

Application for Removal of Holding Provision

Complete Application

The application must be completed by the owner or authorized agent. If the application is being submitted by an agent, the owner's written authorization is required. If the lands subject to this application are owned by more than one owner, the authorization of all owners is required. Submission of this application constitutes consent for authorized municipal staff to inspect the subject lands.

The information requested by this application form must be provided by the applicant and will be used to process the request under Sections 34 and 36 of the Planning Act and [Ontario Regulation 545/06](#). Further review of the application will be undertaken and the applicant may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

Online Application Process

All applications must be submitted online via the County's CityView Portal. The portal can be accessed here: [Welcome - CityView Portal](#). The applicant will submit the materials required as part of a complete application. Once the County confirms receipt of a complete submission, the applicant will be contacted and provided further direction for payment options.

User Fees:

The planning application fee will be determined when the application can be deemed complete according to Norfolk County Community Planning user fees: [Development Applications | Norfolk County](#)

Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the User Fees By-Law that will be accepted and deposited once the application has been deemed complete.

Note: For your request to be considered, please complete the form and provide all requested information. If you need assistance, please contact our office at 519-426-5870 or planning@norfolkcounty.ca.



For Office Use Only:

File Number	_____	Application Fee	_____
Related File Number	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

Property Assessment Roll Number: _____

Applicant Information

Name of Owner _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

Name of Authorized Applicant _____

Address _____

Town and Postal Code _____

Phone Number _____

Cell Number _____

Email _____

A. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

Municipal Civic Address: _____

Present Official Plan Designation(s): _____ Courtland Urban Area



Present Zoning: _____

Date of acquisition of the subject property (if known): _____

2. Is there a special provision or site specific zone on the subject lands?

☐ Yes ☐ No If yes, please specify corresponding number:

3. Present use of the subject lands:

B. Purpose of Application

Note: Please complete all that apply.

1. Reason for Request:

2. The removal of the Holding Provision is not completed until certain conditions have been satisfied. Please indicate how the conditions have been, or will be satisfied to allow for the removal of the holding:

3. If there was an Agreement required in order to remove a Holding Provision, has the agreement been completed? ☐ Yes ☐ No

If yes, please provide the date it was registered: _____

C. Site Conditions

1. What is the existing use of the subject land:

2. What is the length of time that the existing use(s) of the subject land have continued?

3. Are there existing buildings on the subject land?

☐ Yes ☐ No

Date any existing buildings were constructed: _____

4. Are buildings or structures proposed to be built on the subject land? ☐ Yes ☐ No
If yes, please describe _____

5. Please describe **all existing and proposed** buildings and structures on the subject lands and whether they are to be retained, demolished or removed.

	Existing	Proposed
Type of Building	_____	_____
Front yard setback (m)	_____	_____
Rear yard setback (m)	_____	_____
Interior side yard setback (m)	_____	_____
Exterior side yard setback (m)	_____	_____
Height (m)	_____	_____
Usable Floor Area (sq.m)	_____	_____
Lot coverage (sq.m.)	_____	_____

D. Servicing and Access

Indicate what services are available or proposed:

Water Supply

- ☐ Municipal piped water
 ☐ Communal wells
☐ Individual wells
 ☐ Other (describe below)

Sewage Treatment

- ☐ Municipal sewers
 ☐ Communal system
☐ Septic tank and tile bed in good working order
 ☐ Other (describe below)

Storm Drainage

- ☐ Storm sewers
 ☐ Open ditches
☐ Other (describe below)

Existing or proposed access to subject lands:

- ☐ Municipal road
 ☐ Provincial highway
☐ Unopened road
 ☐ Other (describe below) Name
 of road/street: _____

E. Plans

Plans must be drawn on a single sheet, to scale with all measurements in metric units and in accordance with [O. Reg 545/06](#) must include:

- i) The boundaries and dimensions of the subject land
- ii) The location, size and type of all existing and proposed building and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lots lines
- iii) The approximate location of all natural and artificial features that:
 - o Are located on the subject land and on land that is adjacent to it, and
 - o In the applicant's opinion, may affect the application
- iv) The current uses of the land that is adjacent to the subject land
- v) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
- vi) If access to the subject land will be by water only, the location of the parking and docking facilities to be used
- vii) The location and nature of any easements affecting the subject land.

F. Other Information

- a. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

Your development approval might also be dependent on other relevant federal or provincial legislation, municipal by-laws or other agency approvals.



G. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

H. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purpose of making inspections associated with this application, during normal and reasonable working hours.

I. Freedom of Information

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.

Owner/Authorized Applicant Signature

Date

J. Owner's Authorization

If the authorized applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ am/are the registered and authorized owner(s) of the lands that is the subject of this application.

I/We authorize _____ to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner

Date

Owner

Date



K. Declaration

I, _____ of _____

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

_____

Owner/Authorized Applicant Signature

In _____

This _____ day of _____

A.D., 20____
