



TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

Severances /Consents

To create a separate land parcel requires a consent also known as a severance. The Official Plan for Otonabee-South Monaghan outlines specific criteria for the division of land.

Severances depend on the Official Plan requirements as set out for each land designation. Severances are considered provided they meet specific criteria including, but not limited to: designation of the property; proposed lot area for the severed and retained parcel; adequate frontage onto a maintained public road; conformity to the Official Plan and Zoning By-law; water supply, sewage disposal, etc.

The Peterborough County Land Division is the approval authority for a Severance Application.

Procedures

As the County of Peterborough act as the approval authority for all severance applications, it is strongly recommended that you complete a Request for a Preliminary Severance Review (Severance Proposal Form) with the County of Peterborough Planning Department. The review is completed by Planning Department staff and is at no cost.

The review investigates the proposed severance in connection with the County of Peterborough Official Plan, OSM Official Plan, Zoning By-law, and also considers wetland features, proximity to livestock housing (MDS), etc.

Along with the completed form you will need to submit a sketch showing your property, surrounding properties and the proposed area of severance (with its size and relation to other properties). Make sure all the information required is submitted with the proposal form, if any information is missing, it will cause a delay in the application process.

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

The review form (Severance Proposal Form) is available online at the County's website: www.county.peterborough.on.ca . It is also available on the municipal website under Planning – Documents. The municipal website is www.otonabeesouthmonaghan.ca . The form requires that you provide a sketch of the property

Once the review is completed a copy is mailed to the applicant and sent via email to the municipality.

After you have received a copy of the report, you may contact the municipal office to discuss the contents, and next steps.

Prior to applying for a severance you may wish to talk to property owners within 60 metres (200 feet) of the proposed severance. This preliminary contact permits you to discuss the severance and also receive any feedback or concerns your neighbours may have. They will be formally notified by the County after you have filed a severance application.

Formal Application

The Formal Application for Consent (severance) is also available on the Peterborough County website www.county.peterborough.on.ca or from the county or municipal office. Attached to the application is an instruction sheet describing the information that needs to be submitted with your application and the fees required by the County for processing your application. Make sure that the application is complete before submitting it to prevent any delays in the application process.

Processing of Your Application

Upon receipt of your completed application, the County Land Division will circulate copies to various ministries, agencies and the Township of Otonabee-South Monaghan for comments. When all comments have been returned, the County Planning Department will do a final planning report to determine whether or not the consent should be approved.

Decision

The Decision with respect to your application for severance will be made in one of two ways:

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

For all straight-forward applications, the Director of Planning has the authority to grant approval.

For all disputed applications – a hearing of the Peterborough County Land Division Committee will be necessary and the decision lies with the Committee:

– you will be notified of the time and date of the hearing. It is advisable for you, or your agent, to be present at this hearing.

The County Land Division will make their decision based on information provided to them by the Township of Otonabee-South Monaghan, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.

A Notice of the Decision will be mailed to you and to anyone else who requested to be notified of the decision. The Notice of Decision will set out the last day of appeal against the decision and the expiry date of your approval. It will also set out any conditions, which have been imposed on the approval. It is necessary for you to fulfill these conditions prior to the one-year expiry date stated on your Notice of Decision.

The secretary-treasurer of the Peterborough County Land Division Committee or the Township of Otonabee-South Monaghan office will be able to further instruct you with respect to the fulfillment of the conditions.

Fees:

County Application Fee	\$650.00
County Deed Stamping Fee	\$225.00
Otonabee Region Conservation Review Fee	\$250.00
Township of Otonabee-South Monaghan – Cash-in-lieu of Parkland Fee	\$800.00

Surveying

Legal Costs

Other costs that may be incurred to satisfy conditions:

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

Health Unit	\$200.00 first lot \$125.00 additional lot
Rezoning or Minor Variance	\$750.00

If you require any information with respect to severance procedures within the Township of Otonabee-South Monaghan, you may contact:

Christine Wright, CAO/Dir. Planning & Economic Development
Township of Otonabee-South Monaghan
705-295-6852 ext. 214
cawright@otonabeesouthmonaghan.ca

or contact

Christine Lang, Secretary-Treasurer of
The Peterborough County Land Division Committee
705-743-0380, ext 310
email chrislang@county.peterborough.on.ca