



Instructions and Information Regarding the Severance Process

Please read all of this material prior to submitting your application

Before Submitting Your Application:

On May 20, 1996 the Province of Ontario proclaimed Sections of Bill 20 relating to the Planning Act. The new requirements will have a significant impact on the consent process and eventual approval or denial of your severance application. Provincial and Municipal Planning Policies must be adhered to.

Municipality of West Grey Committee of Adjustment

The Municipality of West Grey Committee of Adjustment is the approval authority for severance applications, and a qualified land use planner will be providing comments on severance applications to the Committee of Adjustment.. Severance applications are to be submitted to the Municipality of West Grey municipal office. It is advisable that you contact the Secretary-Treasurer of the Committee of Adjustment prior to submitting your application. The Secretary-Treasurer can assist you with some of the information required as well as suggest various alternatives that may be available to you regarding appropriate development of your property.

Grey County Planning and Development Department

The Grey County Planning and Development Department will be providing the Committee of Adjustment with comments on your proposal as to whether or not it conforms with the County Official Plan and Provincial Policy Statements.

Agencies

Various Agencies will have an opportunity to provide the Committee of Adjustment with comments on the appropriateness of your severance proposal. Depending upon the location of your property, the following is a list of agencies that may be circulated with your application:

Les MacKinnon, Environmental Health Officer
Wightman Telephone Limited
Saugeen Valley Conservation Authority
Bluewater School Board
Ministry of Transportation
Bruce-Grey Roman Catholic Separate School Board
Grey County Transportation Services Department
Ontario Power Generation Inc.
Grey County Planning & Development Department
Grey Bruce Health Unit
Grey County Clerk's Office
Union Gas Limited

Environment Program

The Municipality of West Grey currently has a contract with Les MacKinnon, Environmental Health Officer, for completing septic system reviews and assessments, including site inspections and providing comments to the Committee of Adjustment regarding severance applications. The fee for this service is included, where applicable, with the initial application fee upon application for severance.

Submitting Your Application

The application, signatures and sketch **must** be fully completed and legible in order to be processed. Please complete this application using a black ink. Be sure your information and sketch are accurate and complete.

Major deviation from the sketch/plan submitted cannot be accepted.

If this application is signed by an Agent or Solicitor on behalf of an applicant, the applicant's written authorization must accompany the application. If the applicant is a Corporation, the application must be signed by an Officer of the Corporation and the Corporation's seal (if any) must be affixed.

Fees

The fee for processing a severance application is \$1,100.00 payable as follows:

Submit **one** completed application with **original signatures of all owners** together with an initial submission cheque in the amount of \$1,120.00 (includes \$220.00 Saugeen Valley Conservation Authority fee) payable to "**Municipality of West Grey**". The initial severance application includes the cost of a required septic review and assessment application that must accompany the severance application. If the subject property is serviced by municipal sewer services, the initial severance application fee is reduced to \$1,020.00. Upon successful completion of the application, the stamping of the deed fee requires a second payment of \$200.00.

After Submitting Your Application

You will be mailed a yellow card to be posted on the portion of the lot to be severed. The placement of this card is important as it shows the exact location of the severance. Agencies such as the Saugeen Conservation Authority and Les MacKinnon, Environmental Health Officer for the Municipality of West Grey, will visit the site. Posting of this card also puts the neighbours on notice as to your application. **It is mandatory that this card be posted. The Committee of Adjustment will not hear your application if the card has not been posted in accordance with the Planning Act, as amended.**

Your application will also be assigned a File Number (B____/___). Please refer to this file number when contacting the office.

Public Notice of Application

Within a few weeks, you will receive a "Notice of Application", setting out the pertinent information and outlining the date and time the severance will be dealt with by the Municipality of West Grey Committee of Adjustment. It is strongly recommended that you attend this meeting. Notice of Application will be circulated to property owners within 120 metres of the subject land.

The Hearing

The Committee of Adjustment will hear all comments which have been forwarded to the attention of the Committee. This Hearing is for the Public and anyone attending in person will be given the opportunity to address the Committee. The Committee members may also ask for further information or clarification at this time.

After the Hearing

If the Committee makes a decision on the application a **Notice of Decision** will be forwarded to you within fifteen days after the Hearing. The Committee may give "provisional consent" to grant the application, subject to conditions; they may refuse to give provisional consent (meaning) "not grant" the application; or they may defer the application pending further information.

