

# PLEASE DO NOT REMOVE ANY PAGES FROM THIS DOCUMENT



<b>Office Use Only</b>	<b>Submission Date:</b>
File Number: <b>LD</b>	<b>Deemed Complete Date:</b>
Municipality:	<b>Meeting Date:</b>

## Checklist for submitting a Region of Durham

### Application for Consent

#### **Incomplete applications and/or surveys will not be accepted and will be returned**

- Have you completed a pre-consultation review with the Local Municipality and the Region of Durham Planning Department? If not, please contact the applicable Local Municipality to arrange same. Then contact Land Division staff at 905-668-7711 to arrange a Regional pre-consultation meeting.
- Have you answered all questions in the application form?
- Have you completed and attached the Site Screening Questionnaire? See attachment 1.
- Is Minimum Distance Separation (MDS) applicable to the subject property? See attachment 2.
- Has the Declaration page been signed by the applicant and commissioned by a Commissioner of Oaths? If not, please contact Land Division staff.
- Have you completed and included the applicable Location Map? If you require a copy please contact Land Division staff to request same.
- If you are acting as agent, have you enclosed 2 original signed copies of the Authorization from Owner? See attachment 3.
- Have you included the requisite copies of the draft 40R-Plan? See instructions on page 2.
- Have you included all of the requisite application and agency fees? If you are unsure as to the fees payable please contact Land Division staff.
- Have you included 2 original copies of the Application form?
- Have you attached all applicable supporting documents (reports/studies)?



## The Regional Municipality of Durham Application for Consent

AS PER THE PLANNING ACT, AS AMENDED, THE MUNICIPAL ACT 2001, AS AMENDED AND  
IN ACCORDANCE WITH THE PROVINCIAL REGULATIONS

### Instructions to applicant, please read carefully before completing the application.

- A. **It is the policy of the Region of Durham Land Division Committee** that a separate application with applicable fees be submitted for each consent transaction.

To make an application, complete and file two (2) signed original application forms together with all supporting documents, applicable draft 40R-Plan (together with detailed sketch where required) and applicable fees. Submit two (2) copies of the draft 40R-Plan ("8 ½" x 11" or 8 ½" x 14") in size or twenty (20) copies if 11" x 17" or larger.

**Note to applicant: All questions in the application must be completed in full otherwise the application will be deemed incomplete and returned to you.**

- B. **In accordance with By-law 24-2016, the following application processing fees apply at submission:**

- \$1000.00 for each application submitted certified funds, unless drawn on a solicitor's cheque;
- \$500.00 Regional Planning Review fee for each application submitted, certified funds, unless drawn on a solicitor's cheque and
- **Prior to submitting your application you must contact the Land Division office for other current agency user fees applicable to your consent application(s) at (905) 668-7711 or toll free 1-800-372-1102.**

**In accordance with Bylaw 24-2016, the following application fees may also apply after submission:**

- \$300.00 certified funds, unless drawn on a solicitor's cheque for tabling the application to another meeting, if applicable.
- \$750.00 certified funds, unless drawn on a solicitor's cheque for stamping a deed and finalization of documents for the application (paid at end of the Land Division process to the Region of Durham).
- \$250.00 certified funds, unless drawn on a solicitor's cheque for re-stamping of a deed should the deed be returned by the Land Registry Office or if deed is revised by the solicitor after stamping.

- C. The undersigned hereby applies to the **Region of Durham Land Division Committee** under the Planning Act, as amended, for consent to the transaction as described, and to the extent set forth in this application.

- D. All completed applications, communications, clearances/fulfilment of conditions and requests for Certificates etc. related to applications for consent (severance), (as well as change of conditions, validation of title and approval of foreclosure or power of sale) under the Planning Act must be filed directly with the Durham Region Land Division Office.

- E. Please note the application together with any and all documents related thereto are a public record and as such are available for viewing or duplication by the general public upon request.

