

## Consent Application Form

### General Information

A consent is required for the following:

- to sever a parcel of land for the purpose of sale, where five (5) or fewer lots are proposed, and no new road is being created;
- to register a mortgage or discharge a mortgage over part of a parcel of land;
- to register a lease over part of a parcel of land when the term of the lease is 21 years or more (inclusive of renewal options);
- to register easements or rights-of-way; and
- to adjust boundaries of existing land parcels to enlarge or decrease the size of a property.

**Note:** other related applications may be processed concurrently with a consent

### Application Fee(s)

The application fee for a consent is listed in the Fees By-law attached. All fees are reviewed from time to time and may be changed by the Municipality. If the proposed development requires multiple planning applications then fees are consolidated. Please refer to the Planning Services website at [www.chatham-kent.ca/PlanningServices](http://www.chatham-kent.ca/PlanningServices) for a complete list of fees.

Applicant(s) are responsible for **all** costs associated with the processing of Planning Act applications. Additional costs associated with the review of the application that are incurred by the Municipality will be billed to the owner of the property. Applicants will be notified in writing of such costs and may cease the review process at that point if they wish. If an application is ceased after the Municipality has accepted it as a complete application then the review process has begun and the application fees are non-refundable. A declaration from the applicant recognizing the potential fees and costs associated with the application and the review is required and is part of the Application Form, see Section 8.

### Consent Process

<b>Step 1</b>	<b>Pre-Consultation</b> – While not mandatory, Pre-Consultation is encouraged for Consent applications. The applicant meets with Planning Services staff to discuss the proposed application and to review zoning, servicing and characteristics of the site that are relevant to the development. For more information refer to the “Preparing for a Land Use Planning Application: A Guide to Pre-Consultation”.
<b>Step 2</b>	<b>Technical Advisory Committee</b> – Planning Services staff review the proposed application with the Municipality’s Technical Advisory Committee (TAC) resulting in a list of the site specific complete application requirements. A record of this list will be provided to the applicant.

<b>Consent Process</b>	
<b>Step 3</b>	<b>Consult other agencies</b> – The application process can involve consultation with a number of outside agencies. In some cases you may be required to consult with one or more of these agencies prior to the submission of the application to determine what, if any, additional items will be required. Fees associated with those consultations are not covered by the application fee paid to the Municipality.
<b>Step 4</b>	<b>Prepare the Application</b> – The applicant has sole responsibility for submitting a complete application and may need to commission drawings or studies depending on feedback from the pre-consultation, TAC and consultation with other agencies. The need for drawings and studies will depend on the nature of the proposed application and the characteristics and circumstances of the subject property.  The complete application including supporting material, declarations and the appropriate fees is to be submitted to Planning Services by mail or in person.
<b>Step 5</b>	<b>Application Completeness Review</b> – Every application is reviewed for completeness before it is accepted by the Municipality. During the review of an application, the need for further information or studies may be identified. It is the applicant’s responsibility to submit these items once they have been identified.
<b>Step 6</b>	<b>Planning Services Report</b> – Planning Services reviews the application for conformity to the Official Plan, Zoning By-law, Provincial Policy Statement and the Planning Act. Comments from local agencies, provincial ministries and the public are taken into consideration and a report is prepared for Council or the Committee of Adjustment’s review. During application review and report preparations, Planning Services may speak with applicants, neighbours, and staff from other departments and agencies to complete an assessment of the development proposal.  During application review and report preparations Planning Services staff may talk with applicants, neighbours, and staff from other departments and agencies to complete an assessment of the proposed project.
<b>Step 7</b>	<b>Notice of Public Meeting</b> – A notice of public meeting is circulated to neighbouring municipalities, agencies, provincial ministries, applicable municipal departments and abutting landowners within 60 metres. For a Consent application, a public meeting requires at least 14 days of notice. The Municipality provides formal notice of the public meeting to those prescribed by the Planning Act, by both first class mail and the posting of a sign with application details on the subject lands. The applicant is responsible for posting the required sign along the frontage of their property, so that is easily viewable.
<b>Step 8</b>	<b>Public Meeting and Committee of Adjustment Meeting</b> – The Municipality’s Committee of Adjustment is the decision making authority for consent applications, with Municipal Council having authority under certain circumstances. The Committee will hold a public meeting to receive comments about the application. If required, Planning Staff will provide a presentation to the Committee on the application. This is also an opportunity for the applicant to provide any additional comments on their application. The Committee will review the application, the report and any comments received prior to issuing a decision on the application. Generally, the Committee will issue a decision at this same meeting, but could defer a decision on an application to a future meeting should issues arise at the Public Meeting. The Committee of Adjustment generally meets every three weeks on Thursday mornings.
<b>Step 9</b>	<b>Decision</b> – The Committee of Adjustment or Council may approve, refuse or defer an application and a written notice of an approval or a refusal decision will be sent to the Applicant and those who requested notice within 15 days of the decision.
<b>Step 10</b>	<b>Appeal Period</b> – A 20 day appeal period begins the day the Notice of Decision is given. Following the decision of the Committee of Adjustment or Council an appeal may be made to the Ontario Municipal Board (OMB) by filing a notice of appeal with the Clerk of the Municipality.

