



Corporation of the
Township of Tay

450 PARK ST.
P.O. BOX 100
VICTORIA HARBOUR
ONTARIO L0K 2A0

(705) 534-7248 PHONE
(705) 534-4493 FAX

Fee: \$1500.00

PLANNING MATTER APPLICATION

☐ **CONSENT**/☐ **VALIDATION**/☐ **FORECLOSURE**/☐ **POWER OF SALE**

File No. _____ **Roll No.** _____

Pursuant to Section 50(18) or 53 or 57 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit this application to the Township of Tay in respect of the lands hereinafter described.

A. OWNERSHIP/APPLICANT DETAILS

1. Name of Owner(s): _____
Address: _____

Postal Code: _____ **Telephone No. (____)** _____

Email Address: _____

Date subject lands acquired by owners: _____

2. Name of Authorized Agent (if any):

Address: _____

Email Address: _____

Postal Code: _____ **Telephone No. (____)** _____

NOTE: It is requested that all communications be sent to (check box):

Owner: ☐ and/or **Agent:** ☐

3. Names and addresses of Transferee, Leasee, etc, if known:

Personal information contained on this application is collected pursuant to the Municipal Freedom of Information and Protection of privacy legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.

B. PROPERTY DETAILS

4. Description of Subject Land:

Concession _____	Lot(s) _____
Registered Plan _____	Lot(s) _____
Reference Plan _____	Part(s) _____

Name of Fronting Street and Street No. _____

Roll Number (on tax bill or assessment notice) _____

Are there any easements or restrictive covenants affecting the subject land and if so, describe their nature and effect.

5. Dimensions of Subject Land (metres/hectare):

	Severed	Retained
a) Frontage (metres)	_____	_____
b) Depth (metres)	_____	_____
c) Area (hectares)	_____	_____

6. Access to Subject Land:

a) Accessed Via:

Severed	Retained	
_____	_____	Provincial Highway
_____	_____	County Road
_____	_____	Municipal Road
_____	_____	Private Road
_____	_____	Water Access

b) Is Road Maintained:

Severed

Retained

_____ Seasonally?
_____ All Year?

c) If access to the subject land is by water, please indicate location of parking and docking facilities to be used and the distance between these and the nearest public road.

7. Buildings and Structures Details:

a) Dimensions of buildings and structures EXISTING on the subject land (attach a separate page if necessary).

Severed

Type of Building	Ground Floor Area	Total Floor Area	Number of Storeys

Retained

Type of Building	Ground Floor Area	Total Floor Area	Number of Storeys

b) Describe present use of subject land and the length of time the use has continued:

Severed _____

Retained _____

8. Services:

a) Please indicate how potable (drinking) water is provided to subject land:

Severed

Retained

Municipal water system

Private communal water system

Well

Lake or other surface water source

Other (please specify):

b) Please indicate how sewage disposal is provided to subject land:

Severed

Retained

Municipal sewage treatment system

Private communal sewage disposal system

Private septic system

Other (please specify):

C. PROPOSAL DETAILS

9. Explanation and Basis of application:

a) Current Official Plan Designation of Subject Land:

b) Current Zoning of Subject Land:

- c) The type and purpose of the proposed transaction (eg. new lot, lot addition, easement, etc):

10. a) Proposed uses of the subject land:

Severed: _____

Retained: _____

- b) Dimensions of buildings and structures PROPOSED on the subject land:

Severed

Type of Building	Ground Floor Area	Total Floor Area	Number of Storeys

Retained

Type of Building	Ground Floor Area	Total Floor Area	Number of Storeys

- 11.** a) Has the subject land ever been the subject of an Application for a Consent or for approval of a Plan of Subdivision?

_____ YES _____ NO _____ UNKNOWN

- b) Application File Number:

- c) Application Status:

- 12.** a) Has any land ever been severed from the parcel originally acquired by the owner of the subject land?