**1. Applicant Information**

An owner of land or the owner's agent, duly authorized in writing, may apply for consent. Complete the information below (please print legibly using black ink):

	<b>Owner #1</b>	<b>Owner #2</b>
Name:	_____	_____
Address:	_____	_____
City/Postal Code:	_____	_____
Phone/Fax:	_____	_____
Email:	_____	_____

**Authorized Agent:**

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

Mailing Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Type of Transaction:** Indicate transaction for which application for consent is being made:  
**Conveyance:** Please select only one (1) of the following:

a) creation of new lot; **OR**

b) addition to a lot – moving/adjusting lot line

(indicate direction to which the severed parcel will be added):

North  South  East  West

**Note: For Lot Line Adjustments only, please also complete the section below:**

Name, address and phone number of person(s) to whom the land is intended to be transferred.

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

Mailing Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Assessment Roll Number of adjacent property: 18-\_\_\_\_\_ (15 digits total)

Other – **see page #4**

**Other transaction type (please select if applicable):**

┆ c) Easement/Right-of-Way (Identify the benefitting lands –North/East/South/West)

┆ d) Lease

┆ e) Correction of Title

┆ f) Mortgage or Charge

┆ g) Partial Discharge of Mortgage

┆ h) Other e.g. Validation of Title, Approval for Power of Sale/Foreclosure of Mortgage

**3. Property Information of subject lands: MANDATORY COMPLETION**

Legal Description including Lot & Concession \_\_\_\_\_

List part numbers on draft or registered 40R-Plan \_\_\_\_\_

Do the parts of the severance application form the entirety of the lot/parcel? Y  OR N

Municipal address, if available \_\_\_\_\_

Assessment Roll Number (**Mandatory**): 18-\_\_\_\_\_ (15 digits total)

**4. Existing easements/rights-of-way or covenants:**

YES  NO

If YES, please describe below in detail:

Describe Existing Easement	Severed Lands	Retained Lands

**5. Dimensions of Lands in Metric Units** (must accurately match dimensions noted on draft 40-RPlan)

	Severed/Servient Lands –Part #:	Retained Lands- Part #:
Frontage		
Average Width		
Average Depth		
Total Area (M2 or Hectares)		

6. Use of Land				
	Severed Lands		Retained Lands	
	Existing	Proposed	Existing	Proposed
Urban Residential				
Seasonal Residential				
Mobile Home Park				
Commercial				
Tourist Recreational				
Agricultural				
Industrial				
Institutional				
Parkland				
Utility				
Hamlet/Cluster				
Non-Farm Related Rural Residential				
Farm-related Rural Residential				
Other:				
<b>List the number and type of existing and proposed buildings and structures on the lands</b>				

**7. Agricultural Information**

Agricultural Code of Practise – Minimum Distance Separation (MDS)  
 Is there a livestock barn or manure storage facility located within 1000 metres of the Severed Land?  
 YES  NO   
 If YES, please complete the attached DATA Sheet – MDS – Attachment 2  
 Is the purpose of the severance to dispose of a surplus dwelling YES  NO   
 Date of purchase of total holdings: \_\_\_\_\_  
 Details of farm operation: \_\_\_\_\_

**Site Screening Questionnaire** – In accordance with the Region’s Council adopted Site Contamination Protocol all Land Division Committee applications must be accompanied by either a completed Site Screening Questionnaire (SSQ), or a Phase One Environmental Site Assessment Report, prepared in accordance with Ontario Regulation 153/04, as amended. The Region’s SSQ can be found in Attachment 1 to this application. For new lots, the SSQ must be signed by a Qualified Person.

