

**Schedule "A"**

**THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH**

**Application for Severance**

**GUIDELINES**

***Introduction:***

The submission of an application for Severance is provided for in Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purposes of these guidelines are to assist persons in completing the application for severance. Should you require clarification on any matter covered by this application form; please contact the Municipal Office at the address at the bottom of these guidelines.

***Application Fees:***

Each application must be accompanied by the application fee in the form of a cheque payable to the **Township of Chatsworth**. This fee shall be considered a deposit which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the above noted application fee, the applicant shall provide the municipality with an additional deposit.

***Authorization:***

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

***Drawing:***

All applications for severance must include an accurate to scale drawing, preferably prepared by a qualified professional, showing the items listed below:

The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;

The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);

All abutting lands owned by the owner (if any) and its boundaries and dimensions;

The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers or storeys, and setbacks from street lines and side lot lines.

The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, water courses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

***Supporting Information:***

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed severance. This information is often a requirement of the local Official Plan, the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

*Approval Process:*

Upon receipt of an application, the required fee and other information as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act.) The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by the Committee of Adjustment concerning the application.

*Further Information:*

Fees: \$1350.00

(\$800.00 non-refundable is due upon acceptance of completed application. \$550.00 is due upon completion of Consent).

Plus: \$230.00 (\$115.00 second application) Conservation Fee

Township of Chatsworth  
316837 Highway 6  
**RRI**  
Chatsworth, Ontario  
NOH 1GO  
519-794-3232



# Township of Chatsworth

## Land Division Committee

316837 Highway 6, RR 1

Chatsworth, Ontario NOH 1G0

Phone: 519-794-3232

Fax: 519-794-4499

Will Moore, CAO/Clerk

Dianne Oldrieve, Secretary Treasurer

Chatsworth

### SEVERANCE APPLICATION FORM

APPLICATION ACCEPTED (date) \_\_\_\_\_ SEVERANCE FILE NO: B \_\_\_\_/\_\_\_\_

NOTE: Questions 2, 3, 6, 7, 8, 9, 10, 11, 12 a & b, 14 a, b, c, d, & f, 15, 16, and 17 are minimum mandatory requirements as prescribed in the schedule to Ontario Regulation 197196, Planning Act, and MUST be completed. The remaining questions are there to assist the Council and Agencies in evaluating your application. You can help ensure a thorough evaluation is completed by answering all questions. Failure to provide adequate, correct information may result in your application being refused.

1. **Approval Authority:** COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

2. **OWNER:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Postal Code \_\_\_\_\_

3. **APPLICANT:** \_\_\_\_\_  
 (if different from owner)  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Postal Code \_\_\_\_\_

4. **AGENT/SOLICITOR:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Postal Code \_\_\_\_\_

5. **COMMUNICATIONS** should be sent to:  
 Owner \_\_\_\_\_ Applicant/Authorized Agent \_\_\_\_\_ Solicitor \_\_\_\_\_

6. **SUBJECT LAND: (LEGAL DESCRIPTION)**  
 Lot No. \_\_\_\_\_ Plan/Concession \_\_\_\_\_  
 Municipality \_\_\_\_\_  
 Part \_\_\_\_\_ Reference Plan No. \_\_\_\_\_ Name of Street \_\_\_\_\_

7. **DESCRIPTION OF SUBJECT LAND:**  
 a) Existing use of the subject Land: Agricultural \_\_\_\_\_ Residential \_\_\_\_\_  
 Rural \_\_\_\_\_ Commercial/Industrial \_\_\_\_\_  
 Other (explain) \_\_\_\_\_  
 b) Existing Buildings \_\_\_\_\_  
 c) Is the "subject land" presently subject to any of the following:  
 Easement \_\_\_\_\_ Restrictive Covenants \_\_\_\_\_  
 Right of Way \_\_\_\_\_  
 Describe: \_\_\_\_\_

