

NOTICE

PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

Effective **January 1, 2009**, the Lanark County Land Division Committee has instituted administrative changes to streamline the processing of consent applications proposed in private services areas as well as applications proposing access via or potentially impacting provincial highways or county roads.

The Lanark County Land Division Committee is the consent approval authority. Applicants are to complete the Land Division Committee's application and sketch, submitting a consent application to the Lanark County Land Division Committee. The applicant must complete draft application to the appropriate agencies using the criteria set out below, pay their inspection fee(s) and complete their instructions to facilitate site inspections. Upon completion of the inspection and report, the agency will forward their comments and the sketch to the applicant/agent and the Land Division Committee. At such time, the applicant has the choice to proceed and make application for consent to the Land Division Committee, along with our processing fee. If the reports are not favourable, the applicant is saved the expense of a formal consent application. Failure to have the appropriate agency comments for the Land Division Committee at receipt of the formal consent application may delay or restrict the Committee's ability to make a decision or issue a favourable decision on the consent.

Note: *The Land Division Committee's assessment of a consent is also based on other environmental and land use planning factors. Another major consideration is conformity with the County official plan, the local official plan and zoning or development permit by-law. Applicants should therefore discuss their proposal with the Land Division Office staff or the local planning or municipal departments to ensure, prior to obtaining the above comments that the proposal conforms to the official plan and local zoning standards. Further, should a proposal potentially impact on other provincial policy interests or, the ultimate development of the site require a permit/certificate before site alterations are made or certain structures are erected, applicants should discuss the same with the affected provincial ministry or the permitting/certificate agency/ministry prior to making formal application to the Land Division Committee. For example, permits may be required from the Conservation Authority or Ministry of Natural Resources for alterations to shorelines or for docks. As well, the Ministry of Citizenship, Culture and Recreation advises that an archaeological assessment may be required if a site has archaeological potential.*

PRECONSULTATION CRITERIA:

ROADS AUTHORITIES - Preconsult with the appropriate road authority(ies) where any of the following criteria applies:

(a) Ministry of Transportation,

- i the subject lands are located adjacent to or within 400m of a provincial highway
- ii the proposal is a major traffic generator (stadium, racetrack, shopping centre or any proposal "that causes people to congregate in large numbers" etc.) located within 800m of a provincial highway;
- iii the subject lands are located within a study area of a specific highway planning study as carried out from time to time through the Environmental Assessment Planning process.; or
- iv the proposed access is by way of a private right-of-way leading from a provincial highway.

(b) County Public Works Department,

- i the subject lands are located adjacent to or within 200m of a county road;
- ii the proposal is a major traffic generator (stadium, racetrack, shopping centre or any proposal "that causes people to congregate in large numbers" etc.) located within 500 m of a county road;
- iii the subject lands are located within a study area of a specific county road planning study as carried out from time to time through the Environmental Assessment planning process.
- iv the access, existing or proposed, is from a county road.

(c) Local Municipal Roads Authority,

- i the subject lands are located adjacent to a local municipal road;
- ii the proposed access is by way of a private right-of-way leading from a local municipal road.

ROADS AUTHORITY CONTACTS:

Ministry of Transportation
 Eastern Regional Office
 Postal Bag 4000
 355 Counter Street
 Kingston, Ontario K7L 5A3

ATTN: Planning & Design Section
 Corridor Control Office
 Tel.: (613) 545-4834
 Fax: (613) 540-5106

County of Lanark
 Public Works Building
 99 Christie Lake Road
 Perth, Ontario K7H 3C6

ATTN: Roads Department
 Tel.: (613) 267-1353
 Toll Free: 1-888-952-6275
 Email: roads@lanarkcounty.ca

Local Municipal Roads Authorities	Official	Telephone	Fax
Tay Valley Township	Road Superintendent	267-5353	264-8516
Township of Beckwith	Road Superintendent	257-1810	257-8996
Town of Carleton Place	Public Works Director	257-6209	257-8170
Township of Drummond/North Elmsley	Road Superintendent	267-6500	267-2083
Township of Lanark Highlands	Superintendent of Public Works	259-2398	259-2291
Town of Mississippi Mills	Director of Public Works	256-2064	256-4887
Township of Montague	Director of Operations	283-7478	283-3112
Town of Perth	Director of Environmental Services	267-3311	267-5635

PRIVATE SEWAGE SYSTEMS

Preconsultation with the appropriate approval authority for the installation of private sewage disposal systems is required unless a publicly owned and operated sanitary sewage system is available to the subject lands. Preconsultation is required for **all types of consent application**, including lot additions, easements, etc., in private services areas as the consent may impact on an existing or future siting of private services.

PRIVATE SEWAGE SYSTEM CONTACTS:

For sewage systems with a design capacity larger than 10,000 litres/day and off-lot communal systems:

Ministry of Environment & Energy
 Ottawa District Abatement Office
 2435 Holly Lane
 Ottawa, Ontario K1V 7P2

ATTN: Area Supervisor
 Tel.: (613) 521-3450
 Fax: (613) 521-5437

For sewage systems with design capacity of 10,000 litres or less/day serving one lot located in the geographic Townships of Bathurst, North Burgess or South Sherbrooke:

Tay Valley Township
 217 Harper Road
 R. R. #4
 Perth, Ontario K7H 3C6

ATTN: Septic Inspector
 Tel.: (613) 259-2421
 Fax: (613) 259-3468

For sewage systems with design capacity of 10,000 litres or less/day serving one lot for all other local municipalities in Lanark County:

Leeds, Grenville & Lanark District Health Unit
 25 Johnston Street
 Smiths Falls, Ontario K7A 0A4

ATTN: Health Protection Dept.
 Tel.: (613) 283-2740 Fax: (613) 283-1679

LAND TITLES OFFICE – 2 Industrial Dr., Almonte ON K0A 1A0 1-613-256-1496