8. **Has there ever been an application for consent by the current or previous owners on this parcel of land?**

YES  NO

LD File Number(s): \_\_\_\_\_

For what use? \_\_\_\_\_

Date of transfer, name of transferee and land use: \_\_\_\_\_

\_\_\_\_\_

9. **Has the parcel to be severed or retained ever been or is it part of an application for plan of subdivision?**

YES  NO

If YES, specify date and File No.: \_\_\_\_\_

Status of File: \_\_\_\_\_

10. **Has the subject or retained land ever been the subject of a variance, zoning amendment, Minister's zoning order amendment or official plan amendment application?**

YES  NO

If YES, specify date and File No.: \_\_\_\_\_

Status of File: \_\_\_\_\_

11. **Durham Regional Official Plan Designation (Please contact Regional Planning and Economic Development Department staff for this information)**

Severed Land: \_\_\_\_\_

Retained Land: \_\_\_\_\_

12. **Is the application consistent with the Provincial Policy Statement?**

YES  NO

13. **Is the subject land within an area of land designated under the Oak Ridges Moraine Conservation Plan? (Please contact the Regional Planning and Economic Development Department staff for this information)**

YES  NO

If YES, please specify whether the application conforms to or does not conflict with the Oak Ridges Moraine Conservation Plan:

\_\_\_\_\_

\_\_\_\_\_

14. **Is the subject land within the Greenbelt Area? (Please contact the Regional Planning and Economic Development Department staff for this information)**

YES  NO

If YES, please specify whether the application conforms to or does not conflict with the Greenbelt Plan:

\_\_\_\_\_

\_\_\_\_\_

15. **Please specify whether the application conforms to or does not conflict with the Growth Plan for the Greater Golden Horseshoe:**

\_\_\_\_\_

\_\_\_\_\_

16. **Is the subject land within an area of land designated under the Lake Simcoe Protection Plan? (Please contact the Regional Planning and Economic Development Department staff for this information)**

\_\_\_\_\_

\_\_\_\_\_

17. **Local zoning information (Please contact the area municipality for this information)**

	Severed Land	Retained Land
<b>Municipal Official Plan Designation:</b>		
<b>Zoning Regulations:</b>		
a) By-law Number		
b) Zoning Category		
c) Minimum Frontage		
d) Minimum Area		

<b>18. Services existing and proposed:</b>				
	<b>Severed Land</b>		<b>Retained Land</b>	
	Existing	Proposed	Existing	Proposed
a)	Public Water and Sewers			
b)	Public Water and Private Sewage System			
c)	Public Sewer and Well			
d)	Well and Private Sewage System			
e)	Other: Communal, Lake Water, etc.			
<p>If proposed, specify when above will be available: _____</p> <p>If a private sewage system exists on the proposed severed or retained lands, please provide the following details: _____</p> <p>Severed lands: Installation date: _____ Health Dept. File Number: _____</p> <p>Retained lands: Installation date: _____ Health Dept. File Number: _____</p> <p>If applicable, please provide a separate site servicing plan with the application.</p>				
<b>19. Property Frontage/Access to:</b>	<b>Severed Land</b>		<b>Retained Land</b>	
a)	Open Municipal Road			
b)	Regional Road			
c)	Provincial Highway			
d)	Unopened Road Allowance			
e)	ROW			
f)	Other:			
<b>Name of Road(s)</b>				
<p>Is access by water?          YES <input type="checkbox"/>                      NO <input type="checkbox"/></p> <p>If YES, what boat docking and parking facilities are available? _____</p> <p>Distance of docking and parking facilities from nearest public road and from subject property:          _____</p>				



20. **40R-Plan Requirements:**

The applicant shall submit 2 copies of the draft 40R-Plan together with detailed sketch, where required, on 8 ½" x 11" or 8 ½" x 14" or provide 20 copies if 11" x 17" or larger. The draft 40R-Plan and/or sketch, where applicable, must show the following information:

- a) abutting lands owned by the owner showing the boundaries and dimensions;
- b) the distance between the owner's land and the nearest township lot line or appropriate landmark (i.e. bridge, railway crossing, etc.);
- c) the boundaries and dimensions of the severed and the retained parcels and the location of all land previously severed;
- d) the boundaries and dimensions of easements, rights-of-way, leases, mortgages, etc., existing and being applied for on the subject land and the boundaries and dimensions of any easements, rights-of-way, leases, mortgages, etc., existing or being applied for on the retained land;
- e) the approximate location of all natural and artificial features on the subject land (i.e. buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, slopes, wetlands, wooded areas, wells and septic tanks) and on adjacent lands which may affect the application;
- f) the use of adjacent lands (i.e. residential, agricultural, cottage, commercial, etc.);
- g) the location, width and names of all road allowances, streets, rights-of-way, highways within or abutting the property, indicating whether they are public travelled roads, private roads or right-of-ways or unopened road allowances;
- h) the location and nature of any right-of-way or easement affecting the subject land; and
- i) if access to the subject land is by water only, the location of the parking and boat docking facilities.

