

The United Counties of Leeds and Grenville is the Consent Granting Authority for the Consent Application process. See Step 6 Counties Decision on who makes the decision.

Steps that are subject to the Township’s review are highlighted in blue with the EC logo.

<p><b>Step 1</b> Pre-Consultation with Local Municipality</p> 	<ul style="list-style-type: none"> <li>• Applicant consults with local Municipal staff (and any relevant agencies) to discuss the proposed severance and local requirements. Studies (EIS, MDS, etc.) may be identified for inclusion with the application submission.</li> <li>• Is the subject land on a County Road? A pre-severance consultation form for an entranceway needs to be submitted to the Public Works Department and a fee paid.</li> </ul>
<p><b>Step 2</b> Applicant to Complete Application</p> 	<ul style="list-style-type: none"> <li>• Applicant fills out an application. Application is available online on the County website. The local municipality is required to sign and date a section of the application, confirming that a pre-consultation was completed.</li> <li>• The municipality can also verify if the application is filled out correctly and required drawings and information is attached.</li> </ul>
<p><b>Step 3</b> Consult with Counties and Submit Application</p>	<ul style="list-style-type: none"> <li>• Applicant schedules an appointment with the Secretary- Treasurer at the County (613-342-3840 ext. 2414).</li> <li>• Applicant brings in filled out application, sketch, ID and proof of ownership/deed/tax information.</li> <li>• Secretary Treasurer reviews the application.</li> <li>• Once the application form is complete, a commissioner of oaths will commission a signature, if not already done.</li> <li>• Payment by cheque(s) or bank draft, is made for each reviewing agency (see fee schedule). There are usually 3 to 4 agencies.</li> <li>• Application is submitted.</li> </ul>
<p><b>Step 4</b> Notice of Application</p>	<ul style="list-style-type: none"> <li>• Counties circulates the application once it is deemed complete and payment is made.</li> <li>• A letter is mailed to the applicant confirming the complete application, and a sign is sent. This sign is to be posted on the subject property. A photo of the sign must be provided to the Consent Granting Authority.</li> <li>• Notices of the application are sent to neighbouring properties within 60-metres of the subject lands and commenting agencies (i.e. Municipality, Conservation Authorities, utilities, railways, etc.)</li> </ul>
<p><b>Step 5</b> Local Municipality Review and Provide Recommendation</p> 	<ul style="list-style-type: none"> <li>• Township of Edwardsburgh Cardinal receives a consent package from Consent Granting Authority with review fee for the Townships recommendation.</li> <li>• The Land Use Planner prepares a report for the Committee of the Whole, Community and Development. The Committee will make its recommendation and provide suggested conditions of approval (if any), to the Consent Granting Authority (no longer required to go to Council).</li> <li>• The Land Use Planner will provide a copy of the recommendation and completed severance review form to the Consent Granting Authority</li> </ul>

<p><b>Step 6</b> Consent Granting Authority Decision</p>	<ul style="list-style-type: none"> <li>• Applications are scheduled for review and decision by the Consent Granting Authority once all agency comments have been received.</li> <li>• <b>If determined by the Manager of Planning, a Consent Granting Authority meeting may be required.</b></li> <li>• <b>Decision to approve, deny, or defer the provisional consent of each application is made by the Consent Granting Authority.</b></li> </ul>
<p><b>Step 7</b> Notice of Decision (20 day appeal)</p>	<ul style="list-style-type: none"> <li>• Notice of Decision for pre-approval is emailed to applicants, agencies, and anyone that requested notification.</li> <li>• Decisions are subject to a 20-day appeal period.</li> <li>• All appeals received within the 20-day window are sent to the Ontario Land Tribunal for consideration.</li> <li>• Applicants will be notified if an appeal is received for a file.</li> </ul>
<p><b>Step 8</b> Conditions to be Fulfilled (max. 2 years from date of mailing of notice of decision)</p> <p>TWP EC ca</p>	<ul style="list-style-type: none"> <li>• Following the 20-day appeal period, the applicant has <u>2- years to satisfy all conditions</u> of provisional approval outlined in the notice of decision.</li> <li>• There are no time extensions granted for fulfilling conditions of a decision on a severance application.</li> <li>• Applicants are encouraged to speak directly with the agencies requesting the conditions, in order to meet the conditions within the 2-year timeframe.</li> <li>• The Township of Edwardsburgh Cardinal will prepare a Development Agreement (if required) and provide a copy to the applicant for review and signature. The applicant is required to submit the agreement fee prior to registration.</li> <li>• The Land Use Planner will prepare a ‘Conditions Released’ letter to the Consent Granting Authority when our conditions have been fulfilled.</li> </ul>
<p><b>Step 9</b> Final Consent Approval or Lapsing of Consent</p>	<ul style="list-style-type: none"> <li>• All conditions of approval shall be completed to the satisfaction of the agencies requesting the condition.</li> <li>• All prepared legal materials by the applicant’s lawyer, and reference plans for the severed lands, are to be received before the 2-year lapsing date by the Secretary-Treasurer.</li> <li>• The Secretary-Treasurer stamps the Certificate of Official.</li> <li>• The applicant’s lawyer will register the Certificate of Official and Development Agreement (if required).</li> <li>• <b>The new lot, easement, lot addition is completed and transferred/ transferable once the Certificate of Official has been registered on title.</b></li> <li>• If the conditions of consent are not fulfilled within the required timeframe, the application and its provisional approval will <u>lapse and file closed</u>. A new application will then require re-submission and payment provided. The ‘new’ application will be reviewed based on current policies and by-laws and not on the merits on the approval of the previous application.</li> </ul>