



## **Township of Douro-Dummer**

### **Severances / Consents**

A land severance (also known as a consent) is the division of your land, which creates a separate parcel of land. The Official Plan of Douro-Dummer has specific requirements and/or conditions for land severances. Being approved for a land severance depends on lot size, compatibility, public and private road access, conformity to the Provincial legislation, Official Plan and the [Zoning By-law](#), water supply, sewage disposal, and other factors. Peterborough County Land Division is the approval authority for a Severance Application.

### **Procedures**

Before applying for a land severance, you may wish to speak to neighbours within a 60 metre (200 feet) radius of the proposed land, along with relevant ministries and agencies to inform them of your plans of land severance. This courtesy may help to prevent additional costs or a delay in the processing of your application should someone not understand the nature of your request.

### **Review of Severance Proposal**

It is recommended that you have a [Preliminary Severance Review](#) completed by the County Planning Department (at no cost) to determine if the land qualifies to be severed. The form can be obtained from the Peterborough County Website [Severances | County of Peterborough](#) or from the County or Township Office.

The Preliminary Severance Review will tell you whether or not your proposal meets the requirements of the various planning regulations and legislation and may identify some issues that may be of concern in order that you can investigate these before you submit a formal application with the Land Division Office. Along with the completed Severance Proposal Form you will need to submit a sketch showing your property, surrounding properties and the proposed area of severance (with its size and relation to other properties). Make sure all the information required is submitted with the proposal form, if any information is missing, it will cause a delay in the review process.

If the Preliminary Severance Review completed by Peterborough County is favourable for a land severance, you can then proceed to file a formal application to Peterborough County Land Division.

### **Formal Application**

The Formal Application for Consent (severance) is available on the Peterborough County website [Severances | County of Peterborough](#) or from the County or Township Office. Attached to the application is an instruction sheet describing the information that needs to be submitted with your application and the fees required by the County for processing your application. Make sure that the application is complete before submitting it to prevent any delays in the application process.

### **Processing of Your Application**

Upon receipt of your completed application, the County Land Division Office will circulate copies to various ministries, agencies and the Township of Douro-Dummer for comments. Township Planning Staff will provide comments to the County by completing a Municipal Appraisal Form (MAF) which reviews compliance with the Official Plan, Zoning, and various departmental requirements (i.e. potential for safe entrances, sewage system capability etc.). A copy of the MAF is also provided to Douro-Dummer Council in the Consent portion of Council Agendas. When all comments have been returned, the County Planning Department will do a final planning report to determine whether or not the consent can be recommended for approval.

### **Decision**

The Decision with respect to your application for severance will be made in one of two ways:

**For straight-forward applications**, the Director of Planning has the authority to grant approval.

**For disputed applications**, a hearing of the Peterborough County Land Division Committee will be necessary and the decision lies with the Committee. You will be notified of the time and date of the hearing. It is advisable for you, or your agent, to be present at this hearing.

*The County Land Division will make their decision based on information provided to them by the Township of Douro-Dummer, other authorities, ministries, other professionals, adjacent property owners and any other interested parties, where appropriate.*

**A Notice of the Decision** will be provided to you and to anyone else who requested to be notified of the decision. The Notice of Decision will set out the last day of appeal against the decision and the expiry date of your approval. It will also set out any conditions, which have been imposed on the approval. It is necessary for you to fulfill these conditions prior to the two-year expiry date stated on your Notice of Decision.

The Secretary-Treasurer of the Peterborough County Land Division Committee or the Planning Department for the Township of Douro-Dummer will be able to further instruct you with respect to the fulfillment of the conditions.

### **If you require any information with respect to severance procedures**

within the Township of Douro-Dummer, you may contact:

**Emily Fitzgerald, Planner**

Ph: 705-652-8392, ext 226 Fax: 705-652-5044,

Email: [efitzgerald@dourodummer.ca](mailto:efitzgerald@dourodummer.ca)

or contact:

**Ann Hamilton, Secretary-Treasurer of**

**The Peterborough County Land Division Committee**

705-743-3718, ext 2406

Email: [AHamilton@ptbocounty.ca](mailto:AHamilton@ptbocounty.ca)