**Consent Process**

**Step 11**

***Enactment and Conditions*** – If no appeals are submitted within the 20 day appeal period then the decision is final and enacted as of the date given in the Notice of Decision.

If the approval has conditions attached to it, the applicant has one (1) year to complete the conditions. All conditions must be met to the satisfaction of the Municipality before the consent is final and the severed land can be conveyed to a new owner. If the conditions are not satisfied within one year, then the Consent approval will lapse.

**The Application Package Must Be Submitted To:**

**Planning Services, Municipality of Chatham-Kent,  
Civic Center, 315 King Street W., PO Box 640, Chatham, ON, N7M 5K8  
519-360-1998**

<b>Concurrent Applications Filed</b> <b>Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.</b>	<b>Office Use Only</b> <b>Date Stamp – Date Received</b>
<input type="checkbox"/> Official Plan Amendment File No. _____ Status _____	<p style="text-align: center;"><b>For Reference Purposes</b></p> <p><b>Municipal address:</b></p> <p><b>CityView Number:</b></p> <p><b>Meeting Date:</b></p>
<input type="checkbox"/> Zoning By-law Amendment File No. _____ Status _____	
<input type="checkbox"/> Minor Variance File No. _____ Status _____	
<input type="checkbox"/> Site Plan File No. _____ Status _____	
<input type="checkbox"/> Other (Specify): _____ File No. _____ Status _____	

**Requirements For A Complete Application Include:**

Note: Until the Municipality of Chatham-Kent, Planning Services has received the information and material requested herein (as required under Section 53(2) and 53(3) and any fee under Section 69(1) of the Planning Act), the application will be deemed incomplete, the time periods referred to in section 53(14) will not begin and the application will be returned to the applicant.

- The completed application form, including declarations as required under the *Planning Act*.
- If the owner of the subject land is not the person applying for the consent, then a Letter of Authorization from the Owner or completion of the Owner’s Authorization in Section 7.
- The applicable application fee(s) made payable to the Municipality of Chatham-Kent.
- A copy of the most recent land survey, and if possible the PIN abstract (Property Identification Number). Both can be acquired at the Land Registry Office.
- A surveyor’s sketch of what the consent is proposing. The drawing/sketch must be no larger than 11x17 standard size paper and show all of the items identified in Section 6 in metric units.
- Any other information identified during the pre-consultation and any additional supporting documentation the applicant wishes to submit. Refer to the Record of Pre-Consultation.

**a) Please list the reports or studies that accompany this application**

Note: Please submit two (2) hard copies and one (1) electronic copy of each report or study that accompanies your application.


**Section 1 Applicant Information**

<b>Registered Owner(s):</b>	
Note: If the owner of the property is a corporation then the articles of incorporation identifying those with signing authority to bind the company must be included with an application.	
Name:	
Principal of Company (if Owner is a Company):	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	
<b>Authorized Applicant (complete if the Applicant is not the Owner and the Owner has Authorized the Applicant):</b>	
Name:	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	
<b>If known at the time of application, name of person (s) to whom the land, or interest in the land is intended to be conveyed, leased or mortgaged (attach offer to purchase):</b>	
Name:	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	
Which of the above is the Primary Contact? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both	
<b>All correspondence will be made with the Primary Contact</b>	

Name, Address, and Phone number of all persons having any mortgage, charge or encumbrance on the property:

**Section 2 Property Description**

**Note: In this application form the terms "Property, Land, Subject Property or Subject Land" all refer to both the land to be severed and the land to be retained unless otherwise stated.**

Community of:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Municipal Street/911 Address of property subject of this application (if applicable):

Assessment Roll Number(s):

The date the subject land was acquired by the current owner:

The current use(s) of the land (main and accessory uses):

The length of time that the current use(s) have existed on the land:

Are there any mortgages, easements or restrictive covenants affecting the subject lands? Yes  No

If yes, describe each its effect indicating whether a discharge or partial discharge is required as part of this application:

Reference Plan No.	Instrument No:	Purpose of easement and/or covenant (e.g. hydro, sewer, telecommunications, turbine, solar, pipeline, etc.)

