



## **Township of Douro-Dummer**

### **Severances /Consents**

A land severance (also known as a consent) is the division of your land, which creates separate parcels. 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 roads, conformity to the Official Plan and the Zoning By-law, water supply, sewage disposal, etc. The Peterborough County Land Division is the approval authority for a Severance Application.

### **Procedures**

Before applying for a land severance, you should contact the municipal office to see if your land qualifies to be severed. If the land qualifies for a land severance it is suggested that the applicant talk to neighbours within a 60 metre (200 feet) radius of the proposed land, and 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. This is done by filing a Severance Proposal Form with the County. The form can be obtained from the Peterborough County Website [www.county.peterborough.on.ca](http://www.county.peterborough.on.ca) or from the county or municipal office. This review will tell you whether or not your proposal meets the requirements of the various planning documents 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 Committee. Along with the completed form you will need to submit a sketch showing your property, surrounding properties and the proposed area of severance (with it's 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 application process.

It is also recommended that you submit a draft application to the Township's Committee of Adjustment to obtain their opinion as to whether or not the municipality will support your proposal for land severance. The Municipal Fee for Severance Review is \$ 100.00 for your first application and \$ 50.00 for each additional application.

If the Severance Proposal report from the Peterborough County and the Township of Douro-Dummer is favourable for a land severance, you can then proceed to file a formal application to the Peterborough County Land Division Committee.

#### **Formal Application**

The Formal Application for Consent (severance) is also available on the Peterborough County website [www.county.peterborough.on.ca](http://www.county.peterborough.on.ca) or from the county or municipal 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 will circulate copies to various ministries, agencies and the Township of Douro-Dummer for comments. When all comments have been returned, the County Planning Department will do a final planning report to determine whether or not the consent should be approved.

### **Decision**

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

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

**For all 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 mailed 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 one-year expiry date stated on your Notice of Decision.

The secretary-treasurer of the Peterborough County Land Division Committee or the Township of Douro-Dummer office will be able to further instruct you with respect to the fulfillment of the conditions.

### **Fees:**

County Application Fee                      \$900.00  
County Deed Stamping Fee                  \$375.00

Otonabee Region Conservation Review Fee                  \$250.00

Township of Douro-Dummer Cash-in-lieu of Parkland Fee                  \$750.00

Surveying Costs

Legal Costs

Other Costs associated with completion of any conditions imposed

Health Unit \$200.00 first lot, 125.00 per additional

Rezoning or Minor Variance

**If you require any information with respect to severance procedures** within the Township of Douro-Dummer, you may contact:

**Linda Moher, Clerk/Planning Coordinator**  
Ph: 705-652-8392, ext 204 Fax: 705-652-5044,  
email [lindamo@dourodummer.on.ca](mailto:lindamo@dourodummer.on.ca)

or contact            **Christine Lang, Secretary-Treasurer of  
The Peterborough County Land Division Committee**  
705-743-0380, ext 310  
email [chrislang@county.peterborough.on.ca](mailto:chrislang@county.peterborough.on.ca)