

The Corporation of Loyalist Township
P.O. Box 70, 263 Main Street,
Odessa, Ontario
K0H 2H0



Tel: (613) 386-7351
Fax: (613) 386-3833
www.loyalist.ca

Please find attached a copy of Loyalist Township's **Consent (Severance)** application. The fee for consent application **are the following:**

- New Lot \$2,300
- Technical Consent \$2,000
- Engineering Review Fee \$ 300

Before you submit your application, you are encouraged to contact the Planning Technician, Hardi Pandya at hpandya@loyalist.ca (613) 386-7351, ext. 142#, or the Planning Supervisor, James Griffin at jgriffin@loyalist.ca (613) 386-7351, ext. 140#, at the Loyalist Township office at 18 Manitou Crescent West, Amherstview. They can answer any questions you may have and can advise what Township policies pertain to your proposal.

Appointments are required.

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. Monday to Friday (September to April) or 8:15 a.m. - 4:30 p.m. Monday to Thursday and 8:15 a.m. - 12:15 p.m. (May to August) or e-mail info@loyalist.ca.

Plan Review Fee Schedule

Applications made under the Planning Act,
written comments to member municipalities.



Plan Review Fees – Effective January 1, 2026

Planning Application Type	Fee ³	Notes
Official Plan Amendment	\$785 (minor ⁴) \$1,305 (major ⁶)	The fee for a Zoning By-law application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$465	See above.
Consent	\$465 per lot	Fees for the review of applications required to fulfill a conditions of consent approval are waived.
Minor Variance	\$465	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$465 (minor ⁴) \$1,370 (standard ⁵) \$2,540 (major ⁶)	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$465 (minor ⁴) \$1,375 (standard ⁵) \$2,540 (major ⁶)	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision/Condominium	\$3,420 \$1,260 \$865	Application for Draft Plan Approval. Application for Final Plan Approval. Re-submission of lapsed Draft Plan Approval or Amendment.
Brief Realty or Property Development Inquiry – no inspection	\$85	Property inquiries generally include information pertaining to planning related matters and Ontario Regulation 41/24. ⁷
Brief Realty or Property Development Inquiry – with inspection	\$250	
Standard Legal, Realty, or Property Development Inquiry – no inspection	\$210	
Standard Legal, Realtor, or Property Development Inquiry – with inspection	\$385	

Notes:

1. Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See Cataraqui Conservation's Technical Report Review Fee Schedule for applicable fees for the review of technical reports.
2. Plan review fees may be reduced with the approval by the Manager, Watershed Planning and Engineering or Supervisor, Development Review.
3. Significant amendments to an application or a re-submission within a period of two years will be charged a review fee of 50% of the current fee. A re-submission after two years will be considered a new application and will be subject to the full current fee.
4. Minor refers to applications that are generally minor in nature (e.g. single family residential).
5. Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).
6. Major refers to major development projects (e.g. multiple residential, industrial).
7. Brief inquiries generally include a brief verbal or email response. Standard inquiries are more substantive and include a written response on Cataraqui Conservation letterhead. Additional mapping charges may apply.

Call AFTER You Dig

KFL&A PUBLIC HEALTH APPROVAL FOR YOUR SEVERANCE APPLICATION



KFL&A Public Health, as agents for the Municipality, inspect all proposed lots for their suitability to support a conventional sewage system. A conventional sewage system consists of a septic tank and approximately 100 metres (300 feet) of distribution pipes. A conventional sewage system occupies an area of approximately 400m².

In order to determine if the new lot(s) is suitable test holes are needed to look at soil depths and types. The minimum soil depth for suitability for a proposed sewage system is 250mm (10 inches)

Two test holes are required in the area where the sewage system is proposed. The holes should be 1.5 metres (5 feet) deep or to rock, whichever occurs first. The holes must be 25 feet apart.

When the test holes are dug it is important that you call the KFL&A Public Health and advise the inspector for your area that the holes are dug (for a list of inspectors and their areas see over).

Once we have been notified, an inspection will be conducted. The inspector may contact you to be there, if necessary. The land marking card should be visible, as well as mark the test holes with a ribbon, paint or stick, in addition, all property lines are to be marked.

After the inspection a report is prepared and sent to the Municipality for their meeting.

The Committee may not proceed with your application if the KFL&A Public Health report has not been received. To avoid disappointment or delays it is important that the test holes be dug **early**.