**NOTE: All existing easements and right of ways must be shown on the sketch.**

**8. PROPOSAL**

**Dimensions** of land intended  
to be **SEVERED**

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

**Dimensions** of land intended  
to be **RETAINED**

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

**THESE DIMENSIONS MUST BE ACCURATE**

**9. PROPOSED USE OF LAND TO BE SEVERED**

**(a) i) NEW LOT \_\_\_\_\_**

Residential \_\_\_\_\_

Rural residential/Hobby \_\_\_\_\_

Agriculture \_\_\_\_\_

Farm retirement \_\_\_\_\_

Farm Help \_\_\_\_\_

Surplus farm dwelling \_\_\_\_\_

Agricultural related  
Commercial/Industrial \_\_\_\_\_

Commercial/Industrial \_\_\_\_\_

Other \_\_\_\_\_

Specify \_\_\_\_\_

**ii) LOT ADDITION \_\_\_\_\_**

**iii) LEASE/CHARGE \_\_\_\_\_**

**iv) EASEMENT/RIGHT OF WAY \_\_\_\_\_**

Bell Canada \_\_\_\_\_

Hydro \_\_\_\_\_

Water \_\_\_\_\_

Gas \_\_\_\_\_

Access \_\_\_\_\_

**v) CORRECTION OF TITLE \_\_\_\_\_**

**(b) Name of person/s, if known, to which land or interest in land is to be transferred leased or charged:**

\_\_\_\_\_

Address: \_\_\_\_\_

**(c) Buildings Proposed \_\_\_\_\_**

**10. PROPOSED USE OF LAND TO BE RETAINED**

Buildings Proposed \_\_\_\_\_

Residential	_____	Rural residential/hobby	_____
Agriculture	_____	Farm retirement	_____
Farm Help	_____	Surplus farm dwelling	_____
Agricultural related Commercial/Industrial	_____	Commercial/industrial	_____
Other (specify)	_____		

**11. ROAD ACCESS**

	<b>SEVERED PARCEL</b>	<b>RETAINED PARCEL</b>
Provincial Highway	_____	_____
County Road	_____	_____
Open Municipal - Township Road	_____	_____
Non-maintained/seasonally maintained municipal road allowance	_____	_____

- If access is from a non-maintained or seasonally maintained road allowance has an agreement been reached with the Municipality regarding upgrading of the road?

	YES _____	NO _____
Private Right-of-Way	YES _____	NO _____

**12. SERVICING**

**a) What type of **water supply** is proposed?**

<b>TYPE</b>	<b>SEVERED PARCEL</b>	<b>RETAINED PARCEL</b>
Municipally owned and operated pipe water supply	_____	_____
Lake/River	_____	_____
Well	_____	_____

**b) What type of **sewage disposal** is proposed?**

<b>TYPE</b>	<b>SEVERED PARCEL</b>	<b>RETAINED PARCEL</b>
Municipally owned and operated sanitary sewers	_____	_____
Septic Tank	_____	_____
Other – Specify	_____	_____

**c) OTHER SERVICES** (check if any of these services are available)

Electricity \_\_\_\_ School Bussing \_\_\_\_ Telephone \_\_\_\_ Garbage Collection \_\_\_\_\_

**13. AGRICULTURAL PROPERTY HISTORY** (Complete this section if located in the Agricultural/Rural Area)

**i)** What type of farming has been conducted?

Beef \_\_\_\_ Dairy \_\_\_\_ Swine \_\_\_\_ Poultry \_\_\_\_ Sheep \_\_\_\_

Cash Crop \_\_\_\_ Other \_\_\_\_ Explain \_\_\_\_\_

**ii) a)** How long have you owned the farm? \_\_\_\_\_

**b)** Are you actively farming the land (or do you have the land farmed under your supervision)?

Yes - for how long? \_\_\_\_\_

No - when did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

**iii) a)** Area of total farm holding \_\_\_\_\_

**b)** Number of tillable acres \_\_\_\_\_

**c)** Do you **own** any other farm properties? Yes \_\_\_\_ No \_\_\_\_

If yes indicate: Lot \_\_\_\_\_ Concession \_\_\_\_\_

Township \_\_\_\_\_ Acres \_\_\_\_\_

**d)** Do you **rent** any other land? Yes \_\_\_\_ No \_\_\_\_

If yes indicate: Lot \_\_\_\_\_ Concession \_\_\_\_\_

Township \_\_\_\_\_ Acres \_\_\_\_\_

(c & d -list any additional properties on a separate sheet)

