

CENTRAL ALMAGUIN PLANNING BOARD
Areas Covered by the CAPB

Municipalities

Township of Joly
Township of Machar
Municipality of Magnetawan
Village of South River
Township of Strong
Village of Sundridge

Geographic Townships

Township of Ballentyne
Township of Laurier
Township of Lount
Township of Paxton

**ALL COMPLETED APPLICATIONS & INQUIRIES
ARE TO BE DIRECTED TO:**

Diana Georgie, Secretary – Treasurer

Beginning AUGUST 5th 2009

Wednesdays 9 to 4 Only

CENTRAL ALMAGUIN PLANNING BOARD

**63 Marie St, Box 310
South River, On POA 1X0
705 386 2573 FAX 705 386 0702**

planning@southriverontario.com

www.strongtownship.com (for copies of the Consent Form)

Call to make an Appointment

for other days

An Application fee of **\$500.00** per lot created will be charged for the processing of all Consent Applications. Completed applications will include a cheque made payable to the Central Almaguin Planning Board for the above amount. Applications that are given approval will be subject to a **\$50.00** per document – finalization fee. Each application submission must include one application form provided bearing original signatures of all registered owners. After submission and up to draft approval, there is a Change in Conditions fee of \$150 should a request be submitted.

If a new lot of 10 acres or less is proposed, applicants are required to submit the draft consent application to the North Bay – Mattawa Conservation Authority prior to submission to the CAPB. The Conservation Authority conducts site inspections for new lots to determine the suitability of the site for a septic system. There is a site inspection fee for each lot to be severed and a fee to inspect the retained lot as well. Updated fee schedule will be supplied by the Conservation Authority 705 474 5420 – North Bay office or 705 746 7553 at the Parry Sound office.

APPLICATION GUIDE FOR A CONSENT

THE REVIEW

Is there an OFFICIAL PLAN for your area? --
Official Plans are local land use planning documents Adopted by a local municipality or planning Board And approved by the Province. They reflect Provincial and Local Planning issues and among Other things, they establish policies for lot creation. Your proposed lot must conform to the requirements Of the Official Plan, if any, and you shall have Regard to the Provincial Policy Statement (under Section 3 of the Planning Act.) The Central Almaguin Planning Board has also adopted Interim Consent Policies for those areas which do not have Official Plan Coverage.

If your land is within an unincorporated township or municipality that does not have an official Plan you should contact the CAPB to discuss their policies.

Is there a Zoning Order or Zoning by-law for your area?
Local Zoning by-laws or Ministers Zoning Orders may exist in your area. They set out specific requirements for new development (eg minimum lot size; frontage; access, etc) Your Proposed new lot must comply with existing zoning controls. Your Municipal Clerk can help you interpret your Local Official Plan and Zoning by-laws. For unincorporated Townships, advice on Lot creation please contact the Central Almaguin Planning Board office.

THE PROCESS

Submitting an Application for Consent

An application for Consent will only be accepted and circulated if it contains all of the required information

Circulation

The CAPB is required to give notice of an Application to persons and agencies that may have an interest in the proposed consent. The CAPB currently notifies the required agencies and all land owners and any condominium corporation within 60 meters (200 feet) of the subject land, by mail.

Timing

Generally, the notice, circulation, site visit, and a decision on a consent application will be completed within 60 days of receipt of a Complete Application. This time frame is dependent upon the date of submission of the application, whether or not concerns or objections are raised and the complexity of the application. Applications submitted in the late fall and winter may not be heard until the spring when septic site inspections are more appropriate.

Decisions

If the CAPB approves the application, in principal, there will be conditions stipulated which must be fulfilled prior to granting the final consent. The applicant has ONE YEAR to fulfill conditions, otherwise the application is deemed to be refused. The applicant, or any person or public body can appeal the decision of the Board and any or all of the conditions to the Ontario Municipal Board within 20 days of the date of the notice of decision. If the CAPB does not approve the application, the CAPB will send a notice, giving the reasons for the refusal. The applicant or any person or public body has up to 20 days from the notice of decision to appeal the decision to the Ontario Municipal Board. If at the end of the 20 days there is no appeal, the refusal decision becomes final.

Appeals

The Applicant can appeal the application to the Ontario Municipal Board if a decision has not been reached on the consent request within 60 days of the CAPB receipt of an application that contains all of the prescribed or mandatory information. Before filing a notice of appeal, the applicant should determine the status of the file since it might be possible for the CAPB to make a decision on the application within a reasonable time. If all the required information is submitted at the time of application, delays in processing can be avoided.

Additional Costs

Municipalities may charge a separate fee for each application. All appeals to the Ontario Municipal Board must be accompanied with a cheque in the amount of \$125 made out to the Ministry of Finance of Ontario. Finalization of consent may require that a survey plan be prepared by an Ontario Land Surveyor for the subject lands. In addition, legal fees will likely be incurred as a lawyer will have to prepare the required transfer documents/deeds for registration at the Land Registry Office in Parry Sound. A Municipality may, in accordance with the Planning Act, require that the land owner convey up to 5% of the land being severed to the Municipality for park purposes. Alternatively, the municipality may require a cash in lieu of parkland dedication for all or a portion of the conveyance. A municipality or the Province of Ontario may require that the road fronting the subject lands be deeded to the road authority if it is presently in private ownership. Survey and Legal costs may be incurred. Once the consent is complete, a permit may be required for any new sewage system to be placed on the lot. The North Bay – Mattawa Conservation Authority can provide information on costs (705) 474-5420 – North Bay and for Parry Sound (705) 746-7553.

Ontario Municipal Board Hearings

If an Ontario Municipal Board (OMB) Hearing is required and the applicant wants the Central Almaguin Planning Board (CAPB) to take an active roll in the appeal proceedings, then a minimum deposit of \$1000 shall be submitted to the CAPB by the applicant prior to submission of the request for approval to the OMB (this amount shall be for all fees and disbursements paid to the CAPB'S solicitor, planner and expert witnesses called to testify by the CAPB and for all disbursements incurred by the CAPB in connection with the application.) Any surplus funds shall be refunded to the applicant following the OMB decision. Should the costs referred to above exceed \$1000 the Applicant shall reimburse the CAPB for all such costs on a monthly basis.