Schedule "A"
Loyalist Township Septic charges effective
January 1, 2026

Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage systems	\$950.00
Class 4 (leaching bed) sewage systems (4500 litres per day or less)	\$950.00
Class 5 (holding tank) sewage systems (4500 litres per day or less)	\$950.00
Additional inspections and Changes of Installers	\$250.00
Septic tank installation only	\$750.00
Performance review for renovations or building additions	\$500.00
Performance review for adding a pool, shed or garage	\$250.00
Minor Variances or zoning by-law amendments	\$450.00
Minor variance or zoning by-law amendments with a performance review	\$700.00
Subdivision or condominium applications	\$500.00 per lot
Severance or lot addition applications	\$250.00 per lot
Certificate of Approval renewals	\$150.00
File Searches	\$150.00





WELL REQUIREMENTS

NAME: **BUILDING PERMITS - EVIDENCE OF POTABLE WATER**

DATE OF ADOPTION: **Administration - April 5, 2004**
Council - April 13, 2004

COUNCIL MINUTE NO. 2004.12.25

Where a new dwelling unit is being constructed with the benefit of a building permit, prior to the dwelling unit being occupied and/or the Township issuing an occupancy permit under Article 2.4.3.2 of the Ontario Building Code, the owner shall provide evidence that the water distribution system shall convey potable water as required by Sentences 7.1.6.3(1) and 1.1.3.2(1) of the Code.

Evidence shall include a tested water sample taken by, and a report from, a qualified independent third party that is a professional engineer, hydrogeologist, licensed well technician or other qualified individual approved in advance by the Township. The parameters tested in the water sample will include:

Bacteriological Parameters	- total coliform
	- fecal coliform
	- Escherichia coliform
Chemical Parameters	- nitrate
	- fluoride
	- sodium
	- chloride
	- iron
	- manganese
	- sulphide
	- sulphate
	- pH
	- conductivity
	- hardness
	- turbidity

The sample shall be taken using accepted testing procedures from the on site water source for the dwelling unit, and the sample will be tested by a certified laboratory, which indicates the test results and the associated Ontario Drinking Water Standards acceptable levels.

The report will identify the person who took the sample, when it was taken, and what sampling procedure was followed. The name of the certified laboratory will also be indicated. If there are any water quality exceedances, the qualified third party will recommend the preferred method of treatment to ensure potable water.

The owner shall have the water treatment system installed and the qualified third party will ensure the installation follows the manufacturer's instructions and is tested to ensure it is operating correctly.

Evidence shall also indicate that the homeowner has been given a written long-term maintenance and testing program for the water source and the treatment system.



Application for Consent (Severance)

Application No _____ Date Received _____

Payment Received _____

The undersigned hereby applies to the Committee of Adjustment for the Loyalist Township, under Section 53 of the Planning Act, R.S.O. 1990, as amended.

1. Name of Owner _____

Address _____ Apt. _____

City/ Township _____ Province/ State _____

Postal Code/ Zip Code _____ Phone No# _____

E-mail _____

2. Name of Solicitor or Authorized Agent _____

Agency _____

Address _____ Apt _____

City/ Township _____ Province/ State _____

Postal Code/ Zip Code _____ Phone No# _____

E-mail _____

3. Names and addresses of any holders of mortgages, charges or other encumbrances:

NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.

4. The type and purpose of the proposed transaction, such as: (please check the appropriate box)

☐ New lot

☐ A lot addition

☐ An easement/ Right-of-way

☐ A charge

☐ A lease

☐ A correction of title

☐ Other

5. If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased.

6. If the consent is for lot addition purposes, please provide the legal description of the benefitting property and supply a copy of the deed.

7. Legal description of subject land, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and civic number and assessment roll number.

8. Are there any easements or restrictive covenants affecting the subject land and if so, please provide a description of each easement or covenant and its effect:

9. Current official plan provisions applying to the subject land:

10. Current zoning and by-law provisions applying to the subject land:

11. Is the application consistent with provincial planning statements issued under subsection 3(1) of the Planning Act?

12. Is the subject land within an area of land designated under any provincial plan or plans?

13. Date the subject land was acquired by the current owner:

NOTE: The following information is regarding the land intended to be severed.

14. Dimensions of the **severed** land:

Frontage _____ Depth _____ Area _____

15. Existing use of the **severed** land:

16. Proposed uses of the **severed** land:

17. Any buildings or structures on the **severed** land:

☐

Yes

☐

No

18. If the answer to item 17 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

19. Any buildings or structures proposed to be built on the **severed** land:

☐ Yes ☐ No

20. If the answer to item 19 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

21. Access to the **severed** land is by which of the following:

☐ provincial highway	☐ municipal road that is maintained all year
☐ county road	☐ another public road
☐ right of way	☐ by water

22. If access to the **severed** land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

23. Which water system is provided to the **severed** land: (please check the appropriate box)

- ☐ Publicly owned and operated piped water system.
- ☐ Privately owned and operated individual.
- ☐ Communal well.
- ☐ Lake or other water body or other means.