**Finalization Of Consent:**

Once all of the conditions contained in the Committee's Decision are fully satisfied, the applicant's solicitor must prepare and forward the legal document(s) with the applicable fee to the Region of Durham Land Division Committee office, to the attention of the Assistant Secretary-Treasurer.

For most applications (lot line adjustments and/or new lots) the legal documents, as prepared by a Solicitor, shall include the following documents in triplicate:

1. Draft of the complete Transfer/Deed of Land (including the Land Transfer Tax Affidavit);
2. Acknowledgement and Direction document signed by all owners; and
3. Schedule "A" Certificate for stamping (the full legal description of the "severed" lands).

The legal document(s) is/are to contain a registrable description satisfactory to the Registrar in keeping with the current requirements of the Registry Act. **5 working days are required for the review and stamping of the legal document(s) indicating the Committee's consent.**

The document(s) will be returned to the solicitor for registration purposes.

**REGIONAL MUNICIPALITY OF DURHAM**

**DECLARATION**

**This declaration must be completed by the Applicant and signed in the presence of a Commissioner for Taking Affidavits**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
(name of applicant) (name of City, Town, Township, etc.)

in the Region/County/District of \_\_\_\_\_ solemnly declare that all of the statements contained in the application for consent and all supporting documents are true and complete, 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:

\_\_\_\_\_ in the Region/County/District of \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
in the year \_\_\_\_\_.

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Commissioner of Oaths

**Durham Region Land Division Committee  
605 Rosland Rd. E., 4<sup>th</sup> Floor  
Whitby, ON L1N 6A3**

**Telephone:  
(905) 668-7711  
1-800-372-1102 (Toll Free Line)**

**Facsimile:  
(905) 666-6208**

**SELECT AND ATTACH APPLICABLE LOCATION MAP IDENTIFYING LOCATION OF SUBJECT LAND**

Attachment # 1



**SITE SCREENING QUESTIONNAIRE FOR IDENTIFYING  
POTENTIALLY CONTAMINATED DEVELOPMENT SITES IN  
DURHAM REGION**

**This form must be completed for all development applications and/or non-potable groundwater standard requests where a Phase One Environmental Site Assessment prepared in accordance with Ontario Regulation 153/04, as amended, is not being submitted to the approval authority. If you have any questions about the completion of this questionnaire, please contact the Region's Planning and Economic Development Department at 905-668-7711 or Toll Free 1-800-372-1102.**

Landowner Name: \_\_\_\_\_

Municipal Address (Street No. and Name): \_\_\_\_\_

Location of Subject Lands: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Concession: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Former Township: \_\_\_\_\_ Municipality: \_\_\_\_\_

Related Planning Application(s) and File Number(s) \_\_\_\_\_

- a. What is the current use of the property? Circle appropriate use(s): industrial, commercial, community use, residential, institutional, parkland or agricultural.  
**Note: daycare uses are defined as institutional.** See Ontario Regulation 153/04, as amended, for definitions.

Does the application involve a change to a more sensitive land use i.e.: change from industrial, commercial or community use to residential, institutional, parkland or agricultural use? Refer to Sections 11, 12, 13, 14 and 15 of O. Reg. 153/04 as amended.

Yes      No      Uncertain      \_\_\_\_\_

b. Is the application on lands or adjacent to lands that are currently or were previously used for the following:

i. Industrial uses?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

If yes, please describe approximate dates and types of industry.

