



## Instructions for APPLICATION FOR CONSENT

THE CORPORATION OF THE CITY OF LONDON  
PLANNING AND DEVELOPMENT,  
6<sup>TH</sup> FLOOR, CITY HALL, 300 DUFFERIN AVENUE, LONDON, ONTARIO N6A 4L9  
Telephone: (519) 930-3500

1. This process pertains to an Application for Consent.
2. There are different fees for each type of application (See Schedule APP-2 attached for a fee schedule)
3. If the application requires a Minor Variance application, the Minor Variance application may be filed after the Notice of Provisional Consent Decision is issued.

### A Consent is required for the following:

- to divide land (or sever it) for the purpose of sale (note: no more than five abutting parcels can be created if no public road is being created. Any application creating more than 5 parcels or requires a public road to be created or extended requires approval as a "plan of subdivision");
- to register a mortgage or discharge a mortgage over part of a parcel of land;
- to register a lease over part of a parcel of land when the term of the lease is 21 years or more (inclusive of renewal options);
- to register easements for rights-of-way; and,
- to adjust boundaries of existing land parcels to enlarge or decrease the size of a property.

### STEPS IN THE PROCESS

**Step 1 Consult with Planning and Development** (6th floor, City Hall, 519-930-3500) to discuss your plans before completing an application. In the City of London, Consents are dealt with by the London Consent Authority, not by the Land Division Committee or the Committee of Adjustment. Planning and Development will provide you with the application form, please email [CoASubmit@london.ca](mailto:CoASubmit@london.ca)

**Step 2** You may also need to consult the following agencies, as necessary: **Upper Thames River Conservation Authority (UTRCA)** if the site is identified through mapping – tel: 519-451-2800) and the **Ministry of Transportation, Planning and Design** if the application involves a site which is adjacent to a provincial highway - tel: 519-873-4100).

These steps are necessary to determine:

- the need for consent;
- the type of consent involved;
- whether or not a minor variance application to the London Committee of Adjustment is necessary;
- whether or not there might be servicing requirements/ limitations or land dedications involved with a given proposal, or
- whether or not the proposal is beyond the scope of the consent process and, for example, requires the applicant to submit a draft plan of subdivision application.

### STEPS IN THE PROCESS

**Step 3 Complete the application form.** In addition to completing the application form, you must also provide the following:

- One digital copy of a survey of the proposal, dimensioned and drawn to scale; showing all of the information and features that are prescribed in the attached application;
- a cheque made payable to the City Treasurer to cover the application fee (refer to Schedule APP-2);
- if you are using an agent or solicitor, your written authorization (with dated, original signature) identifying, by name, the individual who will act as your agent or solicitor for filing your Application for Consent;
- **A commissioned stamp and signature** on page 9.
- a **Zoning Referral Record** (attached as Schedule APP-1 to this Application Form) as completed by a Municipal Law Enforcement Officer located on the 7<sup>th</sup> floor of City Hall; [Zoning@london.ca](mailto:Zoning@london.ca)
- In some cases additional information could be helpful in assessing an application. To expedite the process, you are encouraged to submit, photographs or other relevant documentation that will assist

in evaluating your application. To avoid delays, please ensure that your application is complete, that all drawings are neat and legible and that all dimensions are accurate.

**Step 4 Complete application accepted.**

**Step 5 Circulation of the application.** After the application has been received, and at least 14 days before a decision is made, Development Services will send notice of the application to every person assessed within 60 metres of the subject property and to every person and public body that has provided a written request for such notice. Copies of the application will also be circulated to prescribed agencies and to City Departments for the purpose of obtaining written comments and/or advice for consideration when making the decision on the application.

**Step 6 Decision-making process.** The London Consent Authority will carefully consider all aspects of the application pursuant to the requirements of the *Planning Act*, Provincial Policy Statements, the policies in the Official Plan, agency and departmental comments as well as submissions from the public. When dealing with an application to sever land, the London Consent Authority must consider:

- what the effect will be on the health, safety, convenience and welfare of the present and future inhabitants;
- the impact on Provincial interests as identified in Section 2 of the *Planning Act*;
- whether the application is in the public interest or is premature;
- if the lands suit the proposal;
- if the size and shape of the lots and the overall plan are suitable;
- whether the layout addresses energy conservation of natural resources and flood control;
- whether utilities, road systems, municipal services and schools are adequate;
- if the area of land being dedicated for public purposes is suitable;
- whether the application conforms to the Official Plan and is compatible with adjacent land uses.

