The Consent Process
Step by Step Guide

SDG Transportation and Planning Services

Applicant

Step 1
Meet with Municipality

- The applicant meets with the local Municipality to discuss the application and understand local requirements
- Meet with County Engineer if the property is on a County Road

Step 2
Fill out application

- The applicant completes the application (usually at the Township office); Municipal staff sign-off on the application is required once completed

Step 3
Complete application

- Bring application to SDG Planning office (26 Pitt St., Cornwall)
- The Planning Assistant will make sure all information is complete
- The Planning Assistant will provide a list of land owners abutting the property within 60 m (200 ft)

Step 4
Pay fees & commisson Signature

- The Planning Assistant will commission the signature of the owner(s) or authorized agent of the application. Applicant may commission the application elsewhere.
- Pay application fee of $880, County Roads fee of $210 (if property is on a County Road), andConservation Authority fee (amount payable by cheque only)

SDG Planning Department

Step 5
Notice of Application (~ 7-10 days)

- The Planning Assistant 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)

Commenting Agencies

Step 6
Response from commenting agencies (~ 1 month)

- The Planning Assistant receives comments from agencies
- Comments are forwarded to the applicant as they arrive

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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 Manager of Planning 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 Municipal Board
- The Planning Assistant will notify the applicant when the appeal period ends

Applicant

Step 9
Conditions met (one year 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 Department

Step 10
Final consent Approval

- The Planning Assistant will stamp a certificate consent; the fee is $225
- The applicant will provide the Planning Assistant with deeds and survey (print and electronic)