**iv)** Has a retirement lot been severed previously from the farm holding? Yes \_\_\_\_ No \_\_\_\_

**v)** Are there any barns (livestock facilities) on the subject property or within 450 metres of the subject property? Yes \_\_\_\_ No \_\_\_\_

**IF THE ANSWER IS YES**, please provide the following information for each property containing a barn. If there are more than one property containing a barn, please use a separate sheet for each property. The barns must be shown and labeled on the required sketch.

**a)** What type of farming has been conducted on this property? Please indicate the type of farming on the form on the proceeding page by circling the animal type, a description, and a barn type. Please label each barn with a number on the sketch and the form.

**b)** Number of tillable hectares (acres) on other property: Hectares \_\_\_\_\_ Acres \_\_\_\_\_

**c)** Capacity of barn on other property in terms of livestock units

**d)** Manure storage facilities on other property (please check the most appropriate type):  
**\*\*NOTE: Please indicate each farm with a number to distinguish between the various farms if there is more than one \*\***

Type:

Solid, inside, bedded pack (V1) \_\_\_\_\_ Liquid, inside, underneath slatted floor (V5) \_\_\_\_\_

Solid, outside, covered (V2) \_\_\_\_\_ Liquid, outside, with a tight fitting cover (V6) \_\_\_\_\_

Solid, outside, no cover (V3) \_\_\_\_\_ Liquid, outside, no cover, anaerobic digester (V7) \_\_\_\_\_  
 (greater than or equal to 30% dry matter)

Solid, outside, no cover (V4) \_\_\_\_\_ Liquid, outside, permanent floating cover (L2) \_\_\_\_\_

(18 to 30% dry matter with covered liquid Runoff storage) Liquid, outside, no cover, straight-wall (M1) \_\_\_\_\_

Solid, outside, no cover (L1) \_\_\_\_\_ Liquid, outside, roof, open sides (M2) \_\_\_\_\_

(18 to 30% dry matter with uncovered Liquid runoff storage) Liquid, outside, no cover, sloped-sided (H1) \_\_\_\_\_

vi) **CIRCLE MOST APPROPRIATE TYPE FROM EACH COLUMN**  
**(Information required based on new MDS)**

<b>ANIMAL TYPE</b>	<b>DESCRIPTION</b>	<b>BARN TYPE</b>
<b>Beef</b>	Cows, including calves to weaning (all breeds) Feeders (7-16 months) Backgrounders (7 - 12.5 months) Shortkeepers (12.5 – 17.5 months)	Confinement Yard/Barn Confinement Total Slats Confinement Bedded Pack
<b>Dairy Cattle</b>	<b>Milking Age Cows (dry or milking)</b> Large-framed; 545 kg – 636 kg (e.g. Holsteins) Medium-framed; 455 kg – 545 kg (e.g. Guernseys) Small-framed; 364 kg – 455 kg (e.g. Jerseys) <b>Heifers (5 months to freshening)</b> Large-framed; 182 kg – 545 kg (e.g. Holsteins) Medium-framed; 148 kg – 455 kg (e.g. Guernseys) Small-framed; 125 kg – 364 kg (e.g. Jerseys) <b>Calves (0 to 5 months)</b> Large-framed; 45 kg – 182 kg (e.g. Holsteins) Medium-framed; 39 kg – 148 kg (e.g. Guernseys) Small-framed; 30 kg – 125 kg (e.g. Jerseys)	Deep Bedded Free Stall Manure Pack Outside Access Pack Scrape 1 Side Pack Scrape 2 Sides 3 Row Free Stall 4 Row Free Stall (Head to Head) 4 Row Free Stall (Tail to Tail) 6 Row Free Stall Sand Tie Stall
<b>Swine</b>	Sows with litter, Segregated Early Weaning Sows with litter, Non-Segregated Early Weaning Breeder Gilts (Entire barn designed for this) Weaners (7 kg – 27 kg) Feeders (27 kg – 105 kg)	Deep Bedded Full Slats Partial Slats Solid Scrape Non-Segregated Early Weaning Segregated Early Weaning
<b>Sheep</b>	Ewes & Rams (for meat) Ewes & Rams (dairy operation) Lambs (dairy or feeder lambs)	Confinement Outside Access
<b>Chickens</b>	Layer Hens (for eating eggs) Layer Pullets Broiler Breeder Growers (transferred to layer barn) Broiler Breeder Layers (transferred from grower barn) Broilers on an 8 week cycle Broilers on a 9 week cycle Broilers on a 10 week cycle Broilers on a 12 week cycle Broilers on any other cycle	Cages Litter With Slats Litter
<b>Turkeys</b>	Turkey Pullets Turkey Breeder Layers Breeder Toms Broilers Hens Toms (day olds to over 10.8 kg to 20 kg) Turkeys At Any Other Weight	Information not required
<b>Horses</b>	Large-framed, Mature; greater than 681 kg Medium-framed, Mature; 227 kg – 680 kg Small-framed, Mature; less than 227 kg	Information not required
<b>Other: (e.g. Goats, Ostriches, etc.)</b>		

