

# Committee of Adjustment

## Consent Application Form

1. The application must be submitted to the Planning division a minimum of one week prior to the application submission deadline for review. The Planning division will confirm that the application is complete. The Planning Division may require a pre-consultation meeting. In addition, the applicant may be required to consult with the Risk Management Official (RMO) to ensure compliance with the Clean Water Act.
2. All questions on the application must be completed in full by the applicant or agent. The application must clearly explain the intent of the proposal. If a section does not apply write N/A. An incomplete application may be returned to the applicant or agent.
3. The applicant must submit the application and supporting documents in digital and hard copy format (1 original and 1 copy). The digital copy should be emailed to [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca) referencing the subject address in the subject line. Supporting documents, such as site plans or floor plans must clearly indicate the following information:
  - Boundaries of the property which are the subject of the application.
  - Location, size (dimensions including height), and type of all existing and proposed buildings and structures on the subject property, indicating the setbacks of the buildings and/or structures from the lot lines (front, rear, sides).
  - Location of all natural and artificial features on the subject property and on adjacent properties that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.
  - The current uses of land adjacent to the subject property.
  - 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.
  - Location and nature of any restrictive covenant or easement affecting the subject property.
  - The Committee of Adjustment may require that plans are signed by an Ontario Land Surveyor.
4. If the application is completed by an agent or solicitor, acting on behalf of the applicant, the Authorization Form attached to the application must be completed by the owner(s). If the applicant is a Corporation, the signing officer must affix the Corporation's seal over his/her signature.
5. If you require the complete application to be commissioned by a Commissioner at the Town, please make an appointment by contacting the Secretary-Treasurer at [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca).

6. The complete application shall be submitted to the Secretary-Treasurer, Committee of Adjustment, 87 Broadway, Orangeville, Ontario, L9W 1K1 along with the applicable fee (cash or cheque) made payable to the Treasurer, Town of Orangeville.

Consent Application Fee	\$4,633
Consent Application – Lot Adjustment and/or change of conditions	\$2,084.85
Consent Application – Certificate Issuance	\$579.69
Request for Deferral (applicant initiated)	694.95
Credit Valley Conservation (CVC) Plan Review	\$1,257.00 (2026 fee)
Note: Applicable if property is located within a floodplain or adjacent to a conservation area.	(Cheque to be made payable to Credit Valley Conservation)

7. The Secretary-Treasurer will prepare a public notice sign which is to be posted on the subject land at least 14 days prior to the hearing date. The Secretary-Treasurer will contact the applicant or agent advising that the sign is ready to be picked up and installed. It is the applicant or agents' responsibility to post the sign. In addition to the sign being posted on the subject land, Committee of Adjustment staff will mail a public notice to every owner of land within 60 metres of the subject property. Once a decision has been made at the hearing, the Chair will advise when the applicant/owner can remove and dispose of the sign.

8. The Committee of Adjustment typically meets on the first Wednesday of every month at 6 p.m. in the Council Chambers at the Municipal Offices, 87 Broadway. Please see the Town's website for Committee of Adjustment meeting dates or contact the Secretary-Treasurer to confirm. Please note that all meeting dates and location are subject to change.

9. The applicant, owner or agent should attend the Committee of Adjustment Public Hearing to respond to any questions or concerns the Committee or members of the public may have.

Additional information may be obtained by contacting the Secretary-Treasurer, Committee of Adjustment, at (519) 941-0440, ext. 7303, or e-mail [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca).



87 Broadway  
Orangeville L9W 1K1  
Telephone (519) 941-0440 Ext. 2223  
Toll Free Line 1-866-941-0440  
Fax (519) 941-9569

File No. \_\_\_\_\_

**Town of Orangeville  
Committee of Adjustment  
Application for Consent**

**1. Name of Owner** \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**2. Type and purpose of proposed transaction** (Check appropriate box).

