-perth-official-plan.aspx>

Official Plans are also in effect for the following Member Municipalities:

- Mitchell Ward Official Plan
- Listowel Ward Official Plan
- Milverton Ward Official Plan

The Land Division Committee has the authority to:

- Give consent for land severance to divide a parcel of land into more than one lot or as lot additions to abutting properties.
- Give consent to mortgages, partial discharge of mortgages and validation of title.
- Give consent to leases over 21 years, quit claims, easements and rights-of-way.

The County Land Division Committee is comprised of five County of Perth Councillors. The Planning Act requires the committee to make its decisions in public.

The Land Division Committee only has the authority to provide consent for land located within the four member municipalities:

**Municipality of
North Perth**



**Municipality of
West Perth**



**Township of
Perth East**



**Township of
Perth South**



This document is available in alternate formats, upon request.

APPLICATION FOR CONSENT - THE APPLICATION

1. The following is required to be filed with the Secretary-Treasurer of the Land Division Committee, 1 Huron St., Stratford, Ontario, N5A 5S4:

One (1) copy of a completed application form and sketch together with:

- a) fee of \$1,500.00 payable to County of Perth; and also (where required):
- b) **IF** located within a conservation authority of concern
 - A fee of will be invoiced directly by the applicable conservation authority (UTRCA, ABCA, MVCA, GRCA)
 - **FEES SUBJECT TO CHANGE**
- c) copy of the Registry PIN print out for the subject property;
- d) for a lot addition, a copy of the Registry PIN print out for the land to which the severed parcel will be added.

NOTE:

A Notice of Application sign will be required to be placed on the subject property for at least 14 days prior to the meeting of the Land Division Committee. The sign will be prepared and supplied by the County. It will be available for pick up at the Stratford office. The applicant or agent is responsible to pick up the sign and place the sign on the property. If the notice sign and sign frame posted on the subject property has not been returned to the issuing Municipality within 30 days of the decision of the Land Division Committee, confirmation that a replacement sign fee of \$100.00 paid to the issuing Municipality must be received prior to the final consent approval.

Under Section 53(4) of the Planning Act, RSO 1990, the Land Division Committee may refuse to accept or further consider the application until the prescribed information, material and required fee have been received. Any application not including the minimum requirements under the Planning Act will be returned to the applicant/agent for further information or completion. The 90 day appeal period under Section 53(14) of the Planning Act, RSO 1990, does not begin until the completed application has been received by the Land Division Committee.

The required sketch must be an accurate diagram to scale of the entire property (severed and retained) and indicate abutting land uses. Consents in urban areas and small parcels in rural areas will require a surveyor's sketch. The applicant should be aware that the Secretary-Treasurer of the Land Division Committee can request that a survey sketch, signed by an Ontario Land Surveyor, be filed if they are not satisfied with the diagram submitted.

It is important for the applicant to be aware that the Committee will be making their decision based on the information provided in the application and diagram

and that all measurements, etc. should be accurate, as these dimensions cannot be changed once a decision has been made.

One application is required for each new parcel created. The severance of the middle portion of land with retained parcels on either side is not allowed.

Please retain a copy of the completed application and a copy of the sketch for your (or agent's) use.

2. If an amended application is submitted before the Committee's decision is made because of minor changes to the proposal, the fee is \$300.00. Major changes will require the submission of a new application and full fee.
3. Every application will be circulated to the County Planning Department, the Council of the Municipality in which the subject lands are located.
4. It is not always the practice of the Councils to notify the applicants of when their application is to be dealt with. If an applicant wishes to approach the Council in order to explain the circumstances of the application, it is the responsibility of the applicant to contact them and to arrange a time to meet with them. See attached list for contacts.
5. Where applicable, applications will also be circulated to the local Conservation Authority, Ministry of Transportation/County Public Works Department regarding road widening and access, local utilities company, Building Inspector (septic) and other agencies deemed necessary for comments and recommendations. The Perth County Planning Department or OMAFRA may be asked to comment on minimum distance separation issues if not addressed in local planning documents.