24. Which sewage disposal system is provided to the **severed** land: (please check the appropriate box)

- ☐ Publicly owned and operated sanitary sewage system.
- ☐ Privately owned and operated septic system.
- ☐ Communal septic system.
- ☐ Privy or other means.

25. Storm drainage on the **severed** land is provided by: (please check the appropriate box)

- | | |
|----------------------------------|--------------------------------------|
| ☐ Sewers | ☐ Swales |
| ☐ Ditches | ☐ Other means |

NOTE: The following information is regarding the land intended to be retained.

26. Dimensions of the **retained** land:

Frontage _____ Depth _____ Area _____

27. Existing use of the **retained** land:

28. Proposed uses of the **retained** land:

29. Any buildings or structures on the **retained** land:

☐

Yes

☐

No

30. If the answer to item 29 is yes, for each building or structure the type of building or structure, please provide the following: the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

31. Any buildings or structures proposed to be built on the **retained** land:

☐

Yes

☐

No

32. If the answer to item 31 is yes, for each building or structure the type of building or structure, the setback from the front lot line, rear lot line, and side lot lines, the height in metres of the building or structure and the dimensions or floor area of the building or structure:

33. Access to the **retained** land is by which of the following:

☐

provincial highway

☐

municipal road that is maintained all year

☐

county road

☐

another public road

☐

right of way

☐

by water

34. If access to the **retained** land is by water only, the location of parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

35. Which water system is provided to the **retained** land: (please check the appropriate box)

- ☐ Publicly owned and operated piped water system.
- ☐ Privately owned and operated individual.
- ☐ Communal well.
- ☐ Lake or other water body or other means.

36. Which sewage disposal system is provided to the **retained** land: (please check the appropriate box)

- ☐ Publicly owned and operated sanitary sewage system.
- ☐ Privately owned and operated septic system.
- ☐ Communal septic system.
- ☐ Privy or other means.

37. Storm drainage on the **retained** land is provided by: (please check the appropriate box)

- | | |
|----------------------------------|--------------------------------------|
| ☐ Sewers | ☐ Swales |
| ☐ Ditches | ☐ Other means |

NOTE: The following information is regarding both the retained and severed land.

38. If known, whether the subject land is the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act, R.S.O. 1990, as amended.

- ☐ Yes ☐ No

39. If the answer to item 38 is yes, and if known, the file number of the application, date (year) of application and the status or decision of the application:

40. If known, whether any land has been severed from the parcel originally acquired by the owner of the subject land.

☐

Yes

☐

No

41. If the answer to item 40 is yes, and if known, the file number of the application, date of transfer, the name of the transferee, land use on the severed land, date (year) of application and the status of the application:

42. If known, whether the subject land is the subject of any other application under the Planning Act, such as an application for an amendment to an official plan, a zoning by-law, and a minor variance.

☐

Yes

☐

No

43. If the answer to item 42 is yes, and if known, the file number of the application, date (year) of application and the status or decision of the application:

44. A sketch showing the following must be provided:

- i. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
- ii. The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- iii. The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained.
- iv. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land.
- v. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.

- vi. The existing uses on adjacent land, such as residential, agricultural, industrial, educational and commercial uses.
- vii. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way.
- viii. If access to the subject land is by water only, the location of parking and docking facilities to be used.
- ix. The location and nature of any easement affecting the subject land.

45. Name of surveyor or draftsperson and date of survey or sketch:

INFORMATION CHECKLIST FOR SEVERANCE APPLICATION(S)

The applicant(s) should be aware that if their severance is approved, there are a number of conditions that will be imposed. While the following is not a complete list, it certainly does include the most common conditions, which will be imposed subject to lot location and whether the lot is for a residential or commercial/ industrial purpose. Also provided are several information items.

