

## SEVERANCE PROCEDURES, (as of February 5<sup>th</sup>, 2010)

1. Receive and review application – Check Official Plan designation and zoning provisions and if no concerns, schedule a time for the application to be reviewed by Council at a Regular Council Meeting. Applicant must attend.
2. The following cheques are to be submitted with the application:
  - Township of Alnwick/Haldimand - \$600.00
  - Haliburton, Kawartha, Pine Ridge District Health Unit
    - \$250.00 each for the severed and retained parcel
    - (Total: \$500.00)
  - Pine Ridge Municipal Planning Agency - \$150.00
  - Lower Trent Conservation Authority - \$200 or the Ganaraska Region Conservation Authority, (if required) - \$300.00

### DEVELOPMENT FEES:

**Note:** A Development Fee (\$4,729.00) will be required for every new lot that is created and is usually payable within one year of the consent approval or when deeds are to be stamped, whichever comes first.

**If a severance is located in an area of the municipality designated “Hamlet”, the following development fees will also apply:**

Payment of \$436.99 for streetlighting as a contribution to the installation of streetlights in the Hamlet;

**Only** if the severance is located in the Hamlet of Grafton, a capital cost of \$4,240.00 is to be paid towards the Hamlet of Grafton Communal Water System.

3. If Council approves circulation of the severance application, the file is given a number and is then circulated to the property owner with the identifications card to be erected at the severed lot. The application is also to be circulated to property owners within 400 feet of the subject lands, (I circulate 400 ft. if a rezoning will be required) as well as those affected agencies which are on the attached circulation list. A minimum of 14 days notice (of this Meeting) is required.
4. If Council approves the consent, a Notice of Decision will be prepared and must be circulated within 15 days of the Decision of Council. The Notice of Decision is to be circulated to the following:
  - Owner
  - Each person or public body who made a written request asking to be notified.
  - Haliburton, Kawartha, Pine Ridge District Health Unit
  - Pine Ridge Municipal Planning Agency
  - Lower Trent Conservation Authority

### 5. Appeal Period

There is a 20 day appeal period from the date the Notice of Decision is sent out.

**PLEASE FIND ATTACHED A MUNICIPAL CONSENT (severance) APPLICATION FOR THE TOWNSHIP OF ALNWICK/HALDIMAND.**

**IF YOU ARE INTERESTED IN LEARNING MORE ABOUT APPLYING FOR A CONSENT (severance) ON YOUR PROPERTY, PLEASE CONTACT TERRENCE KOROTKI, (MUNICIPAL CLERK/ADMINISTRATOR AND PLANNING COORDINATOR) IN ORDER TO DISCUSS THIS PLANNING PROCESS. MR. KOROTKI IS AVAILABLE FOR PLANNING APPOINTMENTS ON FRIDAY OF EACH WEEK.**

**IF YOU WOULD LIKE TO MAKE AN APPOINTMENT WITH HIM TO DISCUSS THE SEVERANCE PROCESS, PLEASE CONTACT HIM AT (905) 349-2822 (Extension 23).**