**Section 3 Application Details**

**a) What type of consent is proposed?**

- Lot Creation - Number of new lots created \_\_\_\_\_
- Lot Addition                                   Lease     Mortgage
- Easement or Right of Way                   Validation of Title                           Power of Sale

**b) Has the subject land ever been the subject of:**

An application for approval of a Plan of Subdivision under section 51 of the Planning Act?    Yes    No

If yes, provide the following:

FILE No.: \_\_\_\_\_                                  Status: \_\_\_\_\_

An application for Consent under section 53 of the Planning Act?                                   Yes    No

If yes, provide the following:

FILE No.: \_\_\_\_\_                                  Status: \_\_\_\_\_

**c) Description of Land to be Severed and Retained**

*Note: If additional space is required, please attach a separate sheet containing the required information.*

**Land Intended to be Severed:**

Frontage (m)	Depth (m)	Area (m <sup>2</sup> )	Existing Use	Proposed Use
No. Existing Buildings/Structures: _____			No. Proposed Buildings/Structures: _____	
Use of Existing Buildings/Structures (specify): _____			Proposed Use of Buildings/Structures (specify): _____	
_____			_____	

**Land Intended to be Retained:**

Frontage (m)	Depth (m)	Area (m <sup>2</sup> )	Existing Use	Proposed Use

No. Existing Buildings/Structures: _____  Use of Existing Buildings/Structures (specify): _____ _____	No. Proposed Buildings/Structures: _____  Proposed Use of Buildings/Structures (specify): _____ _____
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**d) If the purpose of this application is a surplus dwelling severance, provide the legal description and location of the farm holdings of the owner or purchaser that the dwelling is surplus to.**

Community of:

Lot(s):	Part Lot(s):
Concession(s):	Registered Plan No.:

Municipal Street/911 Address of property subject of this application (if applicable):

Assessment Roll Number(s):

Note: In order to be eligible for a surplus residence severance there must be a habitable dwelling on this property.

Is there a habitable dwelling on this property?     Yes     No



**e) If the purpose of this application is a lot addition, provide the legal description of the lands to which the severed portion of the lands will be added.**

Community of:

Lot(s):

Part Lot(s):

Concession(s):

Registered Plan No.:

Municipal Street/911 Address of property subject of this application (if applicable):

Assessment Roll Number(s):

**f) What is the current designation(s) of the land in the Chatham-Kent Official Plan? \_\_\_\_\_**

Does the proposal conform to the Official Plan?  Yes  No

**g) What is the current zone(s) of the land in the Chatham-Kent Zoning By-law? \_\_\_\_\_**

Does the proposal conform to the Zoning By-law?  Yes  No

**h) What is the proposed use(s) of the land?**

Residential  Commercial  Industrial  Institutional  Agricultural  Other

Please describe the proposed use:

**Section 4 Servicing**

<b>a) Access</b>					
<b>Access to the Severed Land is provided by:</b>					
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Municipal year-round	<input type="checkbox"/>	New Access Required
<input type="checkbox"/>	Municipal – seasonal	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>	Water Access (distance to nearest dock/ramp facility)
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Existing Private Road		
<b>Access to the Retained Land is provided by:</b>					
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Municipal year-round	<input type="checkbox"/>	New Access Required
<input type="checkbox"/>	Municipal – seasonal	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>	Water Access (distance to nearest dock/ramp facility)
<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	Existing Private Road		

