

Lakehead Rural Planning Board

Oliver Community Complex
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INSTRUCTIONS FOR ALL APPLICANTS In Completing Application for Consent Forms

FEE

An application fee of **\$500.00** for each application shall be made payable to the **Municipality of Oliver Paipoonge**. With the exception of the lot to be retained by the owner, an application shall be filed for each new lot which is to be created. **One copy of the application and sketch is required.** As per Lakehead Rural Planning Board Resolution No. 00-13, "That the Lakehead Rural Planning Board has agreed to collect a development fee of \$100.00 on behalf of the Lakehead Region Conservation Authority", the Lakehead Rural Planning Board now requires a separate cheque in the amount of **\$100.00 payable to the Lakehead Region Conservation Authority** to be submitted with the application for consent to the Lakehead Rural Planning Board where the LRPB deems appropriate. Applicant must verify requirement on a case by case basis.

APPLICATION

All the relevant questions must be answered and the sketch completed correctly before the application will be accepted and processed for a public meeting.

OWNER'S AUTHORIZATION

If an agent or solicitor is acting on behalf of the owner at the hearing, and is making the declaration mentioned below, written authorization from the owner should be submitted to the Secretary-Treasurer or the Commissioner of Oaths.

DECLARATION

The declaration section of the Application Form must be completed by a Commissioner of Oaths. Commissioners may be found at all law offices, the City of Thunder Bay, most provincial ministry offices, and the Lakehead Rural Planning Board (in Murillo).

THE SKETCH

The sketch accompanying a copy of each application form must contain the information required in the Application Form and should show:

1. If not drawn to scale, all measurements must be indicated for all lot lines and locations of buildings, structures or other physical features of the property (see example) and only metric measurements will be accepted.
2. If drawn to scale, the scale should be indicated on the sketch so that the existing and proposed lots can be measured (see example) and only metric measurements will be allowed.
3. Show a north arrow and the names of all adjacent roads or highways.
4. Abutting lands owned by the grantor showing the boundaries and dimensions.
5. The distance between the grantor's land and the nearest township lot line or appropriate landmark (i.e. bridge, railway crossing); only metric measurements will be allowed.
6. The parcel of land that is the subject of the application indicating the boundaries and dimensions of the parcel and showing the part of the parcel that is to be severed and the part that is to be retained and the location of any lands previously severed.
7. The approximated location of all natural and artificial features on the subject land (i.e. buildings, railways, highways, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, well and septic tanks) and on adjacent lands.
8. The use of adjoining lands (i.e. residential, agricultural, recreational).
9. The location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the property and indicated whether they are public roads, traveled roads, private roads, rights-of-way or unopened road allowances.
10. The location and nature of any restrictive covenant or easement affecting the subject land.

A sketch which is incomplete or does not indicate sufficient information to enable the Board to make a site inspection will be returned and will not be accepted until it is complete.

An accurately drawn sketch is all that is required by the Board. A survey by an Ontario Land Surveyor is not necessary for the application, but if available, should be included.

PUBLIC HEARING

A public hearing will be held approximately one month after the receipt of the completed application and accurate sketch. The applicant will be mailed a Notice of Hearing by the Secretary-Treasurer informing him of the Hearing Date. The applicant or an authorized agent or solicitor must attend the hearing to explain the application and to answer questions from the Board. When an agent or solicitor is representing the landowner at the hearing, written authorization must accompany the application authorizing the agent to appear before the Committee on behalf of his/her client.

DECISION

After the decision is made the necessary forms will be completed and mailed by the Secretary-Treasurer to the applicant within 15 days of the hearing. Those requesting a copy of the Decision in writing will also receive the Notice of Decision.

APPEALS

For a period of 20 days from the mailing date of a Decision, appeals regarding the Decision of the Board can be appealed to the Ontario Municipal Board. After the 20 day appeal period, the Decision of the Board is final and binding.

DEFERRED APPLICATION

All applications deferred by the Board or by the request of the applicant, may not be deferred for a period longer than one (1) year from the date of the receipt of the original application. Should the period be longer than one year, the applicant will be required to reapply.

TRANSFERS

The applicant has **one year** from the date of the decisions of the board in which to satisfy all conditions and supply evidence of such to the Secretary-Treasurer of the Lakehead Rural Planning Board. At that point the applicant has two options:

1. The Transfer/Deed of Land can be stamped and signed by the Lakehead Rural Planning Board;
2. A Certificate can be issued to the applicant stating that the conditions have been met. If a Certificate is issued, an applicant has two years (from the date of issuance of the Certificate) in which to transfer the property. If transfer does not then occur, the application becomes null and void.