

COUNTY OF OXFORD
Application Guide: Consent, including Consent and Minor Variance
under Section 53 of the Planning Act

PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM.

The attached application form is to be used only when applying to the County of Oxford for a severance (consent) or severance and minor variance (consent and minor variance).

Due to the complex nature of Consent applications the applicant is advised to consult the Oxford County Community Planning Office and/or their lawyer before making the application.

A. COMPLETING THE APPLICATION

1. Applications will not be considered complete until all requested information has been supplied.
2. The application shall be completed by the property owner or their authorized agent. Where the application is being made by an agent, the written authorization of the owner shall accompany the application. For convenience, an authorization form has been included in the attached application. An application may also be made by the purchaser of the subject lands, so long as authorization for the purchaser to make the application is explicitly granted in the agreement of purchase and sale.
3. If requesting to sever more than one lot on the same application, please provide additional pages 3 & 4, and label accordingly. (ex. 3A, 4A, 3B 4B, etc)
4. If a certificate is requested for the retained lot, the request must be indicated at the time of application. If required, a lawyer must provide a statement that there is no abutting land that is also owned by the owner, unless that land is separately conveyable, and must also provide a registerable legal description for the retained lands.
5. A copy of the Provincial Planning Statement (PPS) can be obtained from the Ministry of Municipal Affairs and Housing's website at: <http://www.mah.gov.on.ca> or from the Community Planning Office. Applicants may consult with the County of Oxford Community Planning Office for information regarding the PPS prior to submission of the application.

B. SKETCH

1. The application must be accompanied by a sketch showing the following in metric and imperial units: **A sample sketch is provided below, as part of this guide.**
 - a) outline all properties involved in the application, in their entirety;
 - b) each parcel is to be labelled as either, Severed, Retain or Enlarged lands;
 - c) label all roadways abutting the lands;
 - d) property line measurements, both existing and proposed. **These measurements must match those on the application.**
 - e) the approximate location of all natural and artificial features on the subject land (e.g. railways, roads, watercourses, drainage ditches, banks, slopes, wetlands, wooded areas, unopened road allowances) and the location of any of these features on adjacent lands which may affect the application;
 - f) label all existing buildings, and indicate if any are to be removed;
 - g) enter the setback measurement from buildings to any existing or proposed property lines;
 - h) indicate any well and septic systems;
 - i) show any existing easements that are in place

C. SUBMISSION OF THE APPLICATION and FEES

1. The attached, ORIGINAL application form should be submitted to:
Community Planning
County of Oxford
21 Reeve Street, PO Box 1614
Woodstock ON N4S 7Y3
2. One hard copy of all supporting documentation (reports, studies, analysis) if required, must be submitted, along with a **digital file** in .pdf format.

3. The application must be accompanied by the appropriate planning fees paid by credit card, cash or cheque payable to the "Treasurer, County of Oxford". The application fees consist of a Planning Fee and a Public Works Fee, as required. For the most current fee schedule, please visit:

<https://www.oxfordcounty.ca/media/jboe5ffp/application-fees-combined-web.pdf>

D. PROCESSING THE APPLICATION

1. After accepting the completed application, the County of Oxford Community Planning Office circulates the application to municipal officials, provincial ministries and other agencies for comment.
2. A Notice of Source Protection Plan Compliance (Section 59 Notice) may be required for some applications. If the application is deemed to require this notice, the Planner will contact the owner/applicant with further steps.
3. After comments have been received, and addressed, a public meeting will be scheduled. Landowners within a 60m radius of the subject lands are given a minimum of 14 days' notice of the public meeting. The applicant is required to attend the public meeting and present the application.