<b>b) Water Supply</b>			
<b>Water Supply is Provided to the Severed Land by:</b>			
<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Privately owned and operated individual well
<input type="checkbox"/>	Privately owned and operated communal	<input type="checkbox"/>	Lake or other body of water (water test required)
<input type="checkbox"/>	Easement to well	<input type="checkbox"/>	Other (specify i.e. dug, sand point etc. _____)
<input type="checkbox"/>	Drilled well	<input type="checkbox"/>	New water supply needed
What is the distance from the well (if applicable) to septic system? _____ metres.			
<b>Water Supply is Provided to the Retained Land by:</b>			
<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Privately owned and operated individual well
<input type="checkbox"/>	Privately owned and operated communal	<input type="checkbox"/>	Lake or body of water (water test required)
<input type="checkbox"/>	Easement to well	<input type="checkbox"/>	Other (specify i.e. dug, sand point etc. _____)
<input type="checkbox"/>	Drilled well	<input type="checkbox"/>	New water supply needed
What is the distance from the well (if applicable) to septic system? _____ metres.			

<b>c) Sewage Disposal</b>			
<b>Sewage Disposal is Provided to the Severed Land by:</b>			
<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sewage disposal is not required for the current use of the lands.	<input type="checkbox"/>	New sewage disposal/septic system is needed for the lands.
If there is a septic system on the property, is it in good working order? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Sewage Disposal is Provided to the Retained Land by:**

<input type="checkbox"/>	Municipal sanitary sewers	<input type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sewage disposal is not required for the current use of the lands.	<input type="checkbox"/>	New sewage disposal/septic system is needed for the lands.

If there is a septic system on the property, is it in good working order?  Yes  No

Note: A standard condition of consent is an inspection of any existing septic systems conducted by a licensed septic installer and approval from Building Development Services.

**d) Storm Drainage**

**Storm Drainage is Provided to the Severed Land by:**

<input type="checkbox"/>	Municipal storm sewers	<input type="checkbox"/>	Municipal Drain
<input type="checkbox"/>	Private Drain	<input type="checkbox"/>	Other (specify)

Is the drainage outlet located on the severed parcel?  Yes  No

**Storm Drainage is Provided to the Retained Land by:**

<input type="checkbox"/>	Municipal storm sewers	<input type="checkbox"/>	Municipal Drain
<input type="checkbox"/>	Private Drain	<input type="checkbox"/>	Other (specify)

Is the drainage outlet(s) located on the retained parcel?  Yes  No

Is any portion of the subject property assessed for drainage works?

Yes  No

Are there any outstanding local drainage improvements?

Yes  No

**e) Local Improvements:**

Are there any local improvements/charges currently assessed to the subject property such as tile loans, bridges, water or sewer connections etc? If so, please describe:

## Section 5 Special/Specific Policy Areas

### Source Water Protection Planning

Is any of the land in a 'Source Water Protection Area'?  Yes  No

## Section 6 Drawings/Sketches

**Please note: A 'Surveyor's Real Property Report', completed by a licensed Ontario Land Surveyor is the accepted method of providing a drawing for the application.**

The sketch accompanying the application must include the following items or a note that they are not applicable to the site. The sketch should be completed using metric units.

1. The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained.
2. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land, if applicable.
3. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.
4. The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
5. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. This includes septic systems. If little is known about the location, age, etc. of the septic system by the current owner permit records may be available from Building Development Services. The fee for septic permit records is \$60.
6. The height, dimensions and floor area of all existing and proposed buildings and structures.
7. The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that;
  - a) are located on the subject and adjacent lands, and;
  - b) in the applicant's opinion, may affect the application.
8. The current land uses on and adjacent to the subject lands.
9. 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 a right of way.
10. If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
11. The location and nature of any easement or restrictive covenant affecting the subject land.
12. If applicable, the distance from livestock facilities and manure storages that are within 1,000m of the subject property to the severed lot boundary.

**Section 7 Owner's Authorization of an Agent:**

<p><b>This must be completed by the Owner if the <u>Owner Is Not Filing The Application</u></b></p> <p>Note: If there are multiple Owners, an authorization letter from each Owner (with dated, original signature) is required or each Owner must sign the following authorization.</p>		
<p>I, (We _____), being the  <div style="text-align: center;">Print name(s) of Owner, individual or company</div> registered Owner(s) of the subject lands, hereby authorize _____  <div style="text-align: center;">Print name of agent and/or company (if applicable)</div> to prepare and submit an Application for a consent amendment.</p>		
<p>_____</p> <p style="text-align: center;">Signature</p>	<p>_____</p> <p style="text-align: center;">Day</p>	<p>_____</p> <p style="text-align: center;">Month                      Year</p>

**Section 8 Applicant's Declaration:**

By making this application, permission is hereby granted to the Municipality of Chatham-Kent staff and Council Members to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**Declaration of Applicant(s)**

I, (We) ..... of the ..... of  
..... in the ..... of .....  
solemnly declare that:

1. All the statements contained in this application and provided by me 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Municipality and added to my municipal tax bill and collected in the same manner as taxes.

