

The Consent Process Step by Step Guide

Application Fee: \$1,555.00

Step 1

Meet with Local Municipality

• The applicant meets with the local Municipality to discuss the application and understand local requirements.

Step 2

Fill Out Application

- Applicant completes the application at the Township office.
- Municipal staff sign-off on the application is required once completed.

Step 3

Submit Complete Application to SDG Planning

- The applicant provides the application to SDG Planning Department by emailing the application to planning@sdgcounties.ca, or by booking an appointment with the Land Division Coordinator
- The Land Division Coordinator will review the application to ensure all information is provided.

Step 4

Pay fees & Commisson Signature

- The Land Division Coordinator will commission the signature of the owner(s) or authorized agent of the application. The applicant must attach copies of valid Ontario Photo ID to electronic applications for remote commissioning.
- The applicant pays the SDG Consent fee of \$1,555, SDG Roads fee of \$245 (if property is on a County Road), the local Conservation Authority fee, and Municipal Consent Review fee of \$500.
- The Land Division Coordinator sends a poster to the applicant to post at the subject property.
- A Notice of Application is sent to all commenting agencies (ie. Townships, Conservation Authority, County Engineer, utilities and other agencies) and all abutting landowners within 60 m (200 ft).

SDG Planning Departmen

Applicant

Commenting Agencies

Step 5

Notice of Application (~ 7-10 days)

Step 6

Response from commenting agencies (~ 1 month)

- The Land Division Coordinator receives responses from commenting agencies.
- Comments are forwarded to the applicant as they arrive.



SDG Planning Department

Step 7

Review Date Scheduled (notice sent two weeks before meeting)

- Review date is scheduled for the consent application.
- The notice is sent two weeks before the review day.
- The applicant, adjacent landowners, and all interested parties can attend the meeting.
- Concerns from neighbours can be addressed at this time.
- The Approval Authority reviews all applications and approves, defers, or refuses the provisional consent.

Step 8

Notice of Decision (20 day appeal period)

- Notice of Decision is mailed to commmenting agencies and landowners that requested notification.
- If an appeal is received the application goes to the Ontario Land Tribunal (OLT)
- The Land Division Coordinator will notify the applicant when the appeal period ends.

Applicant

Step 9

Conditions Met (two years to meet conditions)

- The applicant must meet all agency conditions before final consent is granted.
- Example conditions include cash-in-lieu of parkland, road widening, minor variance or zoning by-law amendment, and entrance on a County road, etc.*

Applicant & SDG Planning Peartment

Step 10 Final Consent Approval

- The applicant will provide the Land Division Coordinator with the applicable deeds and survey (electronic) and the stamping fee of \$255.00.
- The Land Division Coordinator will stamp a certificate consent.

Please note that, should Provisional Consent be granted, final approval is subject to the clearing of the conditions of said Consent, the Township of South Glengarry may request conditions, including but not limited to the following:

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Examples of potential conditions of the Township of South glengarry	Fee/Cost
Cash in-lieu of Parkland	\$2000.00
Septic System File Search/Review	\$250.00
Agreement to prohibit residential construction on surplus prime agricultural land	\$1500.00
Zoning By-law amendment	\$1500.00
Minor Variance	\$600.00
Road Widening to be deeded to the township on severed or retained parcel	Legal Fees
Property Taxes be paid in full	Varies
Required Studies	Varies
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Required studies may include the following as per section 8.12.13.3 of the SDG Official Plan:

- Minimum Distance Separation Calculations
- Environmental Impact Study
- Hydrogeological Study
- Water Supply Assessment
- Topographic and floodplain survey

Other examples of requirements and conditions	
Municipal consent Review Fee	\$500.00
Requirement of a survey	Varies
Preparation of deeds by a lawyer	Varies
RRCA review	\$500.00
Pre-severance comments (SDG Transportation)	\$175.00
Title Search	Varies