You may want to confer with an agency before submitting your application to discuss their requirements. You will find a list of contacts attached hereto. Please contact the local building official with regards to septic requirements.

6. "Notice of Application" will be mailed to all persons owning property within 60 metres of the subject property (severed and retained). It will also be necessary to post a "Notice of Application" sign on the property for at least 14 days prior to the Land Division Committee meeting date.
7. The applicant can appeal to the Local Planning Appeal Tribunal if a decision has not been made by the Land Division Committee on the consent application with 90 days of receipt of the completed application. Before filing a notice of appeal, the applicant should determine the status of the file since it might be possible that the Committee will make a decision on the application within a reasonable time. If all the required information is submitted at the time of application, delays in processing the application can be avoided.

The application will be scheduled for a Land Division Committee meeting, usually within 6-8 weeks of the completed application being received. The applicant or agent will be notified of the date, time and place.

The applicant or agent is strongly encouraged to attend the Land Division Committee meeting. If the applicant or agent does not attend, the Land Division Committee may proceed to consider the application. However, the application may be deferred if the committee is unable to make an informed decision because the applicant or agent is absent and therefore unable to provide necessary information on their application. An additional fee may be applied in this case to recover costs incurred due to additional time required for staff and the Land Division Committee to re-consider the application at a later meeting.

8. The Land Division Committee usually makes its decision on consent applications on the day of the meeting. The Notice of Decision is mailed following the decision. If the consent application is approved and conditions are stipulated, these conditions must be fulfilled prior to granting the consent. The applicant has one year to fulfill conditions, otherwise the application is deemed to be refused. The applicant, or any person or public body can appeal the decision and any or all of the conditions to the Local Planning Appeal Tribunal within 20 days of the "Notice of Decision" being completed. Appeals must be filed with the Secretary-Treasurer of the Land Division Committee and accompanied with the appropriate fee.

If the application is not approved, a notice stating the reasons for the refusal will be issued. The applicant, or any person or public body has up to 20 days from the "Notice of Decision" being completed to appeal the Land Division Committee decision to the Local Planning Appeal Tribunal.

9. If no notice of appeal is received, the decision of the Land Division Committee becomes final.
10. Completed applications should be sent to:

David Gundrum, Secretary-Treasurer
County of Perth Land Division Committee
County Court House
1 Huron St.,
Stratford, Ontario N5A 5S4

CONTACTS FOR MUNICIPALITIES, AND OUTSIDE AGENCIES

Municipalities

Phone Number

Municipality of North Perth (Elma, Listowel & Wallace Wards) (519) 291-2950
330 Wallace Ave N.,
Listowel, Ont. N4W 1L3

Planner - Sean Yilmaz, Ext. 2052 – syilmaz@northperth.ca
Deputy Clerk - Danette Beare, Ext. 2063 – dbeare@northperth.ca
Chief Building Official - Ed Podniewicz Ext. 2058 – epodniewicz@northperth.ca

Municipality of West Perth (Hibbert, Logan, Mitchell, Fullarton Wards)
Box 609, (519) 348-8429
169 St. David St.,
Mitchell, Ont. N0K 1N0

Planner – Adam Betteridge, Ext, 259 - abetteridge@westperth.com
Municipal Clerk – Carla Preston, Ext. 224 – cpreston@westperth.com
Chief Building Official - Bob McLean, Ext. 226 – bmclean@westperth.com

Township of Perth East (Mornington, Milverton, Ellice, North Easthope, South Easthope Wards)
P.O. Box 455, (519) 595-2800
25 Mill St.,
Milverton, Ont. N0K 1M0

Planner – Adam Betteridge, Ext. 248 – abetteridge@pertheast.ca
Building/Planning Assistant - Jean Welsh, Ext. 224 – jwelsh@pertheast.ca
Chief Building Official – Grant Schwartzentruber, Ext. 222 –
gschwartzentruber@pertheast.ca

Township of Perth South (Downie, Blanshard Wards)
3191 Road 122,
St. Pauls, Ont. N0K 1V0 (519) 271-0619