Transfer (specify – e.g. creation of new lot, lot addition) \_\_\_\_\_

Other (specify – e.g. easement, charge, lease, correction of title) \_\_\_\_\_

\_\_\_\_\_

**3. Name of person(s) (purchaser, lessee, mortgagee, etc.) to whom land or interest in land is to be transferred, charged or leased** \_\_\_\_\_

**4. Description of subject land** (“subject land” means the land to be severed and retained).

(a) Name of Street \_\_\_\_\_ Street No. \_\_\_\_\_

(b) Concession No./Registered Plan No. \_\_\_\_\_ Lots(s)/Block(s) \_\_\_\_\_

(c) Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_

(d) Assessment Roll No. \_\_\_\_\_ Geographic or Former Township \_\_\_\_\_

**5. Drinking Water Source Protection Vulnerable Area(s):**

Is the subject property located wholly or partially within a Wellhead Protection Area for Quality (WHPA-A, B, C, D, E, or ICA)? See map of [Wellhead Protection Areas](#).

- Yes\*                       No (Proceed to question 6).

\*If **yes**, consult the Town’s Risk Management Official (RMO) for more information: [sourceprotection@orangeville.ca](mailto:sourceprotection@orangeville.ca)

**You must obtain sign-off from the Risk Management Official (RMO) prior to proceeding with your application.**

<p><b>For Completion by the Risk Management Official</b></p> <p><input type="checkbox"/> Residential Exemption; no further action required</p> <p><input type="checkbox"/> Notice to Proceed pursuant to S.59 of the CWA, 2006 issued by RMO</p> <p><input type="checkbox"/> Letter confirming S.59 of the CWA, 2006 does not apply issued by RMO</p> <p><b>Risk Management Official Initial:</b> _____</p>
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**6. Does the application propose additional impermeable areas (driveway extensions, parking lot area, roads, etc.), or additional rooftop area (building additions, accessory buildings etc.) on the subject property?**

- Yes\*                       No (Proceed to question 7).

\*If **yes**, consult the Planning Division to determine if there are any additional submission requirements: [planning@orangeville.ca](mailto:planning@orangeville.ca)

**You must obtain sign-off from the Planning Division prior to proceeding with your application.**

<p><b>For completion by the Planning Division</b></p> <p><input type="checkbox"/> No further submission requirements, as confirmed by the Planning Division</p> <p><input type="checkbox"/> LID Brief / Memo Attached and submitted to the satisfaction of the Planning Division</p> <p><b>Planning Division Sign-off:</b> _____</p>
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7. **Easement or restrictive covenants** – Are there any easements or restrictive covenants affecting the subject land?

Yes       No

If yes specify: \_\_\_\_\_

8. **Severed Land** (description of land intended to be severed in **metric units**)

(a) Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

(b) Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

(c) Number and use of buildings and structures (both existing and proposed) on the land to be severed

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

(d) Access will be by:	Existing	Proposed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Right of Way	<input type="checkbox"/>	<input type="checkbox"/>

9. **Retained Land** (description of land intended to be retained in **metric units**)

(a) Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

(b) Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

(c) Number and use of buildings and structures (both existing and proposed) on the land to be retained

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

(d) Access will be by:	Existing	Proposed
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Right of Way	<input type="checkbox"/>	<input type="checkbox"/>

10. **Water supply.** What type is proposed? (check appropriate box)

Type	Proposed Lot	Retained Lot
Publicly-owned and operated piped water supply	<input type="checkbox"/>	<input type="checkbox"/>
Privately-owned and operated well	<input type="checkbox"/>	<input type="checkbox"/>

11. **Sewage disposal.** What type is proposed? (check appropriate box)

Type	Proposed Lot	Retained Lot
Publicly-owned and operated sanitary sewers:	<input type="checkbox"/>	<input type="checkbox"/>
Privately-owned and operated by individual:	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank – individual	<input type="checkbox"/>	<input type="checkbox"/>
Septic tank – communal	<input type="checkbox"/>	<input type="checkbox"/>

12. **Timing – water supply – sewage disposal** – When will water supply and sewage disposal services be available? (Specify if applicable) \_\_\_\_

13. What is the current designation of the land in any applicable zoning by-law and official plan?

	Land to be Severed	Land to be Retained
Zoning By-law	_____	_____
Official Plan	_____	_____

14. 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, R.S.O. 1990, as amended, or a consent under section 53 of the Act. If the answer is yes and if known specify the file number of the application and the decision on the application.