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ii. Commercial uses where there is a potential for site contamination, i.e. an automotive repair garage, a bulk liquid dispensing facility including a gasoline outlet, chemical warehousing or for the operation of dry cleaning equipment etc.?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

If yes, please describe approximate dates and types of commercial activities.

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c. Has the grading of the subject land been changed by adding earth or materials and/or has filling occurred on the subject lands?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

d. Have the subject lands ever been subjected to chemical spills or hazardous chemical uses i.e. an orchard, where cyanide products may have been used as pesticides?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

e. Have the subject lands or adjacent lands ever been used as an agricultural operation where herbicides or sewage sludge have been applied to the property?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

f. Have the subject lands or adjacent lands ever been used as a weapons firing range?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

g. Are the subject lands on or adjacent to lands identified as a wellhead protection zone or an area of natural significance?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

If yes, please provide details

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h. Is the nearest boundary of the application within 250 metres of the fill area of an operating or former landfill or dump, or a waste transfer station or PCB storage site?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

i. If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to human health (i.e. asbestos, PCBs etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

j. Have any of the buildings on the property been heated by fuel oil?

Yes \_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

k. Are there or have there ever has been above ground or underground storage tanks on the property?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

l. Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property? Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

If yes, when? \_\_\_\_\_.

Please provide a description of waste materials:

\_\_\_\_\_  
\_\_\_\_\_

m. Have hazardous materials ever been stored or generated on the property (e.g. Has **Hazardous Waste Information Network (HWIN)** registration or other permits been required?) Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

If yes, please summarize details:

\_\_\_\_\_  
\_\_\_\_\_

n. Does the subject property support or has it ever supported one or more of the potentially contaminating activities set out in Table 2 of Schedule D of Ontario Regulation 153/04, as amended (see attachment)?

Yes \_\_\_ No \_\_\_ Uncertain \_\_\_\_\_

If yes, provide details

\_\_\_\_\_  
\_\_\_\_\_

- o. Is there any other reason to believe that the subject property may be potentially contaminated based on historical use of this or an abutting property?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain

If yes, please provide details:

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**If the answer to any of Questions a ) through o ) was Yes, a Phase One and/or a Phase Two Environmental Site Assessment (ESA) which satisfies the requirements of Ontario Regulation 153/04, as amended, is required.** Please submit two hard copies and a digital copy of the ESA documents/reports together with a letter granting the Region third party reliance on these documents and a completed Regional “proof of insurance” form.

- p. Has a Record of Site Condition (RSC) or a Risk Assessment (RA) been accepted by the Ministry of the Environment (MOE) or a Certificate of Property Use been issued by MOE for this site?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please submit two hard copies and a digital copy of the risk assessment, any related certificates of property use and the MOE RSC acknowledgement letter with the application.

- q. Is it the owner/applicant’s intention to submit a Record of Site Condition (RSC) or Risk Assessment (RA) to MOE for approval?

Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_

## Declarations:

**If the answer to any of Questions a) through Question q) was Yes, this SSQ form must be completed and signed by both a Qualified Person and by the property Owner(s)/applicant(s). The QP sign-off is not required for: land division applications for lease, mortgage, title correction, re-establishment of lot lines (where title inadvertently merged) or a minor lot line adjustment, or for a minor variance, a minor rezoning (e.g. to add a new non-sensitive land use), and/or a part lot control application where site contamination was recently addressed by a related planning application.**

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site contains contaminants at a level that would interfere with the proposed property use. I am a qualified person with the required liability insurance in accordance with section 3.1.6 of the Region of Durham Site Contamination Protocol.