Planner - Sean Yilmaz, 519-444-8400 – syilmaz@perthsouth.ca
Clerk – Lizet Scott, Ext. 224 – lscott@perthsouth.ca
Chief Building Official – Martin Feeney, Ext. 225 – mfeeney@perthsouth.ca

CONTACTS FOR AGENCIES (partial listing)

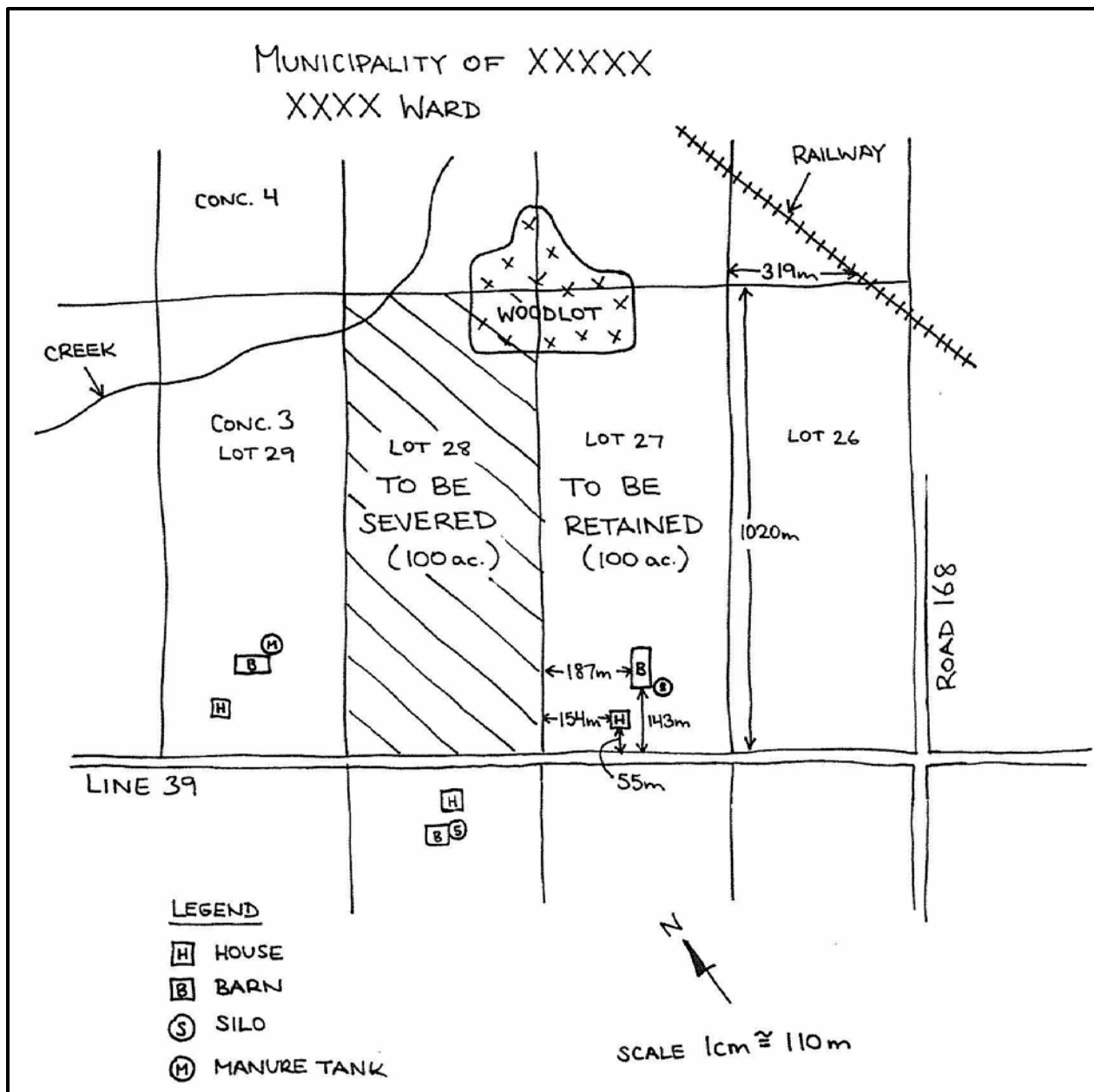
Septic system inquiries should be directed to your local Building Official as noted above.

