



## **Township of Nipissing** **Consent Application Processing Procedure**

### **Fees:**

**Application Fee:       \$500.00 (non-refundable)**

Included in this fee:

- pre-consultation
- Review of application
- Deeming application complete, as appropriate
- Issuance of letter confirming complete application
- Advertising the application and applicable notices
- Meeting requirements to deal with the application
- Posting of all notices as required

**Deposit Fee:           \$2,500.00 (refundable)**

This amount is to be submitted once the letter confirming a complete application is issued.

Included in this fee:

- Title Search of property, to be completed by the Township legal Counsel
- Planning Report, to be completed by the Township planning consultant

The Applicant shall be responsible for all actual legal and planning costs of the application process. If the amount exceeds the deposit submitted, the Applicant will be invoiced for the remaining amount. The account must be in good standing in order to finalize the application. The remaining portion of the deposit, if applicable, shall be refunded to the Applicant by means of a cheque issued once the final deed is stamped and the application is finalized.

**Granting of a Consent \$250.00 (non-refundable)**

Included in this fee:

- Confirm all conditions of approval have been fulfilled
- Sign Certificate of Official
- Legal review of deed and Certificate of Official

### **Procedure:**

1. Complete and submit an Application for Consent. Application fee to be submitted with the Application package.
2. Upon receipt of an Application and Fee, Staff will review the application using the Components of a Complete Application checklist.
3. Should deficiencies be identified in the application, the applicant will be contacted and the outstanding items will be explained.

4. Once the application meets all requirements of the Components of a Complete Application checklist it will be deemed a complete application. A letter acknowledging the complete application will be issued by Staff to the Applicant.
5. Once this letter is issued, the Deposit Fee will be required and the 90 (ninety) day requirement for hearing the application at a public meeting begins.
6. Staff will forward the application to the Township Planner for a planning report and to the Township Legal Counsel to complete a Title Search of the subject property.
7. Public Notice of the application will be prepared for circulation at least 14 (fourteen) days prior to the scheduled public meeting, to all property owners within 60 metres of the subject property and the notice shall be placed on the Township website.
8. Staff shall post the Public Notice on the subject property in a clearly visible and accessible location for viewing at least 14 (fourteen) days prior to the scheduled public meeting.
9. The Committee of Adjustment shall meet at the scheduled date and time to deal with the application.
10. An approved application will then have a 20 (day) appeal period after passing.
11. A Notice of Decision shall be issued by Staff and provided to the applicant and posted on the Township website.
12. Approved applications where no appeal is received begin the 1 (one) year timeline to complete any conditions listed on the Notice of Decision and have the deed prepared by their legal counsel.
13. Once all conditions are fulfilled and submitted to the Township of Nipissing, Staff will verify the completeness of all conditions.
14. The legal deed for the land shall be provided by the applicant's legal counsel to the Township for stamping and finalizing the file.