### **Qualified Person:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

### **Property Owner, or Authorized Officer:**

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Company (if Applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

EXTRACT from ONTARIO REGULATION 153/04, as amended

RECORDS OF SITE CONDITION – PART XV.1 OF THE ACT

TABLE 2

POTENTIALLY CONTAMINATING ACTIVITIES

Item	Column A
	<b>Potentially Contaminating Activity</b>
1.	Acid and Alkali Manufacturing, Processing and Bulk Storage
2.	Adhesives and Resins Manufacturing, Processing and Bulk Storage
3.	Airstrips and Hangars Operation
4.	Antifreeze and De-icing Manufacturing and Bulk Storage
5.	Asphalt and Bitumen Manufacturing
6.	Battery Manufacturing, Recycling and Bulk Storage
7.	Boat Manufacturing
8.	Chemical Manufacturing, Processing and Bulk Storage
9.	Coal Gasification
10.	Commercial Auto body Shops
11.	Commercial Trucking and Container Terminals
12.	Concrete, Cement and Lime Manufacturing
13.	Cosmetics Manufacturing, Processing and Bulk Storage
14.	Crude Oil Refining, Processing and Bulk Storage
15.	Discharge of Brine related to oil and gas production
16.	Drum and Barrel and Tank Reconditioning and Recycling
17.	Dye Manufacturing, Processing and Bulk Storage
18.	Electricity Generation, Transformation and Power Stations
19.	Electronic and Computer Equipment Manufacturing
20.	Explosives and Ammunition Manufacturing, Production and Bulk Storage
21.	Explosives and Firing Range
22.	Fertilizer Manufacturing, Processing and Bulk Storage
23.	Fire Retardant Manufacturing, Processing and Bulk Storage
24.	Fire Training
25.	Flocculants Manufacturing, Processing and Bulk Storage
26.	Foam and Expanded Foam Manufacturing and Processing
27.	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles
28.	Gasoline and Associated Products Storage in Fixed Tanks
29.	Glass Manufacturing
30.	Importation of Fill Material of Unknown Quality



31.	Ink Manufacturing, Processing and Bulk Storage
32.	Iron and Steel Manufacturing and Processing
33.	Metal Treatment, Coating, Plating and Finishing
34.	Metal Fabrication
35.	Mining, Smelting and Refining; Ore Processing; Tailings Storage
36.	Oil Production
37.	Operation of Dry Cleaning Equipment (where chemicals are used)
38.	Ordnance Use
39.	Paints Manufacturing, Processing and Bulk Storage
40.	Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
41.	Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
42.	Pharmaceutical Manufacturing and Processing
43.	Plastics (including Fibreglass) Manufacturing and Processing
44.	Port Activities, including Operation and Maintenance of Wharves and Docks
45.	Pulp, Paper and Paperboard Manufacturing and Processing
46.	Rail Yards, Tracks and Spurs
47.	Rubber Manufacturing and Processing
48.	Salt Manufacturing, Processing and Bulk Storage
49.	Salvage Yard, including automobile wrecking
50.	Soap and Detergent Manufacturing, Processing and Bulk Storage
51.	Solvent Manufacturing, Processing and Bulk Storage
52.	Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems.
53.	Tannery
54.	Textile Manufacturing and Processing
55.	Transformer Manufacturing, Processing and Use
56.	Treatment of Sewage equal to or greater than 10,000 litres per day
57.	Vehicles and Associated Parts Manufacturing
58.	Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of bio soils as soil conditioners
59.	Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products

**RELIANCE LETTER (to be presented on ABC letterhead)**

At the request of [Property Owner or Developer's Name] and for other good and valuable consideration, [ABC Engineering Ltd.] represents and warrants to the Regional Municipality of Durham ("Region") that the work completed in the environmental reports identified herein is RSC Compliant and was completed by or under the supervision of a Qualified Person within the meaning of the Environmental Protection Act and Brownfield Regulation 153/04, as amended.

[ABC Engineering Ltd.] agrees that the Region and its Peer Reviewers may rely upon the reports listed herein for the exclusive purpose of the development application referenced by the Region as [File No. xxx], including the representations, assumptions, findings, and recommendations contained in the reports:

Phase I ESA, date, report type, author (QP), company (mandatory)  
Phase II ESA, date, report type, author (QP), company (mandatory)  
Other Environmental Site Assessment Documentation, RSC, PSF, RA, CPU, (if applicable)

[ABC Engineering Ltd.] further agrees that that in the case of any inconsistency between this Reliance Letter and any limitations set out in the aforementioned reports, this letter shall take priority.

