

## TOWNSHIP OF FRONT OF YONGE

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### Information Guide - Severance (Consent) Applications

This guide is intended to provide key information, in a chronological order, regarding the steps and costs in the severance process. Please consult with Township or County staff for detailed/specific information.

1. Preconsultation with Township. **PRIOR TO FORMALLY APPLYING FOR SEVERANCE, it is required that you submit your proposed severance application with the Township.** Sketches are required to accompany any inquiries.
2. The completed severance **APPLICATION FORM** is to be submitted to the UNITED COUNTIES OF LEEDS & GRENVILLE LAND DIVISION AUTHORITY with all required fees. Please refer to attached County Guidelines and Application Form.
3. The County circulates notices of the severance application to area property owners and various required/relevant **COMMENTING AGENCIES**, including the Township of Front of Yonge.
4. Upon receipt of the application and Township review fee from the County, **TOWNSHIP COUNCIL CONSIDERS ALL APPLICATIONS FOR NEW LOTS** at their regular meetings. Council makes recommendations on severance applications and any related conditions of approval to the County Land Division Authority. **Note: General conditions for severance may include road widening, drainage approval, etc.**
5. The County LAND DIVISION AUTHORITY holds the hearing to render a decision on the severance. Applicants are advised of that meeting date by the County Land Division Authority.
6. With an approved severance, **ADDITIONAL EXPENSES TO BE INCURRED** may include:
  1. survey costs
  2. legal costs associated with transfer/deed preparation and registration
  3. all costs related to fulfilling conditions. Conditions may include:
    - the need to obtain a minor variance *(if required)*
    - the need to obtain a rezoning *(if required)*
    - survey/conveyance of lands for road widening*Note: applicants' have 1 year to fulfill conditions and have the new deed stamped otherwise the severance will lapse. It is incumbent on the applicant to follow-up on fulfilling conditions.*

IT IS HOPED THAT THIS BRIEF OVERVIEW ASSISTS YOU IN UNDERSTANDING  
THE SEVERANCE PROCESS

THE UNITED COUNTIES OF LEEDS & GRENVILLE GUIDELINE IS ATTACHED  
- PLEASE RETAIN THIS INFORMATION GUIDE FOR YOUR REFERENCE -

**Thank you for your anticipated co-operation**