1. Rezoning may be required as a condition of severance. The fee for rezoning is as per the Tariff of Fees By-law 2025-71 and is used by the Township to defray costs incurred by rezoning, which can include charges for advertising, postage, photocopying, administration and other related expenses. This amount is non-refundable.
2. Road widening along both the severed and retained portions on Township roads will be required, if not already obtained. This can include all Township road frontages. A survey and deeds to Loyalist Township for the road widening must be provided to the Township at the applicant's cost for the severed portion and the Township's cost for the retained parcel. Road widening may be a condition on County and Provincial roads as well.
3. Where a proposed lot is adjacent to/ or within a flood plain or marshy/ wet area, a condition may be imposed by the Committee of Adjustment (with input from the appropriate Conservation Authority) that any structures built must be at a minimum geodetic elevation or setback a certain distance from the hazard. Any regulations shall be included on the deed. Also, the owner may be required to enter into agreement with the Township to ensure the setbacks or other concerns are satisfied.
4. Where a new lot is being created the Planning Act allows municipalities to acquire land or to collect charges to accommodate recreational and parkland development. Therefore, as a condition of severance, five percent (5%) of the severed land must be transferred to Loyalist Township, the applicant may be required to pay to the Township the value of five percent (5%) of the land or as outlined in the Parkland By-law.
5. Where a new commercial or industrial lot is being created the Planning Act allows municipalities to acquire land or to collect charges to accommodate recreational and parkland development. Therefore, as a condition of a commercial or industrial severance, two percent (2%) of the severed land must be transferred to Loyalist Township or in lieu of deeding 2% of the severed land to Loyalist Township, the applicant may be required to pay the Township the value of two percent (2%) of the land.
6. A copy of the reference plan in paper and digital formats illustrating the severed land along with a deed, in triplicate, will be required at the Township offices before the Committee of Adjustment will certify the deeds.

7. The application will be circulated to Township Departments and to outside agencies such as the Ministry of Agriculture and Food, Conservation Authority, the Public Health, Ministry of Natural Resources, County of Lennox and Addington and the Ministry of Transportation of Ontario for their comments. Neighbours within 100 metres will be notified of the application and the date of the Public Meeting should they wish to comment and such notification may be by mail or by a sign posted on the front of the subject property.
8. The applicant should be aware that if a building lot is created and is to be developed on private services, a Hydrogeological Assessment may be required.
9. If the severance is granted, and the lot is to rely on a private water supply, as a condition of approval the owner shall have a well established that meets the quantity and quality objectives of The Ministry of Environment. The well will have to possess a minimum quantity of 13.7 litres or more and will have to be third party tested and passed in accordance with the attached water quality parameters.
10. If the severance is granted, the applicant must satisfy all conditions within two years from the date of approval of the severance, otherwise the application is deemed to be refused.
11. The applicant should be aware that if a building lot is created and is to be developed, an entrance permit will be necessary from the applicable authority depending if the road is maintained by the County of Lennox and Addington, the Township or Ministry of Transportation for Ontario. If a severance is proposed along a County Road or Provincial Highway, the applicant should make themselves aware of County or Provincial entrance requirements before they apply.
12. The applicant should be aware that staff reports relating to the consent application is available 48 hours prior to the hearing. It is the applicant's responsibility to contact the municipality for copies of these reports.

I have read and understand the information contained in items 1 through 12.

Name

Date

NOTICE OF COLLECTION
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to the Township Clerk, Loyalist Township, 263 Main Street, Odessa, Ontario, K0H 2H0, Telephone (613) 386-7351, extension 121.

Signature of Applicant or Authorized Agent: _____

Name of Applicant (Please Print): _____

Date: _____

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application.

ACCESS TO LAND

I authorize Township staff and Committee of Adjustment members to enter onto my property to conduct a site inspection related strictly to this application.

Signature of Owner

Date

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

STATUTORY DECLARATION

Dated at the _____ of _____
(Municipality/City)

this _____ day of _____ 20_____.

I, _____

of the _____ of _____
(Municipality/City)

in the _____ of _____ acknowledge
(County/Region)

statements contained in this application 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 the _____

of _____ in the _____ of

_____ this _____ day of

_____ 20_____

Signature of Commissioner, etc.

Signature of Applicant, Solicitor,
or Authorized Agent

An affidavit or sworn declaration by the applicant that the information required under this Schedule and provided by the applicant is true.

REMOTE STATUTORY DECLARATION

Declared remotely by _____ stated as being located in the
Owner/Applicant

City/Town of _____ In the County of _____

Before me at the Township of Loyalist in the County of Lennox & Addington, on this
_____ day of _____ 20_____

In accordance with O.Reg 431/20, Administering Oath or Declaration Remotely.

Statements contained in this application 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.

Signature of Commissioner of Oaths

Signature of Applicant, Solicitor,
or Authorized Agent

AGREEMENT TO INDEMNIFY

The Owner/Applicant agrees to reimburse and indemnify Loyalist Township of all fees and expenses incurred by the Township to process the application, including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Applicant also agrees to deposit with the Township such monies as required by Loyalist Township's Tariff of Fees By-law as amended to defend appeals brought before the OLT by parties other than the Applicant/Owner or Township.

The required fee for the processing of this application shall be in accordance with the Township's current Tariff of Fees By-law pertaining to planning matters. A cheque for the required amount must accompany the application at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

Date

Applicant/Owner

SKETCH / DRAWING

Application # _____

Name of Applicant _____

Civic Address _____

Legal Description _____

Date of Drawing _____