<p>Erie Thames Powerlines (For Town of Mitchell only) P.O. Box 157 143 Bell Street INGERSOLL, Ontario N5C 3K5 info@erithamespower.com 1-877-850-3128 OR 519-485-1820</p>	
<p>Hydro One Networks Inc. Real Estate Services 483 Bay St, 12th Floor North Tower Toronto, Ont. M5G 2P5 www.HydroOne.com 1-888-231-6657</p>	<p>(For Milverton and Listowel Wards) Hydro One does not comment on consents unless it is apparent that transmission facilities are directly affected by the application</p>
<p>Mornington Communications 16 Mill Street E. P.O. Box 70 MILVERTON, Ontario N0K 1M0</p>	
<p>Quadro Communications 1845 Road 164 PO Box 101 KIRKTON, Ontario N0K 1K0</p>	
<p>Canadian National Railway Manager, Community Planning and Development CN Business Development & Real Estate 1 Administration Road, 1st Floor CONCORD, Ontario L4K 1B9 514-399-7627</p>	
<p>Goderich-Exeter Railway Shakespeare Street Unit 2, 2nd Floor STRATFORD, Ontario Wesley Logan 519-271-4441 Ext. 1</p>	

<p>Upper Thames River Conservation Authority 1424 Clarke Road London, Ont. N5V 5B9 Phone (519) 451-2800 FAX (519) 451-1188</p>	<p>Applicable to areas of: West Perth Perth South Perth East</p>
<p>Maitland Valley Conservation Authority Box 127 Wroxeter, Ont. N0G 2X0 Phone (519) 335-3557 FAX (519) 335-3516</p>	<p>Applicable to areas of: North Perth Perth South Perth East</p>
<p>Ausable Bayfield Conservation Authority RR #3 Exeter, Ont. N0M 1S5 Phone (519) 235-2610 FAX (519) 235-1963</p>	<p>Applicable to areas of: West Perth</p>
<p>Grand River Conservation Authority 400 Clyde Rd., Box 729, Cambridge, Ont. N1R 5W6 Phone (519) 621-2761 FAX (519) 621-4844</p>	<p>Applicable to areas of: Perth East</p>
<p>For Provincial Highways: Ministry of Transportation (Corridor Control) 659 Exeter Road London, Ont. N5A 5T8 Phone (519) 873-4209</p>	
<p>For County Roads: County of Perth Public Works Department 1 Huron Street Stratford, Ont. N5A 5S4 Phone (519) 271-0531 Ext. 310 jmcclelland@perthcounty.ca</p>	
<p>For Local Roads: Contact the municipality which has jurisdiction over the road</p>	

Sample Sketch – Hand-drawn

This type of sketch may be considered appropriate for consent applications involving large, regular rural land parcels. The applicant should be aware that the Committee can request that a survey, signed by an Ontario Land Surveyor, be filed if they are not satisfied with the diagram submitted.



Sample Sketch – Surveyor’s Sketch

This type of sketch is required for urban parcels, and small or irregular parcels in rural areas. It can also be required if the original diagram submitted is determined to be unsatisfactory.

