

United Counties of Leeds and Grenville

The Applicants Guide to the Consent Process

Step 1
Pre-Consultation with Local Municipality Required

- Applicant consults with Local Municipal staff and relevant agencies to discuss the proposed severance, and local requirements.

Step 2
Fill out Application

- The applicant fills out an application (can request the assistance of the Local Municipality).

Step 3
Consult with Counties

- Applicant schedules an appointment with Secretary-Treasurer.
- Applicant brings in filled out application, sketch, ID, proof of ownership/deeds/tax information.

Step 4
Submit Application

- The Secretary Treasurer reviews the application.
- Once application is complete a commissioner of oaths will commission a signature, or this may be done elsewhere.
- Payment, by cheque(s), is made for each reviewing agency (see fee schedule). Usually 3 to 4 agencies.
- Application submitted.

Step 5
Counties Circulates Application

- Counties circulates application once deemed complete and payment is made.
- Applicant is mailed a letter confirming complete application, and a sign is sent which is to be posted on the subject property.
- A photo of the sign must be provided to the Consent Granting Authority.
- Notices of application are sent to neighbouring properties within 60-metres of the subject lands and commenting agencies.

Step 6

Comments Forwarded by Secretary-Treasurer

- Comments received are sent to the applicant for review and consideration.

Step 7

Counties Schedules Hearing for Application

- Application for hearing is scheduled once all agency comments have been received.
- Hearings are scheduled every 2-weeks (with exceptions made during holiday periods).
- Notice of a hearing is sent 15-days before the hearing.

Step 8

Hearing

*Complete Application to Hearing is about **90-days** subject to file specific requirements*

- Consent Granting Authority hears application.
- Applicant or agent may attend hearing to answer questions on their application.
- Decision to approve, or deny, or defer an application is made at the hearing.

Step 9

20-day Appeal Period

- Notice of Decision is mailed to applicants, agencies, and anyone who requested it.
- Decisions are subject to a 20-day appeal period.
- All appeals received within the 20-day window are sent to the Local Planning Appeal Tribunal for consideration.
- Applicants will be notified if an appeal is received for a file.

Step 10

Clear Conditions within a Year

- Following the 20-day appeal period, the applicant has 1-year to clear all agency conditions.
- There are **no time extensions granted** for a decision on a severance application.
- Applicants are encouraged to speak directly with the agencies responsible for the conditions in order to satisfy the conditions within the 1-year timeframe.

Step 11

Final Approval Granted

- All conditions of a decision are cleared by the applicant and forwarded to the Secretary-Treasurer.
- All prepared legal materials, and reference plans for the severed lands, are to be received **before** the 1-year lapsing date by the Secretary-Treasurer.