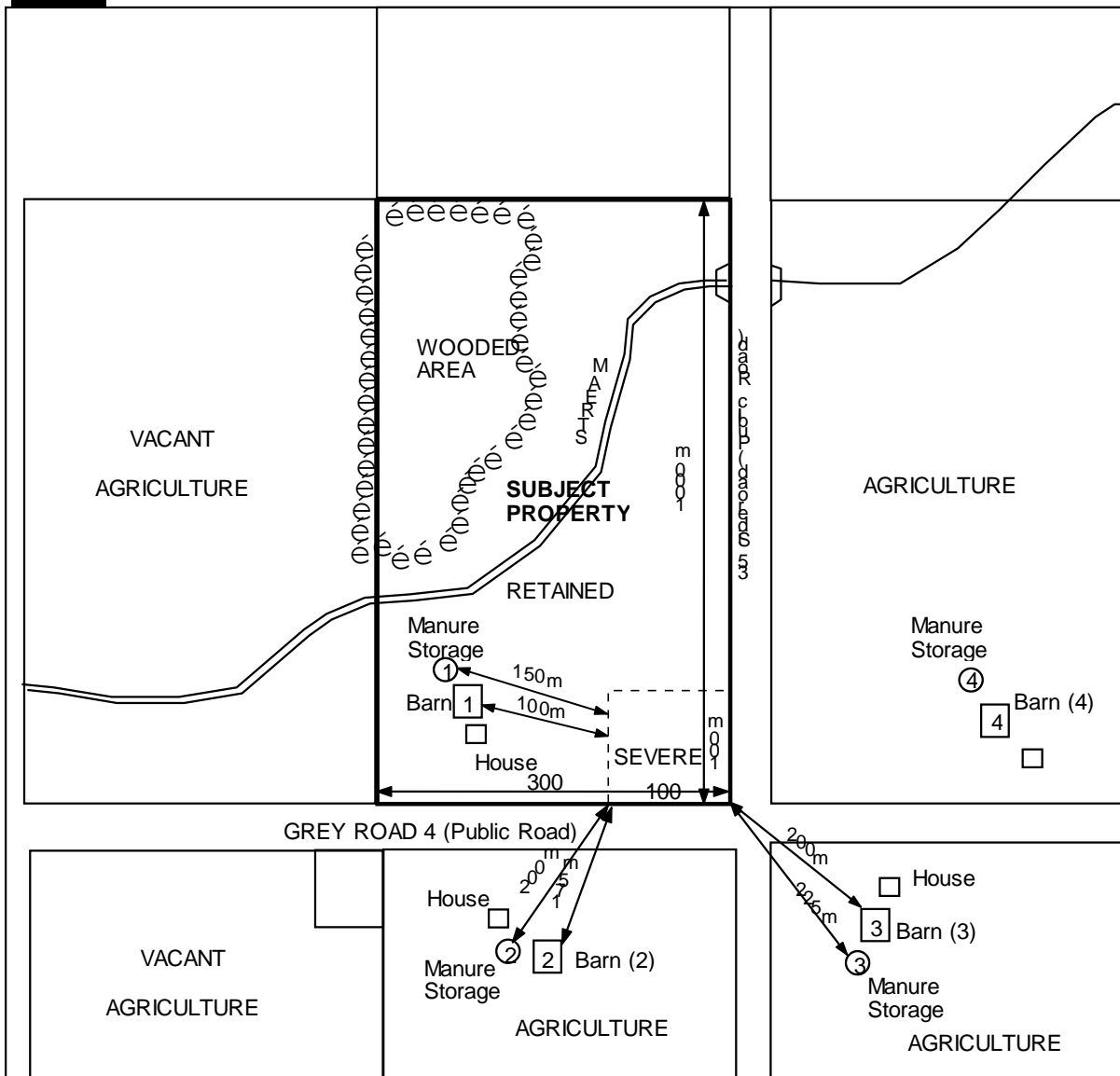
If a decision is made at the Hearing there is a **20 day appeal period from the giving of Notice of Decision**. During this time any person, Corporation or public body may appeal the decision (or conditions) to the Ontario Municipal Board.

After the 20 day appeal period you will be sent a notice stating either that no appeals were received or that the application has been appealed to the Ontario Municipal Board.

Appeals

A letter outlining the reasons for appeal is to be forwarded to the Municipality of West Grey, together with a cheque payable to the Minister of Finance in the amount of \$125.00 (additional \$25.00 for each related appeal). For example, if you are appealing three related applications, the cheque will be in the amount of \$175.00.

Sample Sketch



**Municipality of West Grey Committee of Adjustment
 402813 Grey Road #4, R.R. #2
 Durham, Ontario
 N0G 1R0**

**Contact: Mark Turner, Secretary-Treasurer
 mturner@westgrey.com (e-mail address)
 519-369-2200 or 1-800-538-9647 (phone)
 519-369-5962 (fax)**