ΣΕÇΕΡΑΝΧΕ ΣΚΕΤΧΗ

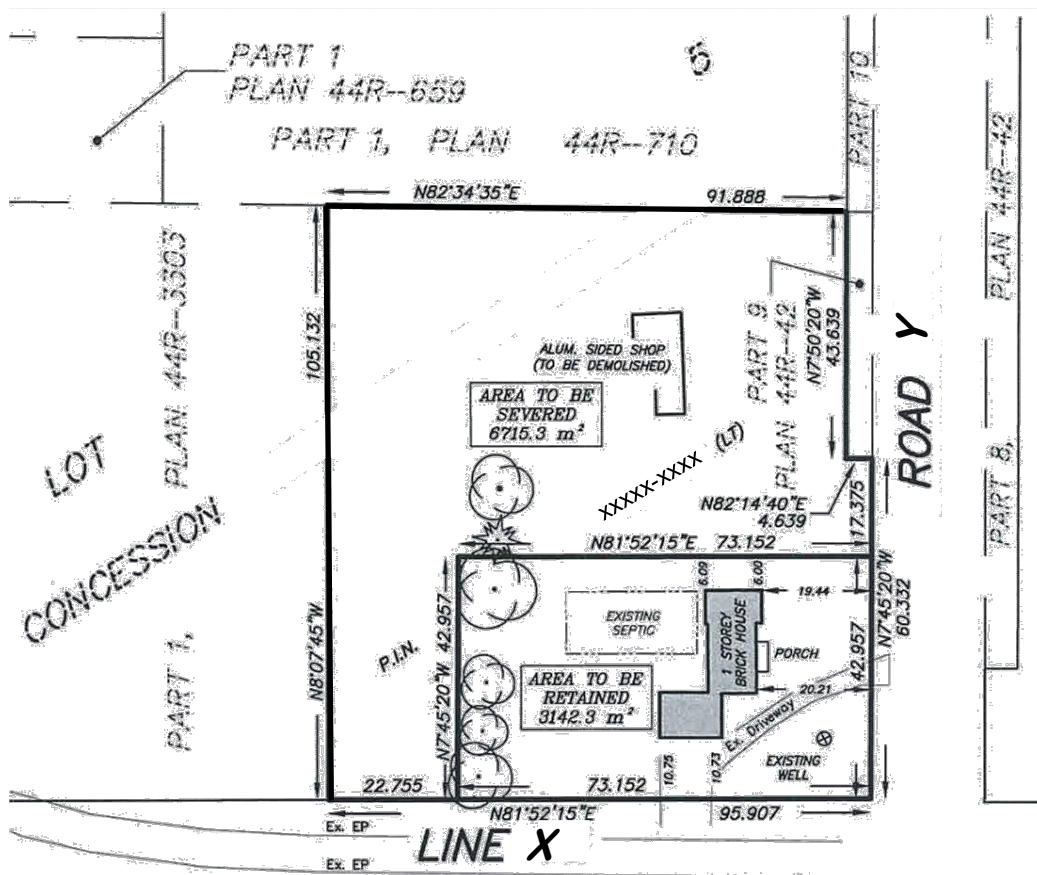
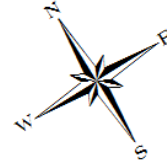
ΟΦ ΠΑΡΤ ΟΦ

ΛΟΤΣ Ε ΑΝΔ Ψ ΧΟΝΧΕΣΣΙΟΝ Ε

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ΣΧΑΛΕ 1:ΕΕΕΕ

 METRES



ΑΡΕΑΣ:

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ΣΘΥΑΡΕ ΜΕΤΡΕΣ ΑΝΔ ΧΑΝ ΒΕ ΧΟΝÇΕΡΤΕΛ
ΤΟ ΑΧΡΕΣ ΒΨ ΔΙÇΙΔΙΝΓ ΒΨ 4046.8564.

ΔΙÇΙΤΑΝΧΕΣ ΣΗΟΣΩΝ ΟΝ ΤΗΣ ΠΛΑΝ ΑΡΕ ΙΝ ΜΕΤΡΕΣ ΑΝΔ
ΧΑΝ ΒΕ ΧΟΝÇΕΡΤΕΛ ΤΟ ΦΕΕΤ ΒΨ ΔΙÇΙΔΙΝΓ ΒΨ 0.3048.

ΧΑΥΤΙΟΝ:

ΤΗΣ ΙΣ ΝΟΤ Α ΠΛΑΝ ΟΦ ΣΥΡÇΕΨ ΑΝΔ ΣΗΑΛΛ ΝΟΤ ΒΕ ΨΕΛΑ
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