<p>.....</p> <p>Signature of Applicant</p>	<p>.....</p> <p>Date</p>
<p>.....</p> <p>Witness</p>	<p>.....</p> <p>Date</p>

Schedule "A"

Environmental Site Screening Questions

**Introduction:**

This schedule is used to determine whether or not further Environment Site Assessment is warranted. In the Province of Ontario it is required that prior to redevelopment of a site, the previous uses are examined for potential contaminants. This could be as simple as listing previous uses or depending on what those uses were it could mean soil investigation and/or remediation. There are various phases of assessing a site. Under certain circumstances a Record of Site Condition must be filed in a Provincial Registry. The following questions will help to identify if the property that is proposed to be developed will require further assessment.

**Previous Use of Property:**

Some commercial and industrial properties such as gasoline stations, automotive repair garages, have an increased potential for contamination. Contamination potential can be significantly affected by both the number of different uses that have occurred on the property and the length of time that they were present for.

Have any of the following uses occurred on the property in the past, check all that apply:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural | If Industrial or Commercial, specify use: |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |   |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |   |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Other        |   |
|  |                                       |   |

Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes                       No                       Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes                       No                       Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

- Yes                       No                       Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes                       No                       Unknown

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

- Yes                       No                       Unknown

Is the boundary of the subject property within 500 metres (1,640 feet) of the property boundary line of an operational/non-operational, public or private landfill or dump?

- Yes                       No                       Unknown

**Schedule "A" Continued**

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

Yes                       No                       Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

Yes                       No                       Unknown

Former practices/uses that can possibly have caused contamination include but are not limited to:

operation of electrical transformer stations	disposal of waste materials	raw material storage
residues left in containers	maintenance activities and spills	

If previous use of property is industrial or commercial, or if yes to any of questions above, please attach an inventory of all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

**Acknowledgement Clause**

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Municipality's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Municipality may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Municipality of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Municipality may require the qualified person signing the Record of Site Condition to submit to the Municipality a Declaration acknowledging that the Municipality may rely on the statements in the RSC. I further acknowledge that the Municipality of Chatham-Kent is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Municipality of Chatham-Kent, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Signature of Applicant(s) (Owner)

**Schedule "B"**

**a) Minimum Distance Separation (MDS) Data Sheet**

**b) Some consents will involve the creation of a new lot where the use of that new lot is non-farm and near to an existing livestock operation. When this is the case a Minimum Distance Separation (MDS) calculation needs to be completed.**

This Data Sheet is for collecting the information about the livestock facility that is needed to do the MDS calculation. The information must be collected by the applicant, preferably through a conversation with the owner or operator of the livestock facility.

**Instructions:**

- The MDS calculation is based on the capacity of the livestock facility, not the number of livestock on any given day. Ensure that you are recording the facility's capacity in this Data Sheet.
- Each livestock facility within a 1,000m of the subject property boundary should be considered.
- Each livestock facility will require a separate MDS Data Sheet.

<b>Date</b>	<b>Data Sheet Completed By</b>
<b>Address of Livestock Facility</b>	<b>Owner/Operator of Livestock Facility</b>
<b>Township/Lot/Concession</b>	<b>Telephone or email of Owner/Operator</b>
<b>Tillable Hectares on the property the livestock facility is located.</b>	
<b>Distance from livestock facility to non-farm lot boundary</b>	<b>Distance from manure storage to non-farm lot boundary</b>

Note: The distance between the livestock facility and/or manure storage and the new non-farm lot must be measured by a surveyor and shown on the surveyor's real property sketch that attached to the application.

Type of Livestock	Age Grouping or Category	Existing Housing Capacity (# of animals or birds)	Manure Storage System			
			Covered Tank	Open Solid Storage	Open Liquid Storage	Earthen Storage
e.g. dairy cattle, beef cattle, swine, poultry etc.	e.g. feeders, heifers, lambs, layers, weaners etc.					

**\*If more space is required please attach a page.**