[ABC Engineering Ltd.] understands and agrees that it is appropriate to extend reliance to the Region in relation to the reports listed herein so as to assist the Region in its assessment of the environmental suitability of [Property Owner or Developer's name] application for development and/or request to use non potable groundwater standards.

[ABC Engineering Ltd.] further agrees that it will promptly notify the Region upon receipt of notice by the Ministry of the Environment that the Ministry intends to audit any of the reports listed herein and if so, to provide the Region with written confirmation of the results of the audit including that any Record of Site Condition or Risk Assessment was approved by the Ministry of the Environment under Brownfield Regulation 153/04, as amended.

[ABC Engineering Ltd.] further agrees that it will provide the Region with a written acknowledgement from the Ministry of the Environment that any of the reports submitted by [ABC Engineering Ltd.] to the Ministry of the Environment will not be the subject of a Ministry of the Environment audit.

[ABC Engineering Ltd.] represents and warrants that it complies with all applicable insurance provisions contained within O. Reg. 153/04, as amended.

[ABC Engineering Ltd.] shall provide the Region with proof of insurance and maintain Professional Liability insurance coverage of \$2,000,000 per claim and \$4 million aggregate.

[ABC Engineering Ltd.] agrees that it shall be responsible to indemnify and save the Region harmless from any and all claims, demands, causes of action, costs, including defending against any legal proceedings or other damages howsoever arising from the Region's direct or indirect reliance upon the representations, findings, assumptions and conclusions contained in the reports prepared by [ABC Engineering Ltd.] for the purpose of evaluating the aforementioned development application, listed herein save and except any damages, claims, demands, actions or causes or action arising out of or as a result of the negligent actions of the Region, its agents or employees.

Signed by Qualified Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by person authorized to bind Consulting Firm: \_\_\_\_\_

Date: \_\_\_\_\_

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Signed by Property Owner or Authorized Officer: \_\_\_\_\_

Name (please print) Signature: \_\_\_\_\_

Name of Company (if applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_

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**Note: Edits to this document are only permitted in areas underlined and marked in italics i.e.: [ABC Engineering Ltd.]**



**THE REGIONAL  
MUNICIPALITY  
DURHAM**

**CERTIFICATE OF INSURANCE**

PROOF OF LIABILITY INSURANCE WILL BE ACCEPTED

ON THIS FORM ONLY

THIS FORM MUST BE COMPLETED AND SIGNED BY YOUR  
AGENT, BROKER OR INSURER

ALL INSURERS SHOWN MUST BE LICENSED TO OPERATE IN  
CANADA

***This is to certify that the Named Insured hereon is insured as described below***

Named Insured	Address of Named Insured
Location and Operations of the Named Insured for which Certificate is issued <b>ALL OPERATIONS PERFORMED FOR THE REGION OF DURHAM</b>	

**AUTOMOBILE LIABILITY INSURANCE**

INSURING COMPANY	POLICY NUMBERS	LIMIT OF COVERAGE	EFFECTIVE DATE	EXPIRY DATE
	Automobile Liability		D/M/Y	D/M/Y
	Excess Auto Liability (if applicable)	Deductible, if any:	D/M/Y	D/M/Y

The above policy(ies) must cover all vehicles owned in whole or in part and licensed in the name of the insured including all vehicles leased on a long term basis for which the insured is required by contract to provide bodily injury and property damage insurance.