If the application is approved, the London Consent Authority may impose conditions as part of the decision. Conditions could include things such as a requirement for Site Plan Approval, the entering into of a servicing agreement with the City, or approval of a lot grading plan. **There is no public hearing associated with a decision made by the London Consent Authority.** Copies of departmental comments and comments from the public are available a week prior to the date of the decision of the London Consent Authority.

**Step 7 Notice of Decision.** Within 15 days of the date on which the London Consent Authority makes a decision, one copy of the decision will be mailed to the applicant, anyone who filed a written request for notice of the decision, everyone who provided written comments or written submissions, and to anyone else prescribed by Ontario Regulation 547/06.

**Step 8 A final and binding decision.** If no appeal is made by the end of the 20-day appeal period, the decision is final and binding. You will be notified by mail, and, if the application has been approved, you should be in a position to prepare and submit to the Consent Authority the appropriate documents such as **evidence that all conditions have been met and a deed or a mortgage** for certification by the City Clerk.

**NOTE: SECTION 53 OF THE PLANNING ACT PROVIDES THAT:**

If an application is made for a consent and the council (*Consent Authority*) fails to make a decision under subsection 53(1) on the application within 90 days after the day the application is deemed complete by the London Consent Authority, the applicant may appeal to the Ontario Land Tribunal (OLT) with respect to the consent application.

If the applicant, municipality, a local board, a ministry, department, board, commission, agency or official of a provincial or federal government or a First Nation that files an appeal of a decision of the City of London Consent Authority in respect of the proposed consent does not make written submissions to the Consent Authority, before it gives or refuses to give a provisional consent, the Ontario Land Tribunal (OLT) may dismiss the appeal. If you wish to be notified of the decision of the Consent Authority in respect of the proposed consent you must make a written submission to the City of London Consent Authority, 300 Dufferin Avenue, 6<sup>th</sup> Floor, London, Ontario, N6A 4L9, or by email to [CoAsubmit@london.ca](mailto:CoAsubmit@london.ca) Additional information on these applications is available at the City of London Business Hub, 2<sup>nd</sup> Floor, City Hall, 300 Dufferin Avenue, London, Ontario, or by emailing [CoAsubmit@london.ca](mailto:CoAsubmit@london.ca) or calling 519-930-3500.

The appeal must set out the reasons for appeal and must include a certified cheque / money order, or credit card and must be in Canadian Funds in the amount of \$300.00, made payable to the "Minister of Finance". When paying by credit card, please indicate this on the appeal form and OLT staff will phone you to complete the transaction – do **not** record any credit card details on the appeal form.

The Consent Authority will then prepare an appeal package and forward it to the OLT.

OLT will schedule a hearing and give written notice of the time and date in advance of the hearing.

Where a consent is granted without conditions it is valid for 6 months from the date on the "certification stamp" provided the transaction has been completed.

Where a consent is granted with conditions, the conditions must be fulfilled within two years of the "final decision date" or the consent is deemed to be "refused"; and,

Where a conditional consent has been certified as to the fulfillment of the conditions, the consent itself is then valid for six months from the date of the certificate provided the transaction has been completed. (Certification fee is \$100.00 for the initial Certificate and \$200 for each additional Certificate.)



London  
CANADA

# THE CITY OF LONDON APPLICATION FOR CONSENT

FOR APPLYING FOR APPROVAL UNDER SECTION 53 OF THE PLANNING ACT

## OFFICE USE ONLY

File Number: B.

