# The Consent Process Step by Step Guide

### SDG Transportation and Planning Services

## Step 1 Meet with Municipality

- The applicant meets with the local Municipality to discuss the application and understand local requirements
- •Meet with County Engineer if the property is on a County Road

## Step 2 Fill out application

 The applicant completes the application (usually at the Township office); Municipal staff sign-off on the application is required once completed

## Step 3 Complete application

- Bring application to SDG Planning office (26 Pitt St., Cornwall)
- The Planning Assistant will make sure all information is complete
- The Planning Assistant will provide a list of land owners abutting the property within 60 m (200 ft)

### Step 4

Pay fees & commisson Signature

- The Planning Assistant will commission the signature of the owner(s) or authorized agent of the application.
   Applicant may commission the application elsewhere.
- Pay application fee of \$830, County Roads fee of \$210 (if property is on a County Road), and Conservation Authority fee (amount payable by cheque only)

## SDG Planning Departmen

Applicant

### Step 5

Notice of Application (~ 7-10 days)

- The Planning Assistant sends a poster to the applicant to post at the subject property
- A Notice of Application is sent to all commenting agencies (ie. Townships, conservation authority, County Engineer, utilities and other agencies) and all abutting landowners within 60 m (200 ft)

# Commenting Agencies

#### Step 6

Response from commenting agencies (~ 1 month)

- The Planning Assistant receives comments from agencies
- Comments are forwarded to the applicant as they arrive



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• Review date is scheduled for the consent application Step 7 • The notice is sent two weeks before the review day • The applicant, adjacent landowners, and all interested parties Review date scheduled can attend the meeting (notice sent two weeks SDG Planning Department • Concerns from neighbours can be addressed at this time before meeting) •The Manager of Planning reviews all applications and approves, defers, or refuses the provisional consent • Notice of Decision is mailed to commmenting agencies and Step 8 landowners that requested notification **Notice of Decision** •If an appeal is received the application goes to the Ontario Municipal Board (20 day appeal period) •The Planning Assistant will notify the applicant when the appeal period ends Step 9 • The applicant must meet all agency conditions before final consent is granted Conditions met • Example conditions include cash-in-lieu of parkland, road (one year to widening, minor variance or zoning by-law amendment, and meet conditions) entrance on a County road, etc. Planning Department •The Planning Assistant will stamp a certificate consent; Step 10 the fee is \$210 **Final consent** •The applicant will provide the Planning Assistant with **Approval** deeds and survey (print and electronic)

