

# VALIDATION OF TITLE APPLICATION GUIDE

## APPLYING FOR VALIDATION OF TITLE

Consent granting authority in the City of Greater Sudbury is vested in a Consent Official Appointed by City Council.

Under the provisions of the planning legislation of this province, a Consent Official is empowered to deal with applications to validate title to a property which was conveyed in contravention of the Planning Act.

The consent granting framework is formally established in the Ontario Planning Act R.S.O. 1990, c.P.13. The processing of applications considered by the Consent Official is performed by an administration which must also adhere to specific legal requirements.

## DEALING WITH THE APPLICATION

1. The application, once processed, may be circulated to officials of the municipality, commissions, agencies, etc., for comments and circulated to owners and persons assessed in respect of land within 60 metres (196.85') of the subject land.
2. The decision of the Consent Official is final.

**NOTE:** Any condition of approval must be fulfilled before a Certificate of Validation is issued for registration at the Land Registry Office.

Box 5000, Station 'A', 200 Brady Street  
Sudbury ON P3A 5P3  
Tel. (705) 671-2489, Ext. 4376/4346  
Fax (705) 673-2200

## City of Greater Sudbury

### APPLICATION FOR VALIDATION OF TITLE

Section 57, Planning Act, R.S.O. 1990 c.P.13

**APPLICATION FEE: \$1,180.00**

CASH, DEBIT OR CHEQUE MADE PAYABLE TO: **CITY OF GREATER SUDBURY**

Personal information on this form is collected pursuant to the Planning Act, R.S.O. 1990 c.P.13. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals. In accordance with Section 1.0.1 of the Planning Act, R.S.O. 1990, information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

**PLEASE PRINT. SCHEDULES MAY BE INCLUDED IF NECESSARY**

1) Applicant(s): \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

2) Owner(s): \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

3) Name of Agent: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

**Note:** Unless otherwise requested, all communication will be sent to the agent, if any.

4) Legal Description (include any abutting property registered under the same ownership).

Roll #	Township	Lot No.	Concession No.
PIN(s):		Parcel(s)	
Subdivision Plan No.	Lot	R-Plan No.	Part(s)
Municipal Address or Street(s): _____			

5) Date of acquisition of subject land. \_\_\_\_\_

6) Dimensions of subject property (in metric units).

Frontage	Depth	Area
Existing Use	Proposed Use	
Number and use of existing building(s) and structure(s)? _____		

7) What type of access is available?

- |  |     |    |
|--|-----|----|
| a) Provincial Highway,                                       | Yes | No |
| b) Municipal road that is maintained all year or seasonally, | Yes | No |
| c) Private Right-of-Way,                                     | Yes | No |
| d) Water?  | Yes | No |

**If access to the land is by water only, indicate parking and docking facilities that are used and the approximate distance of these facilities from the land and the nearest public road.**

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8) What types of water supply and sewage disposal are proposed?      Proposed Lot      Retained Lot

- Municipally owned and operated piped water system
- Municipally owned and operated sanitary sewage system
- Lake
- Individual Well
- Communal Well
- Individual Septic System
- Pit Privy
- Other \_\_\_\_\_

9) Is the property also subject of an Application for Minor Variance, Rezoning or an Official Amendment?

- Yes       No

If "Yes", file number(s) \_\_\_\_\_

10) When did the contravention of Section 50 of the Planning Act, or a predecessor thereof occur?

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11) Please describe the nature of the contravention (attach schedule if required). \_\_\_\_\_

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12) An up-to-date Surveyor's Real Property Report or a sketch, drawn to scale, on paper no larger than 8.5" x 14", showing the boundaries and dimensions of the subject land, the designation of adjacent properties, roads, lands, etc., and the location and description of all existing buildings and structures located on the property along with setbacks to the property boundaries, is required. Any registered reference plan of the subject property should also be provided.

13) Is the property located with 1km (0.6 miles) of a First Nation Reserve?      Yes      No

**PART A: OWNER ACKNOWLEDGEMENT AND CONSENT**

I/We, \_\_\_\_\_ (please print all names), the registered owner(s) of the property described as \_\_\_\_\_

in the City of Greater Sudbury:

**Collection, Use and Disclosure of Information:**

- a) acknowledge that personal information collected on this form is collected pursuant to the *Planning Act*, R.S.O. 1990, c.P.13 for the purpose of processing this planning application;
- b) acknowledge that it is the practice of the City of Greater Sudbury, in accordance with section 1.0.1 of the *Planning Act*, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Greater Sudbury in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors;
- c) in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request;
- d) grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application;

**Authority to Enter Land and Photograph**

- e) grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application;
- f) acknowledge that, in the event of a third party appeal of this application (where applicable) to the Ontario Municipal Board, the City of Greater Sudbury may not attend at the Ontario Municipal Board hearing unless the City is provided with the City's required fee for attendance at the hearing;

**Appointment of Authorized Agent**

- g) appoint and authorize \_\_\_\_\_ (please print name of Agent), to act as my/our agent with regard to this application to the City of Greater Sudbury, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by the agent on my/our behalf.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(witness)

\_\_\_\_\_  
signature of Owner(s) or Agent or Signing Officer  
(\*where a Corporation)

Print Name: \_\_\_\_\_

\*I have authority to bind the Corporation