Yes       No      File No. \_\_\_\_\_ Decision \_\_\_\_\_

15. Has any land been severed from the parcel originally acquired by the owner of the subject land?

Yes       No      Date of Transfer \_\_\_\_\_ Land Use \_\_\_\_\_

Name of transferee \_\_\_\_\_

16. If known, is/was the subject land the subject of any other application under the Planning Act, R.S.O. 1990, as amended, such as:

File No.	Status	File No.	Status
Official Plan Amendment _____	_____	Minor Variance _____	_____
Zoning By-law Amendment _____	_____	Validation of the Title _____	_____
Site Plan Application _____	_____	Other _____	_____

17. Is this application consistent with the Provincial Policy Statement issued under subsection 3(1) of the Planning Act, R.S.O 1990, as amended?

Yes       No

If no, please specify:

\_\_\_\_\_

18. A sketch and a key map shall be included, see details at the end of this form.

19. If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

**For the purpose of this application, the owner/applicant/agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.**

**Personal information contained on this form is collected pursuant to Section 53 of the Planning Act, R.S.O.1990, c.P.13, as amended, and will be used for the purpose of processing this application. Questions should be directed to the Secretary-Treasurer of the Committee of Adjustment at 87 Broadway, Orangeville, ON L9W 1K1, Telephone 519-941-0440, ext. 2223 or email [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca)**

**If this application is signed by an agent, solicitor or any other person than the owner of the subject lands, written authorization of the owner must accompany the application. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed. ("Authorization of the Owner" form attached.)**

Dated at the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

## Declaration of Applicant or Authorized Agent

To be signed in the presence of a Commissioner for taking affidavits

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

All the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant, Solicitor  
or Authorized Agent

\_\_\_\_\_  
Signature of Commissioner, etc.

**Note: Information provided in this application will become part of a public record.**

Each copy of this application must be accompanied by a plan/sketch drawn to scale in metric units which shows the following:

- The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject property.
- The distance between the subject land and the nearest Township lot line or landmark, such as a railway crossing, bridge or stream.
- The location of all land previously severed from the parcel originally acquired by the current owner(s) of the subject land.
- The approximate location of all natural and artificial features on the subject land and on abutting lands to the subject land that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.

- The existing uses on adjacent land such as residential, agricultural and commercial uses.
- 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.
- The location and nature of any restrictive covenant or easement affecting the subject lands.

**Note:**

Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

## Authorization of Owner

I/We \_\_\_\_\_ (Name of Owner(s)),

hereby authorize \_\_\_\_\_  
(Name of person or agent authorized to sign application)

to act as my Agent and sign the application form to the Committee of Adjustment for the Town of Orangeville, on my behalf, in respect to the premises known as (provide municipal address and legal description).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner(s)

Per: \_\_\_\_\_

\_\_\_\_\_  
Signature of Signing Officer(s) and Corporation  
Seal, if applicable

## Permission to Enter

Secretary-Treasurer  
Committee of Adjustment  
Town of Orangeville  
87 Broadway  
Orangeville, ON L9W 1K1

Re: Application to the Committee of Adjustment

Municipal Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

I/We hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Orangeville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Permission is also hereby given to permit a Notice of Hearing sign to be posted on the property in advance of the scheduled Hearing. The applicant agrees to remove the Notice sign following the Hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Per: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Owner(s) or Agent

Per: \_\_\_\_\_

\_\_\_\_\_  
Signature of Signing Officer(s) and Corporation  
Seal, if applicable.