## What is the Committee of Adjustment (COA)?

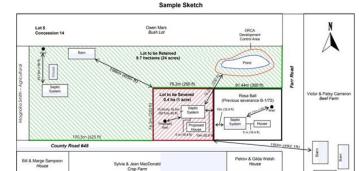
The *Planning Act* grants authority to Municipal Councils to appoint committees to approve a number of consent applications. Section 53 of the *Planning Act* permits the Committee of Adjustment to make decisions on applications for new lots, lot additions, and right-of-ways.

There are seven (7) members of the Committee of Adjustment, three (3) of which are members of Council.

## What about Conditions of Consent Approval?

A consent approval may have certain conditions attached to it such as road widening, parkland dedication, a minor variance, or a rezoning to allow a new land use. The conditions must be met within two (2) years. Once the applicant meets the conditions, a certificate is issued by staff and the consent goes into effect after it has been registered at the land registry office.





Map not to Scale - this sketch is not a final pla

Show Measurements to Septic	Minimum Setbacks	To Convert
From lot line	3 metres	Feet
From house	5 metres	Acres Square Feet
From wells with water tight casings to minimum 6 metres below ground	15 metres	
From other wells	30 metres	Check with town
From surface water	15 metres	for home and ou

	Multiply By	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares
Square Feet	0.09	Square Metres

For more information, contact:
Municipality of Lambton Shores
Planning and Development Services
9575 Port Franks Rd
Thedford, ON N0M 2N0
519-243-1400 Ext. 8512 or 8311 / 1-866-943-1400
planning@lambtonshores.ca
www.lambtonshores.ca

Consent (Severance)

## **Consent Application Process**

## What is a Consent?

Permission or consent is generally required to divide land into smaller parcels. Typical types of consents include the creation of a new lot, adding land to a neighbouring lot, creating a right-of-way, and entering into a lease over a part of a property for more than 21 years. Applications are reviewed to determine if they are consistent with Provincial Policy, if they conform to Official Plan policies, if they comply with the requirements within the Municipal Zoning By-law, and if the proposed use or development is suitable for the site and compatible with adjacent land uses. Additional considerations include the availability of municipal servicing, availability of adequate vehicular access, grading and drainage, and potential environmental impacts.

What is the Consent Process?

1

Schedule a **pre-consultation** discussion with the Planner.

2

Submit a **completed application**, any required documents including a sketch, and applicable fees to the Municipality.

3

A **Notice of a Public Meeting** is posted on the subject lands and circulated to the applicants, landowners within 60 meters, and outside agencies at least 14 days before the meeting.

4

Staff collect public comments, outside agency comments, and prepare a **planning report** that includes a recommendation.

5

A decision is made during a **Committee of Adjustment** meeting where an application will be either approved (with or without conditions), denied, or deferred.

6

A **Notice of Decision** is mailed out to the applicants, agencies, and by request within 15 days of the meeting.

7

A 20-day **appeal period** begins on the date of the Notice of Decision is mailed out. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

8

Fulfill the conditions of approval within two (2) years and submit relevant documentation to the Municipality for certification.



Please contact one of our Municipal Planners at 519-243-1400 Ext 8311 or 8512. Municipal Website: https://www.lambtonshores.ca/en/invest-and-build/consent.aspx