Date Received:

(Place Date Stamp Here)

## CONCURRENT APPLICATIONS FILED

Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees

Official Plan Amendment	Minor Variance
Zoning By-law Amendment	Site Plan
Other (Specify)	

## REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:

Note: If the information below is not received together with the fees required under subsection 69(1) of the *Planning Act* and the information and material required under subsections 53(2) and 53(3) of the Act, the application **will be deemed incomplete, the time period referred to in subsection 53(14) of the Act will not begin and the application will be returned to the applicant.**

	1 digital copy of the application form and declarations, completed as required under subsection 53(2) of the completed <i>Planning Act</i> ;
	1 digital copy of a draft survey of the proposal, dimensioned and drawn to scale; all of the information and showing features, as required under subsection 53(2) of the <i>Planning Act</i> ;
	Application Fee(s) made payable to the City Treasurer;
	A Letter of Authorization from the owner (with dated, original signature) <b>OR</b> completion of the Owner's Authorization on page 6 (item 30) if <b>the owner is not filing the application.</b>
	<b>A commissioned stamp and signature on page 9.</b>
	A completed Zoning Referral Record (see Schedule APP-1)

## PLEASE LIST THE REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply 3 copies each):

Note: this section applies to all reports that were identified at a pre-consultation meeting as studies that are required at the time of submitting the application


**PLEASE REFER TO ONTARIO REGULATION 547/06 FOR ITEM REFERENCES 1 THROUGH 17**

**1a) Applicant Information**

Complete the information below. All communications will be directed to the **Prime Contact** with a copy to the owner.

Note: If additional space is required for owner(s) information, please attach a separate sheet containing said information.

**Registered Owner(s)**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**Agent Authorized by the Owner to file the Application (if applicable)**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**Ontario Land Surveyor (if applicable)**

Name:

Address:

City:

Postal Code:

Phone:

Fax:

Email:

**1b) Which of the above is the Prime Contact?**

**2) Date Application Submitted to the City of London:**

**3) Type and Purpose of Proposed Transaction**

Lot Creation

Number new lots created: \_\_\_\_\_

Mortgage

Lease

Easement

Right-of-way

Power of Sale

Validation of Title

**4) Name of Person(s) to whom the land, or interest in the land, is intended to be conveyed, leased or mortgaged**

Name of Person(s): \_\_\_\_\_

Specify Nature of Relationship with Owner: \_\_\_\_\_

**5) Description of Land**

5a) Geographic Township:

5b) Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

5c) Street Address (if applicable):

5d) Assessment Roll Number:

6) Are there any easements or restrictive covenants affecting the subject lands? Yes No

7) If Yes, describe each easement and/or covenant and its effect:

Reference Plan No.	Instrument No.	Purpose of Easement and/or Covenant (e.g. hydro, sewer, pipeline, etc.)

**8a) Description of Land**

*Note: If additional space is required, please attach a separate sheet containing the required information.*

**Land Intended to be Severed:**

Frontage (m)	Depth (m)	Area (m <sup>2</sup> )	Existing Use	Proposed Use
No. Existing Buildings/Structures:			No. Proposed Buildings/Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

**Land Intended to be Retained:**

Frontage (m)	Depth (m)	Area (m <sup>2</sup> )	Existing Use	Proposed Use
No. Existing Buildings/Structures:			No. Proposed Buildings/Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

**8b) Access**

**Access to the Severed Land will be by:**

Private Street (not usually permitted)	Provincial Highway	Other (Specify)
Right of Way (not permitted)	Assumed Municipal Street	

**Access to the Retained Land will be by:**

Private Street (not usually permitted)	Provincial Highway	Other (Specify)
Right of Way (not permitted)	Assumed Municipal Street	

**8c) Water Supply**

**Water Supply will be Provided to the Severed Land by:**

Municipal piped water	Privately owned and operated individual wells for each lot
Privately owned an operated communal well	Other (specify)

**Water Supply will be Provided to the Retained Land by:**

Municipal piped water	Privately owned and operated individual wells for each lot
Privately owned an operated communal well	Other (specify)

<b>8d) Sewage Disposal</b>			
<b>Sewage Disposal will be Provided to the Severed Land by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify)
<b>Sewage Disposal will be Provided to the Retained Land by:</b>			
	Municipal sanitary sewers		Privately owned individual septic system for each lot
	Privately owned communal collection		Other (specify)

**9) Official Plan Information**

a) What is the land use designation of the site in the Official Plan?

b) Does the proposal conform?                      Yes                      No

c) If No, has a separate application for an Official Plan Amendment been made?  
Yes              No                      FILE No.:                      Status:

**Zoning Information**

a) What is the current zoning of the subject lands?

b) Does the proposed plan conform to the existing zoning?              Yes                      No

c) If No, have you made a concurrent application for rezoning?  
Yes              No                      FILE No.:                      Status:

**10) 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*?              Yes                      No  
If yes, provide the following:  
FILE No.:                      Status:

An application for Consent under section 53 of the *Planning Act*?                      Yes                      No  
If yes, provide the following:  
FILE No.:                      Status:

**11) Land Previously Severed from Subject Land**

Has any land been severed from the parcel originally acquired by the Owner of the subject land?  
Yes                      No

**12) If the answer to section 11 is yes, provide:**

Date of Transfer:

Name of Transferee:

Use(s) of Severed Land:

**13) Other Applications Under Planning Act**

Is the subject land the subject of any other application under the *Planning Act*?