**14. PARCEL HISTORY**

**a)** Please indicate the existing Official Plan designation of the subject land:

Agricultural _____	Wetlands _____	Special Agriculture _____
Rural _____	Urban _____	Mineral Resource Extraction _____
Urban Fringe _____	Hamlet _____	Space Extensive Commercial _____
Hazard Lands _____	Recreation _____	Space Extensive Industrial _____
NEC Area _____		Inland Lakes & Shoreline _____

Does the Application conform with the local Official Plan? Yes \_\_\_ No \_\_\_ N/A \_\_\_

**b)** Please indicate whether any of the following environmental constraints apply to the subject land:

Primary Aggregate _____	Special Policy _____	Warm Water Streams _____
Life ANSI _____	Existing Land Fill Sites _____	Cool/Warm Water Streams _____
Earth ANSI _____	Abandoned Land Fill Sites _____	Cold Water Lake _____
Earth Life ANSI _____	Cold Water Streams _____	Warm Water Lake _____
Cool/Warm Water Lake _____		

**c)** Has any land been severed from the parcel originally acquired by the owner of the subject land?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

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**d)** Has the parcel intended to be severed ever been, or is it now, the subject of an **application for a plan of subdivision** under the Planning Act?  
Yes \_\_\_ No \_\_\_ Unknown \_\_\_\_\_

If yes, and if known, provide for each parcel severed, the date of transfer, the name of the transferee and the land use.

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**e)** Is the application being submitted in conjunction with a proposed **Official Plan Amendment**?

Yes \_\_\_ No \_\_\_

If yes, and if known, specify the Ministry file number and status of the application

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**f)** Has an application for a **Development Control Permit** been submitted to/approved by, the Niagara Escarpment Commission?

No \_\_\_ Submitted \_\_\_ Approved \_\_\_

**g)** Has an application for a zoning by-law amendment, or minor variance, been submitted to/approved by the local municipality?