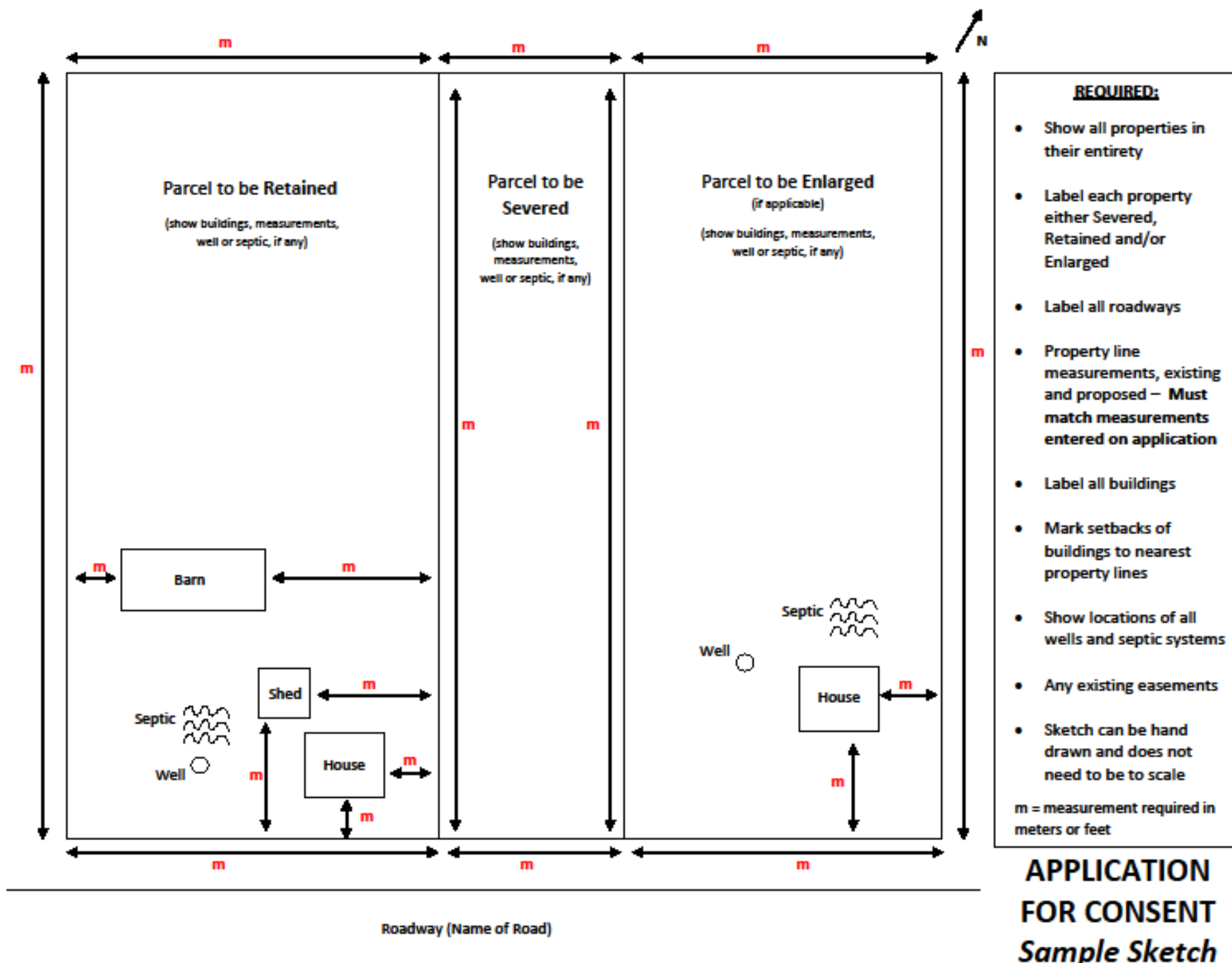
E. POST APPLICATION DECISION

1. Consent or Consent and Minor Variance applications are adjudicated by the Oxford County Land Division Committee. The Planning Act, 1990, as amended, provides for the applicant to appeal the decision to the Ontario Land Tribunal if the Committee refuses the application or neglects/refuses to make a decision within 90 days of receipt of a complete application.
2. Once a decision has been made on the application, a Notice of Decision is given in accordance with prescribed requirements.
3. Any conditions of approval must be fulfilled within two years, prior to the final certificate(s) being issued. Failure to meet these conditions within this timeframe may result in the severance application lapsing and may require re-application and re-approval. Confirmation of completion of conditions should be provided to the Planning office no less than 30 days prior to the lapsing of the application, to avoid delays in the issuing of the certificate(s).
4. The Planning Act provides for an appeal by the applicant, the Minister, specified persons or any public body, to the Ontario Land Tribunal, within 20 days of the issuance of the Notice of Decision.
5. If the decision of this application is appealed, the Owner or Applicant agrees to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.

