

St. Joseph Island Planning Board  
**CONSENT APPLICATION GUIDE**

These notes for the assistance of applicants should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, to the Official Plan for the St. Joseph Island Planning Area, and to the Zoning By-law of the municipality in which the subject land is located. In case of doubt or difficulty, enquiries should be directed to

A. Michael Jagger, Secretary  
St. Joseph Island Planning Board  
P.O. Box 290  
Richards Landing, Ontario  
P0R 1J0

Telephone: (705) 542-4606

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1. This application is to be used only for applications for consent to sever land in the St. Joseph Island Planning Area (i.e. in the Townships of St. Joseph, Jocelyn or Hilton, or in the Village of Hilton Beach). In this form the term “subject land” includes both the land to be severed and the land to be retained.

The application must be completed fully. All mandatory information must be provided with the appropriate fee. If all of the mandatory information and/or fee are not provided, the Planning Board will return the application, or refuse to further consider the application until the required information and fee have been provided.

The application also allows for the provision of additional information that will assist in the evaluation of the application. This information is indicated on the application form in *italics*. To ensure the quickest and most complete review, all pertinent information should be submitted at the time of application.

2. Complete applications are to be submitted to the Secretary of the St. Joseph Island Planning Board at the above address.

10 Copies of the completed application form and 10 copies of the sketch (as described in the application) are required. The copies will be used to consult with the provincial ministries and agencies that may have an interest in the application.

The Owner’s written authorization must also be provided if the application is signed by a solicitor or agent on behalf of the Owner.

3. Application Fees: \$500.00 for the first proposed new lot or transaction, plus \$250.00 for each additional proposed new lot or transaction

Payable in Cash or by Cheque made payable to: **“St. Joseph Island Planning Board”**

4. Notice of the time and place at which this application will be considered by the Planning Board will be provided to the applicant and to landowners in the vicinity of the subject land.
5. In the event that an applicant, his solicitor or agent requests the Planning Board to defer making a decision on an application; only one such deferral will be considered. Any subsequent request for deferral shall be refused and may be deemed to be a withdrawal of the application.
6. In determining whether a consent is to be given, the Planning Board shall have regard to the matters under subsection 50(24) and shall confer with such agencies and persons as are prescribed.
7. The Planning Board may give the consent, may impose conditions for the giving of the consent, or may refuse to give the consent.
8. Where a decision is made to give or to refuse to give a consent; written notice of the decision will be sent within fifteen (15) days of the making of the decision, to the applicant and every person or public body that in writing requested notice of the decision or conditions, to every person or public body that made written submissions or written comments on the application, and to any other person or public body prescribed.
9. Any person or public body may, not later than 20 days after the sending of notices of decision is complete, appeal the decision and/or any condition imposed to the Ontario Municipal Board by filing with the Secretary of the Planning Board a notice of appeal setting out the reasons for the appeal, accompanied by the fee prescribed under the Ontario Municipal Board Act.
10. The Planning Board may amend or change the conditions for approval of a consent at any time before a consent is finally given (i.e. deeds stamped). Notice of any changes to conditions will be sent to the same persons and public bodies provided with notice of the original decision, following which a new appeal period will commence.

# APPENDIX

St. Joseph Island Planning Board

## NOTICE – PROCEDURES FOR PROCESSING APPLICATIONS FOR CONSENT

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An administrative change has been implemented to streamline the processing of consent applications proposed to be developed on private services (i.e. private wells/sewage systems) requiring Part VIII Approvals under the Environmental Protection Act (EPA) and consents accessed via or potentially impacting on Provincial Highways.

In these situations, applicants are requested to complete the consent application and sketch, submit it to Algoma Public Health (APH) and/or the Ministry of Transportation (MTO) Regional Office, pay their inspection fee and complete their instructions prior to inspection of the property (i.e. staking/identification of the subject lot(s) may be required). Upon completion of the inspection and report, the APH/MTO will forward their comments and the sketch of the subject property to the applicant and the Planning Board. The applicant will then have the choice of whether to proceed and submit the application for consent to the Planning Board together with the required application fee. If the reports are not favourable, the applicant can save the expense of a formal consent application. Failure to obtain APH/MTO comments prior to submission of the formal consent application to the Planning Board may delay or restrict the Planning Board's ability to make a decision or issue a favourable decision on the application for consent.

**Note:** Planning Board's assessment of a consent application is also based on other environmental and land use planning factors. Other major considerations are conformity with the official plan and zoning by-laws. Applicants should therefore discuss their proposal with local planning and municipal staff to ensure, prior to obtaining APH/MTO comments, that the proposal conforms to the official plan and local zoning standards. Further if a proposal potentially impacts on other Provincial Policy interests or the proposed development will ultimately require a permit/approvals before site alterations are made or certain structures can be erected, applicants should discuss the same with the affected Provincial Ministry or permitting agency and local planning staff prior to submitting the formal application. For example, permits may be required from the Ministry of Natural Resources for alteration of shorelines or for docks. Also, the Ministry of Citizenship, Culture and Recreation advises that an archaeological assessment may be required if a site has archaeological potential.