

APPLICATION FOR CONSENT CHECK LIST FOR SUBMITTING APPLICATIONS

- Have you completed a Preliminary Severance Review with the Local Municipality?
- Have you completed **all** questions on the application form (if the answer is 'none', or '0', or 'n/a', please indicate that answer to show that the question has been considered).
- Incomplete applications will not be accepted and will be returned to the applicant.
- Have you completed the sketch as per the sample and instructions on Page 8 of the application?
- Have you completed the "MDS Data Sheet" if required?
- If you are acting as an 'agent' for the owner(s), have you included a separate 'authorization' letter or has the owner completed Section 14?
- Has the declaration Section 12 been signed and commissioned?
- Have you included the 'original' copy of the application with the signatures and sworn affidavits?
- Have you contacted the local municipality to request a list of landowners within 60 metres of property?
- If your entrance is to a Provincial Highway, have you contacted the Ministry of Transportation and included a copy of their approval letter?
- If your entrance is to a County Road, have you contacted the Lanark County Public Works department and included a copy of their approval letter for both the severed and retained lands?
- If your entrance is to a Municipal Road, have you contacted the Local Municipality for location?
- Have you made four (4) copies of the application and four (4) copies of the sketch?
- Have you included a cheque or money order made out to the "COUNTY OF LANARK"?
- Have you included a cheque or money order for appropriate On-Site Services Review (Septic Review)? Please note that a report is required from the Health Unit / Septic Office on all applications, including those for rights-of-way/easements and additions to lots, unless municipal services are available to the subject land.
- Have you included a cheque or money order for the appropriate Conservation Authority?

The Consent process is involved and lengthy. Please be patient as it proceeds through the various stages of the prescribed process as per the Planning Act of Ontario. Our goal is to process the application as soon as possible given the various stages it must pass through. Please see the "Land Severance Consent Guide".