



TOWNSHIP OF SOUTHWOLD

COSTS ASSOCIATED WITH A CONSENT APPLICATION

I will attempt to cover the associated costs with a Consent Application. There may be other costs, but these are the major ones.

Effective April 20, 2015, Council approved new Tariff of Fees By-law 2015-20, which has affected the costs for a Consent Application. The Township no longer charges a fee for processing the Consent Application. This includes the Planner's written report which will go to Council to assist them in making their decision.

Upon submitting your completed Application for Consent, if there is a house associated with the severance, a Septic Bed Review form must accompany your application. A condition of your severance will be that "The owner has the necessary review and lot assessment on the existing sewage disposal system to confirm its adequacy and/or necessary replacement." The review is required to ensure that first, the septic will remain with the property where the house is located, and second, that the bed meets current standards. If it is found that the bed needs to be replaced, this will then become a condition of the Severance.

There is a Septic Bed Review Form that can be found on our website under Departments/Online Forms. Please have your qualified designer complete and return to the Building Department. The designer is also to attach a drawing indicating location of buildings, Location of septic tank, Bed Location, Location of wells, and indication and location of any surface or sub-surface drainage (i.e. creeks or municipal drains).

So once the Application for Consent is completed, we will review it to see if there are any changes required or missing information. We then have our Planner prepare the report. This will indicate whether the application is supportable. Assuming it comes back supportable, you will then take it to Elgin County Land Division in Central Elgin and in order to file your Application, pay their fee of \$1,000. They will hold a public hearing where the information will be reviewed, along with the Township's comments and then make their decision whether or not to approve the Consent Application. They are the approval authority. There may be other costs from the County that we are not aware of. For example they charge a fee to affix the consent stamp. I believe it is \$250. Below is the link to the Land Division's website. You can review their fees and process here:

<http://www.elgincounty.ca/main-menu/departments/engineering-roads-and-emergency-management/engineering-services/land-division>

If you are creating a new lot, you will be required to pay the Township \$1,750 as a payment in lieu for parkland for each new lot created. This is an amount set aside to be put toward parks in the township. This is a standard fee.

If your severance is for a "surplus farm dwelling" or a lot line adjustment, there is no longer a parkland in lieu service fee.

You will be required to have a new Reference Plan done (2 copes for this office) and there is a cost associated with that. I'm not sure what it is, but your lawyer will know. And of course there will be their fees.

Drainage Reapportionment may be required and there are associated costs, but that is determined by the Drainage Superintendent. It depends on how many drains are affected. The current charge is \$100 for the first affected drain and \$50 for each thereafter. You may be required to enter into a Mutual Drain Agreement also. This is determined on a case by case process, and there is no charge.

Also, if you are creating a new lot, you will be required to pay the water connection charge for a newly created lot which is currently \$10,000 (indexed), which includes the cost of the curb stop, and increases each year. Also, depending on whether the water line is on your side of the road or across the road, there would be boring charges and road restoration charges. Each situation is different. In the alternate, I am told that having a well drilled usually costs around \$8,000 to \$10,000.

You may be required to enter into a Development Agreement if you are building a home on either lot. The Township's fee is \$250 for the first agreement plus external costs.

You would have to confirm with the Chief Building Official that there is room on the property for a current or future septic system. You would need a certificate from a septic inspector.

You will be responsible to get a 911 number, if required, assigned to the new parcel and the charge is \$50. This is done through the Township office.

If the new property will be serviced by a community mail box, Canada Post charges \$200 to the property owner.

We also want to mention that services such as hydro, gas, etc. should be reviewed. As you are severing properties, each should have its own dedicated service. Properties where a barn was connected to the house service for hydro and water, must be separated. Plan for the future. Even if you aren't currently selling the property, it must be separated as if it were being sold.

It is not an inexpensive process. It usually takes around 3 to 4 months, but you have up to a year to satisfy the conditions of the severance. If they are not satisfied within a year from the date of the decision, then the approval lapses and you would have to start all over again. None of the fees are refundable.

Keep in mind, when you decide to build, if you have to rezone the current fee is \$850 and this is handled through the Township. It does not go to Land Division.

I hope this information is helpful.

Laurie Collins
Administrative/Planning Assistant
Township of Southwold
Phone: 519-769-2010
Fax: 519-769-2837

SEE NEXT PAGE FOR FEE SUMMARY CHART

...3/



FEE SUMMARY:

No charge	Township's fee for processing the Consent Application, and includes the Planner's Report, per lot
\$1,000	Elgin County Land Division Consent Application Fee
\$250	Elgin County Land Division charge to affix the Consent stamp
\$1,750	In lieu for parkland fee per creation of new lot
Unknown	New Reference Plan
Unknown	Drainage Reapportionment by lot
\$10,000 (indexed)	Water connection charge per lot
To be confirmed	Water meter cost – based on water line size
\$250 for the first agreement plus outside costs, ie. lawyer fees	Development Agreement
\$50	911 Number per property
\$200	Canada Post charges a fee if the property(s) are serviced by a Community Mail Box, per property
\$850	Rezoning Request, per property if required