_____ YES _____ NO

- b) Date of land transfer: _____
c) Name of Transferee: _____
d) Uses of the severed land: _____

13. a) Are the subject lands currently subject to any of the following Planning Applications:

- _____ Minor Variance _____ Consent
_____ Rezoning Application _____ Plan of Subdivision
_____ Official Plan Amendment _____ Minister's Zoning Order

b) File Number: _____

c) Status of Application: _____ Approved _____ Denied _____ Withdrawn

D. PROVINCIAL POLICY

14. Explain how the application is consistent with the Provincial Planning Statement 2024:

E. DRAWING DETAILS

15. A sketch signed by an Ontario Land Surveyor showing the following, in **metric units**:

- a) The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- b) The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- c) The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- d) The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- e) The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks and tile fields.
- f) The existing uses on adjacent land, such as residential, agricultural and commercial uses.
- g) The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
- h) If access to the subject land is by water only, the location of the parking and boat docking facilities to be used.
- i) The location and nature of any easement affecting the subject land.

AUTHORIZATION

Declaration of an Authorized Agent (to be completed where an agent is acting on behalf of the owner(s):

I/We _____ as the owner(s)
of _____ in the Township of Tay,
County of Simcoe, hereby authorize _____
to act as my/our agent with respect to this application.

Dated at the _____ of _____,
(Township/Town/City)
this _____ day of _____, 2026.

Signatures of owner(s)

DECLARATION OF OWNER OR AUTHORIZED AGENT

I/We _____ of _____
(Township/Town/City)

in the _____,
(Region/County)

solemnly declare that all the statements contained in this application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Applicant
(Owner or Authorized Agent)

DECLARED before me at the

_____, in the

_____ this

____ day of _____, 2026

A Commissioner, etc.

PERMISSION TO ENTER

I/We _____
(Print Name of Owner(s))

Authorize the Development Services Committee and The Township of Tay staff to enter the subject lands for the limited purposes of evaluating the merits of this application.

Signature of owner(s)

FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 53 of the *Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be all public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application, or at the request of the third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Manager of Planning at the Township of Tay at (705) 534-2548 ext. 225.

Signature of Owner

Date

Signature of Owner

Date

LOT STAKE OUT INSTRUCTION

The Applicant is required to mark the front corners of both the severed and the retained parcel(s) of land. Use wooden stakes (or equivalent), no less than 1 metre in length as the corner markers.

Please ensure that the marker stakes are clearly visible from the abutting roadway and that they remain standing in good order until the Committee of Adjustment Public Meeting. You may attach coloured "flagging" to each stake or paint each stake with a noticeable colour to make the marker stakes more visible.

NOTE: FAILURE TO PROPERLY STAKE OUT A PROPOSAL MAY CAUSE AN APPLICATION TO BE HELD OVER OR DELAYED.

LIST OF STANDARD CONSENT CONDITIONS

1. That a copy of a registered reference plan for the subject lands indicating the severed parcels be prepared by an Ontario Land Surveyor and submitted to the Secretary-Treasurer;
2. That the applicant's solicitor prepares and submit a copy of the proposed conveyances for the severed parcels, for review by the Township;
3. That the Certificate of Consent be issued utilizing Form 2 or 4, Section 53(42) of the Planning Act, R.S.O. 1990, without qualification;
4. That the Township receives cash in lieu of parkland dedication of 5% of the appraised value of the area of the severed lands. The value of the land to be determined as of the day before the granting of provisional consent.
5. That the conditions of consent Committee be fulfilled within two (2) years from the date of the giving of the notice of decision (Approval shall lapse where the conditions have not been fulfilled within two (2) years of being imposed. **WARNING: Failing to fulfil the conditions within the above-noted statutory periods (Sections 53(41) & 53(43), the Planning Act R.S.O. 1990) shall cause the application to lapse and render this Decision null and void.**

COMMITTEE OF ADJUSTMENTS 2026 SCHEDULE

Agendas including reports will be posted the Friday before the hearing date.

Last Day for Applications	Hearing
December 10, 2025	January 21, 2026
January 21, 2026	February 18, 2026
February 18, 2026	March 18, 2026
March 18, 2026	April 15, 2026
April 15, 2026	May 20, 2026
May 20, 2026	June 17, 2026
June 17, 2026	July 15, 2026
July 15, 2026	August 19, 2026
August 19, 2026	September 16, 2026
September 16, 2026	October 21, 2026
October 21, 2026	November 18, 2026
November 18, 2026	December 16, 2026
December 9, 2026	January 20, 2027