F. CHECKLIST

Application, including:

- ☐ Owner name(s) on application is **as it/they appear(s) on title**
- ☐ Signed authorization letter or authorized copy of agreement of purchase & sale, if application is being made by agent or applicant
- ☐ Application is SIGNED and COMMISSIONED
- ☐ Correct fee(s)
- ☐ Complete sketch, including all requirements, as outlined above
- ☐ Pdf copies of all supporting documents, if required



APPLICATION FOR CONSENT
Oxford County Land Division Committee

1. Registered Owner(s): (AS NAME APPEARS ON TITLE)

Name: _____

Phone: _____

Address: _____

Cell: _____

Postal Code: _____

Email Address: _____

2. Applicant (if other than registered owner):

Name: _____

Phone: _____

Address: _____

Cell: _____

Postal Code: _____

Email Address: _____

3. Solicitor or Agent:

Name: _____

Phone: _____

Address: _____

Cell: _____

Postal Code: _____

Email Address: _____

4. Location of Subject Land:

Municipality _____ former municipality _____

Lot(s) _____ Concession _____

Lot(s) _____ Registered Plan No. _____

Part(s) _____ Reference Plan No. _____

The subject land is located on the _____ side of _____ (St./Rd./Ave./Line)

lying between _____ (St./Rd./Ave./Line) and _____ (St./Rd./Ave./Line)

Street and/or 911 Address (if any): _____

All communications will be sent to those listed above, unless otherwise directed.

OFFICE USE ONLY

Date Application Received Date _____

Prescribed Information Complete _____

PIN _____

REV JAN 2026

NATURE OF APPLICATION**5. a) Type and Purpose of Proposed Transaction:** (check appropriate box(es))**Conveyance**

☐ Creation of a New Lot(s) - Specify number of new lots proposed (not including retained lot): _____

Is a certificate required for the retained lot?

☐ Yes

☐ No

(NOTE: An additional fee is required for a certificate on the retained lot and must be requested at the time of application.)

☐ Addition to a lot

Is a certificate of cancellation of previous severance required?

☐ Yes

☐ No

(NOTE: An additional fee is required for a cancellation certificate)

If YES, please provide the file number from the previous severance: _____

☐ "Technical Severance"

(i.e., the land being severed and the land being retained were formerly separate holdings but have since become consolidated)

Minor Variance

A minor variance is requested on the:

☐ Severed Lot

☐ Retained Lot

☐ Both

☐ None

Other

☐ Lease

☐ Correction of Title

☐ Easement / Right-of-Way

☐ Other (specify) _____

b) If Known, name of Person(s) (purchaser, lessee, mortgagee, etc.) to whom land is intended to be conveyed, leased or mortgaged _____

Is a partial discharge of mortgage required:

☐ Yes

☐ No

6. Minor Variance(s) Request: (if applicable)

SECTION & PROVISION FROM BY-LAW	LOT TO BE SEVERED		LOT TO BE RETAINED	
	REQUIRED	PROPOSED	REQUIRED	PROPOSED

Why is it not possible to comply with the provisions of the By-Law? _____

7. Is the lot(s) to be severed or the lot to be retained currently the subject of any other application under the Act, such as an application for an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order or approval of a plan of subdivision?

☐ No

☐ Unknown

☐ Yes

If yes, File No. _____

Status/Decision _____

HISTORY OF THE SUBJECT LANDS

8. Are there any easements or restrictive covenants affecting the subject land? ☐ Yes ☐ No

If yes, describe each easement or restrictive covenant and its effect.

9. a) **Has the subject property** ever been the subject of an application for a plan of subdivision or an application for severance under the Planning Act?

☐ No ☐ Unknown

☐ Yes If yes, File No. _____ Status/Decision _____

- b) Has any land been severed from the parcel originally acquired by the owner of the subject land?

☐ No ☐ Unknown

☐ Yes If Yes, File No(s). _____ Status/Decision _____

- c) **If this application is for a lot addition, has the lot to be enlarged** ever been the subject of a previous severance?

☐ Not Applicable ☐ No ☐ Unknown ☐ Yes

If Yes, please provide the previous severance File No. **and a copy of the deed for the property to be enlarged.**

File No(s). _____

- d) **Has the lot(s) to be severed or the lot to be retained** ever been the subject of any other application under the Act, such as an application for an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order or a minor variance?