YES

NO

Unknown

	Draft Plan of Subdivision	File No.:	Status:
	Draft Plan of Condominium	File No.:	Status:
	Official Plan Amendment	File No.:	Status:
	Zoning By-law Amendment	File No.:	Status:
	Minor Variance	File No.:	Status:
	Site Plan	File No.:	Status:
	Part Lot Control	File No.:	Status:
	Other (Specify)	File No.:	Status:

**14) A draft survey or the following, in metric units, is required:**

- (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 intended to be severed and the part that is intended to be retained;
- (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 (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
  - (i) are located on the subject land and on land that is adjacent to it, and
  - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (*for example, residential, agricultural or commercial*);
- (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 will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land.

**15) Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?**

Identify policies from the 2014 Provincial Policy Statement (PPS) that you intend to use to support your application. *Note: If additional space is required, please attach a separate sheet containing this information.*

**Items 16 and 17 to the Schedule of Ontario Regulation 547/06 do not apply to the City of London.**





**Owner's or Applicant's Consent Declaration**

In accordance with the provisions of the Planning Act, it is the policy of the City Planning and Development Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I \_\_\_\_\_ the owner/the authorized applicant/the authorized agent, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the City of London to post a Change of Use sign and municipal staff to access the subject site for purposes of evaluation of the subject application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Day

\_\_\_\_\_  
Month

\_\_\_\_\_  
Year

**OWNER/APPLICANT'S INFORMATION (Mandatory)**

# ZONING REFERRAL RECORD

To be completed by a Municipal Law Enforcement Officer, 7<sup>th</sup> Floor, City Hall  
[Zoning@london.ca](mailto:Zoning@london.ca)

**Schedule APP-1**

**File No.  
B.**

DESCRIPTION OF LAND
Geographic Township:
Lot(s):
Part Lot(s):
Concession(s):
Registered Plan No.:
Street Address (if applicable):
Assessment Roll Number:

**Existing Zone(s) in Z.-1 Zoning By-law:**

BY-LAW RESTRICTIONS	REQUIRED	AS SHOWN ON PLAN
(a) Use		
(b) Lot Area (m <sup>2</sup> )		
(c) Lot Frontage (m)		
(d) Front Yard (m)		
(e) Rear Yard (m)		
(f) Interior Yard (m)		
(g) Exterior Yard (m)		
(h) Landscaped Open Space		
(i) Lot Coverage		
(j) Height (m)		
(k) Off-street Parking		
(l) Floor Area Ratio		
(m) Special Provisions		
(n) Other		

**VARIANCE REQUIRED?**                      **Yes**                      **No**

ZONING COMMENTS

While every effort has been made to ensure that the information contained herein is correct, the information is not warranted or certified to its accuracy. The information **MUST** be verified before filing for your Consent Application

Municipal Law Enforcement Officer's Signature	Year	Month	Day

**SCHEDULE OF FEES\***

**Schedule APP-2**

All cheques must be made payable to the **City Treasurer**.

**Effective JANUARY 1, 2025 (as per the Planning Fees By-law A-60)**

<b>LOT CREATION</b>	
Application Fee = Base Fee + Variable Fee	
Base Fee	\$2,301.00 for the creation of one lot
Variable Fee	\$231.00/each additional lot created
<b>LOT ADJUSTMENT, MORTGAGE, LEASE, POWER OF SALE, VALIDATION OF TITLE, EASEMENT, RIGHT-OF-WAY</b>	
Application Fee	\$1,535.00
<b>CERTIFICATION OF DEEDS</b>	
Fee	\$100 for first certificate; \$200 for each additional certificate

\*Should discrepancies in fees exist, the Planning Fees By-law A-53 shall be considered correct.

Revised: Noevember 2024