No \_\_\_ Submitted \_\_\_ Approved \_\_\_\_\_

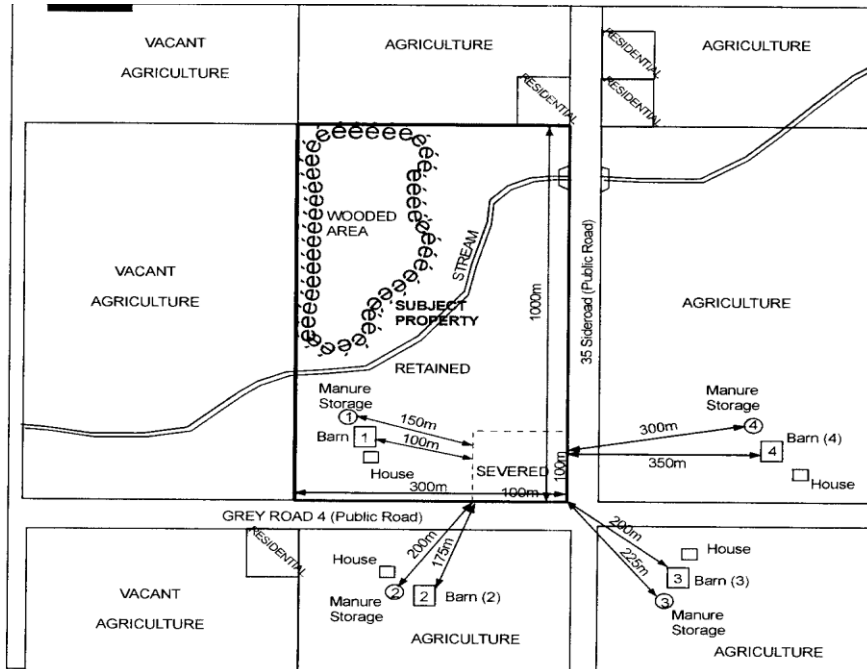


**15. SKETCH – YOU MUST SHOW ALL OF THE REQUIRED INFORMATION**

The sketch must be submitted with the application on paper no larger than 8 ½” x 14”.

- a) **OUTLINE THE SEVERED PARCEL IN RED AND THE RETAINED PARCEL IN GREEN**
- b) Clearly label which is the severed parcel and which is the retained parcel
- c) **“NORTH ARROW”**
- d) **“Subject Land” – all land owned by the applicant – boundaries and dimensions**
- e) The **distance** between the applicant’s land and the **nearest township lot line** or appropriate landmark (eg. bridge, railway crossing, etc.)
- f) The parcel of land that is the subject of the application, its boundaries and dimensions, the **part** of the parcel that is to be severed, the **part** that is to be retained and the **location** of all land previously severed.
- g) The **approximate location** of all natural and artificial features on the subject land (eg. **Buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, septic tanks**) and the location of any of these features on adjacent lands which may affect the application
- h) The **use of adjoining land** (eg. Residential, agricultural, cottage, commercial, etc.)
- i) The **location**, width and names of all **road allowances, rights-of-way, streets, or highways** within or abutting the property, indicating whether they are publicly travelled roads, private roads, rights-of-way or unopened road allowances
- j) The **location and nature of any easement** affecting the subject land
- k) All barns and manure storage facilities on the subject property as well as on the adjacent lands. Please indicate the distance from the barns and the manure storage facilities to the proposed severance boundary. Please be sure to indicate the corresponding barn number and manure storage

**SAMPLE**



**16. USE THIS PAGE FOR YOUR SKETCH. SHOW ALL REQUIRED INFORMATION** (see # 15)

**17. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

(If affidavit (J) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (We) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ In the County/Region of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent in the application.

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

\_\_\_\_\_  
Date

**18. AFFIDAVIT OR SWORN DECLARATION**

I/WE \_\_\_\_\_ of the \_\_\_\_\_  
(Applicants names/s) (City/Township)

of \_\_\_\_\_ In the County of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of this application is true.

**Sworn (or declared)** before me at the \_\_\_\_\_ of \_\_\_\_\_

In the County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE - Commissioner of Oaths

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
NAME IN PRINT

\_\_\_\_\_  
APPLICANT NAME IN PRINT

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
APPLICANT NAME IN PRINT

Application Fees: \$1,350.00 (\$800.00 is **non-refundable** and is due upon acceptance of completed application, \$550.00 is due upon completion of Consent).  
\$230.00 (\$115.00 second application) Conservation Fee.

**RETURN THIS COMPLETED FORM TO:**

The Township of Chatsworth  
Attention: Clerk  
316837 Highway 6  
RR1  
Chatsworth, Ontario  
NOH 1GO