☐ No ☐ Unknown

☐ Yes If yes, File No. _____ Status/Decision _____

INFORMATION ABOUT SUBJECT LAND(S) (REQUIRED)

10. a) **Present Official Plan Designation** applying to the subject land: _____

- b) **Present Zoning** applying to the subject land: _____

- c) Is the application consistent with the **Provincial Planning Statement, 2024**, as amended?

(see Item No. 9 in the application guide)

☐ Yes ☐ No

11. **Description of Subject Land:** (please use additional page(s) if multiple lots are being severed, label as 4A, 4B etc.)

DIMENSIONS (Required)	LOT TO BE SEVERED		LOT TO BE RETAINED		LOT TO BE ENLARGED (prior to severance)	
	Metres	Feet	Metres	Feet	Metres	Feet
Frontage						
Average Depth						
Average Width						
Area (indicate sq.m / ha or sq.ft. / ac)						

Description of Subject Land Cont'd:

(please use additional page(s) if multiple lots are being severed, label as 4A, 4B etc.)

		PLACE AN 'X' IN THE APPROPRIATE BOX BELOW			
USE OF SUBJECT LANDS (Required)	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING
Residential (City/Town/Village/Rural Cluster)					
Non-Farm Rural Residential					
Seasonal Residential					
Mobile Home Park					
Commercial					
Recreational					
Agricultural					
Institutional					
Industrial					
Parkland					
Other (specify)					

Provide details on existing uses:

(i.e. Residential, Commercial, Agricultural, Industrial, etc.)

LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED

Provide details on proposed uses:

LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED

BUILDINGS AND STRUCTURES – USE & TYPE (YOU MUST INDICATE IF LAND IS VACANT; PROVIDE DATE OF CONSTRUCTION FOR EXISTING)			
	LOT TO BE SEVERED	LOT TO BE RETAINED	LOT TO BE ENLARGED
EXISTING			
PROPOSED			

Place an 'x' in the appropriate box below

	LOT TO BE SEVERED		LOT TO BE RETAINED		LOT TO BE ENLARGED
	EXISTING	PROPOSED	EXISTING	PROPOSED	EXISTING
TYPE OF ACCESS					
Provincial Highway					
County Road					
Municipal Road maintained all year					
Municipal Road seasonally maintained					
Unopened Road Allowance					
Right-of-Way owned by:					
Water Access (describe boat docking and parking facilities on mainland & distance from proposed lot)					
Other (specify)					
TYPE OF WATER SUPPLY					
Publicly owned and operated piped water system					
Privately owned and operated communal water system					
Privately owned and operated individual well					
Lake or other water body					
Other (specify)					
TYPE OF SEWAGE DISPOSAL					
Publicly owned and operated sanitary sewer system					
Privately owned and operated communal septic system					
Privately owned and operated individual septic system					
Pit Privy					
Other (specify)					
WHEN WILL WATER SUPPLY AND SEWAGE DISPOSAL SERVICES BE AVAILABLE (if applicable)					

If the decision of this application is appealed, I _____,

(owner/applicant name – please print)

agree to support the application, provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the County's legal costs associated with the Tribunal hearing.

(signature of owner / applicant)

I / We _____
of the _____ in the _____
(Township or Municipality) (County or Region)

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.

DECLARED before me in the _____
of _____ in the
_____ of _____
this _____ day of _____ 20____

Owner / Applicant

Owner / Applicant

A Commissioner for Taking Affidavits

The collection of personal information on this form is legally authorized under Sec.53 of the *Planning Act* and O.Reg.197/96 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3912).

REV JAN 2026

AUTHORIZATION OF OWNER(S) FOR AGENT/APPLICANT TO MAKE AN APPLICATION

I/We, _____ of
(name(s) of owner/signing authority)

_____,
(name of company, if applicable)

am/are the owner(s) of the land that is the subject of this/these application(s), and I/We hereby authorize

_____ of
(name of applicant)

_____,
(name of company, if applicable)

to make this/these development application(s) on my/our behalf.

Signature: _____
(signature of owner/signing authority)

Date: _____

Signature: _____
(signature of owner/signing authority)

Date: _____

Signature: _____
(signature of owner/signing authority)

Date: _____

Signature: _____
(signature of owner/signing authority)

Date: _____

NOTE:

Authorization must be provided by ALL parties that appear on title, or by a designated signing officer for a business or organization. Names of individual persons signing must be listed on the authorization form.