**COMMERCIAL GENERAL LIABILITY**

INSURING COMPANY	POLICY NUMBERS	LIMIT OF COVERAGE	EFFECTIVE DATE	EXPIRY DATE
	COMMERCIAL GENERAL LIABILITY	Per Claim / Annual Aggregate Deductible, if any	D/M/Y	D/M/Y
	Excess Liability (if applicable)	Per Claim / Annual Aggregate	D/M/Y	D/M/Y
	Professional Liability (if applicable)	Per Claim / Annual Aggregate Deductible, if any	D/M/Y	D/M/Y
Provisions of Amendments or Endorsements of Listed Policy(ies)				

COMMERCIAL GENERAL LIABILITY is issued on an 'occurrence' basis form and is extended to include Personal Injury Liability, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products/Completed Operations, Contingent Employer's Liability, Cross Liability Clause and Severability of Interest Clause, Liquor Liability.

With respect to Commercial General Liability Insurance, THE REGIONAL MUNICIPALITY OF DURHAM is added as an Additional Insured but only with respect to its liability arising out of the operations of the Named Insured.

The policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to The Regional Municipality of Durham.

If cancelled or changed so as to reduce the coverage as outlined on this certificate, during the period of coverage as stated herein, thirty (30) days, prior written notice by registered mail will be given by the Insurer(s) to:

**The Regional Municipality of Durham**  
**Attention: Risk Management Department**  
**Finance Department, 605 Rossland Road East**  
**Whitby, Ontario L1N 6A3**

I certify that the insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the insurer(s).

Date	Name, Address, Fax and Telephone Number of Certifying Party	Signature of Authorized Representative or Official
		Print Name of above Authorized Representative or Official



**MINIMUM DISTANCE SEPARATION SHEET**

Regional Municipality of Durham  
 Planning Division  
 605 Rossland Road East, 4th Floor  
 P.O. Box 623, Whitby, Ontario L1N 6A3  
 Telephone (905) 668-7711 Facsimile (905) 666-6208

This form is to be completed when applying for a new non-farm use within 1000 metres for a Type A land use\* and 2000 metres for a Type B land use\* of an existing livestock facility. *Complete one sheet for each different set of buildings used for housing livestock.*

Owner of Livestock Facility: \_\_\_\_\_

Township: \_\_\_\_\_

Lot: \_\_\_\_\_

Concession: \_\_\_\_\_

Closest distance from livestock facility to the property boundary of the new lot(s) or the change in land use (metres) \_\_\_\_\_

Closest distance from manure storage to the property boundary of the new lot(s) or the change in land use (metres) \_\_\_\_\_

Tillable hectares where livestock facility located \_\_\_\_\_

Type of Livestock	Existing Housing Capacity #	Manure System (place an "x" in one box only)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
Dairy	<input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers				
Beef	<input type="checkbox"/> Cows (barn confinement) <input type="checkbox"/> Cows (barn with yard) <input type="checkbox"/> Feeders (barn confinement) <input type="checkbox"/> Feeders barn with yard				
Swine	<input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs				
Poultry	<input type="checkbox"/> Chicken Broilers/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10 kg) <input type="checkbox"/> Meat Turkeys (5-10 kg) <input type="checkbox"/> Meat Turkeys (<5 kg) <input type="checkbox"/> Turkey Breeder Layers				
Horses	<input type="checkbox"/> Horses				
Sheep	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs				
Mink	<input type="checkbox"/> Adults				
Veal	<input type="checkbox"/> White Veal Calves				
Goats	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats				
Other	<input type="checkbox"/>				

MOS Prepared by: \_\_\_\_\_

\_\_\_\_\_  
 Name (please print)

\_\_\_\_\_  
 Signature

\* The Ontario Ministry of Agriculture and Rural Affairs, in their MOS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

FOR REGIONAL USE ONLY	
Minimum Separation Distance: _____	Does the application comply with MOS requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepared by: _____	Date: _____



**Attachment #3**

**AUTHORIZATION OF AGENT**

This must be completed if an agent is to be authorized to submit the application and to represent the Owner. This form must be signed by the Owner.

**Address of Subject Property:** \_\_\_\_\_

**Name of Registered Owner(s):** \_\_\_\_\_

**Application for Consent (list transaction type):** \_\_\_\_\_

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf.

\_\_\_\_\_  
Name of Authorized Agent

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner