



The County
PRINCE EDWARD COUNTY ♦ ONTARIO

APPLICANT'S GUIDE TO THE CONSENT AND REZONING PROCESS

Planning Services
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 PrinceEdwardCounty

 @Shire_Hall

Revised: October 2014

Part I: Pre-Consultation

Make an appointment to speak with a County planner before you complete and submit your consent/rezoning application. This initial discussion will assist in identifying any concerns that may arise during the planning review of your application, as well as any other agencies or departments that you may wish to pre-consult with.

For matters pertaining to road access you may wish to contact the Engineering Department. Inquiries regarding connecting to the municipal water and sanitary sewer services can be directed to the Water and Wastewater Department.

For Quinte Conservation matters such as setbacks from wetlands, floodplains and escarpments you may wish to contact the Plan Review Ecologist (613-968-3434).

Part II: Making Application

Pick up a consent/rezoning application form at the Planning Services Department or download it from the County website and review all required information including necessary supporting studies such as an Environmental Assessment and/or Hydrogeological Report.

Direct an Ontario Land Surveyor (O.L.S.) to prepare a "Surveyor's Sketch" for your property showing the lot frontage and lot area for the severed and retained parcels (if applying for severance through the Consent process) and all setbacks of existing and proposed buildings, wells, septic systems, water courses, neighbouring barns (even if vacant) from existing and proposed lot lines.

Make an appointment to review your completed application at the Planning office. Please bring your surveyor's sketch and fees. Only the property owner(s) or those individuals given the written authority to act as Agent for the property owner(s) may sign a completed application. Your signature can be commissioned at Planning Services.

Planning staff will then review the application and any supporting studies/information and if deemed complete, your application will be scheduled for the next available public meeting.

Part III: Consent/Rezoning Process

The Consent/Rezoning process is governed by requirements of the Ontario Planning Act, takes approximately **3 to 4 months** to complete and includes the following steps:

1. Advertising:

An ad is placed in a local newspaper and a Notice of Public meeting is mailed/circulated to prescribed agencies, including Engineering Services and Quinte Conservation, as well as all neighbors within 120 m (400 feet) of subject property at least 20 days prior to the public meeting. The applicant must also post a sign provided by the Planning Department on the subject property.

2. Committee of the Whole Public Meeting:

Applications are considered at the monthly public meetings held at 7 p.m. in Shire Hall Council Chambers at 332 Main Street in Picton. At the public meeting, the Committee considers public input, agency comments and

the Planning Department's staff report which reviews the application(s) for consistency with the Provincial Policy Statement (PPS) and the County Official Plan.

The Committee then makes a decision to recommend, deny or defer the application(s) and appropriate conditions of provisional consent approval. Applicants and/or their agents are encouraged to attend the public meeting to answer any questions associated with their application. *Please understand all conditions being recommended and what is required by them - the conditions of provisional consent approval are found as part of the planning staff report.*

If members of the Committee of the Whole agree with planning staff recommendation and the application receives 2/3 majority, a final decision will be made after the public meeting.

If it does not receive 2/3 majority, the application will be heard at the next County Council meeting. If applicants or concerned citizens wish to address council by deputation regarding a planning application(s) must provide written notice to the County Clerk at least four days in advance of the meeting.

3. Appeal Period/When Decisions Come Into Effect:

The Planning Act provides for an appeal process regarding Council's decision(s) to the Ontario Municipal Board. The County must issue a Notice of Decision and/or Notice of Passing within 15 days of Council's decision. After this notice has been issued, there is a 20 day appeal period within which a party can appeal this decision to the Ontario Municipal

Board. If no appeal is submitted, the amendment(s) come into effect.

Part IV: Fulfilling Conditions of Consent Approval

If the application involves a Consent (to create one or two new lots), the applicant has **one year** from the date of the Notice of Decision to fulfill the conditions of consent. The Planning office will provide you with a checklist of the conditions to assist you. At this time, the process is still incomplete and a building permit or real estate transaction cannot be completed until all conditions are met.

Within the **year**, *once all conditions have been met*, you must submit the necessary deeds and survey with the assistance of your lawyer & surveyor for completion of your file. Your file will lapse if all conditions are not fulfilled during the one year time frame which can not be extended under any circumstances. If you allow your file to lapse, the file will be closed and no new lots will have been created. Please be aware that planning fees are non-refundable.

Cash-in Lieu Payment for Parkland Dedication:

As a standard condition of consent approval, a flat fee of \$1,500 will be required as the cash-in lieu payment for parkland dedication for the creation of all new lots through the consent process which are zoned, or proposed to be zoned, in any zone category that permits a residential dwelling, excluding commercial and industrial zone categories.

Holding (H) Symbol:

If your property has a **HOLDING SYMBOL (H)** attached to its zone (ie. RR1-6(H) Zone), you must provide an application and fee to the Planning Office to remove the Holding Symbol (H) once the conditions for removing the H have been completed to the satisfaction of the County. Planning staff will then prepare a staff report and by-law to remove the H and forward it directly to County Council for consideration. A by-law to remove the H symbol is not appealable by neighbours or other members of the public. Please note that a building permit cannot be issued for your property until the H symbol has been removed.

Part V: General Comments

You may wish to research the following websites for more information relating to the Provincial Planning process, including:

The Provincial Policy Statement, at:
www.mah.gov.on.ca/user

The appeal process, including the appeal form, at the Ontario Municipal Board (OMB) at:
www.omb.gov.on.ca

The County Official Plan and County Comprehensive Zoning By-law at:
www.pecounty.on.ca