



County of Bruce  
Planning & Development Department

Change of Conditions to a Provisional Consent (Severance)

**INFORMATION TO APPLICANTS**

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1. Application forms are available from the County of Bruce Planning and Development Department. The **Change of Conditions to a Provisional Consent (Severance)** procedure will be initiated once the completed application form and necessary supporting material outlined below are received by the Planning Department.

Should you have any difficulty filling out portions of this Application, please contact your local Planning & Development Department Office for assistance.

**You are advised to discuss the proposed changes and completed Application with a Planner from the Planning & Development Department prior to submitting the Application.**

2. The application must be accompanied by:
  - a) A copy of the original 'Decision of the Approval Authority with Reasons (Section 53, Planning Act, 1990)';
  - b) A copy of the approved 'Schedule' which accompanied the 'Decision of the Approval Authority with Reasons (Section 53, Planning Act, 1990)';

Please note that the above information is essential information. Failure to provide this information inhibits an evaluation of the proposal and may result in a delay.

3. For some applications, additional information may be required.
4. A cheque, made payable to "Treasurer, County of Bruce" must be submitted to cover the application fee as set out in the current Application Fees Schedule.
5. Once an application is received by the Planning Department a report is prepared and presented to the Land Division Committee for its consideration. Under the Planning Act, the Land Division Committee has been given the authority to grant or deny the application for 'change of conditions'. If the Committee grants the 'change of conditions', there is no appeal period.
6. If no other planning approvals (e.g. Zoning By-Law Amendment) are required, an application for Change of Conditions will require approximately two months to process if no objections are received.
7. The completed application form and supporting documentation should be returned to one of the following offices:

The Department currently has three offices:

The **Peninsula Hub (Wiarnton)** serves the following local municipalities:

**Municipality of Arran-Elderslie** (former Arran, Elderslie, Tara, Paisley and Chesley);  
**Municipality of Northern Bruce Peninsula** (former Eastnor, Lindsay, St. Edmunds and Lion's Head); and  
**Town of South Bruce Peninsula** (former Albemarle, Amabel, Hepworth and Wiarnton)

Bruce County Planning & Development Department  
268 Brown Street, Box 129,  
WIARTON, Ontario N0H 2T0  
Phone (519) 534-2092 Fax: (519) 534-1174  
Email: [bcplwi@brucecounty.on.ca](mailto:bcplwi@brucecounty.on.ca)

The **Inland Hub (Walkerton)** serves the following local municipalities:

**Municipality of Brockton** (former Brant, Greenock and Walkerton);  
**Township of Huron-Kinloss** (former Huron, Kinloss, Lucknow and Ripley); and  
**Municipality of South Bruce** (former Mildmay, Teeswater, Carrick, and Culross);

Bruce County Planning and Development Department  
30 Park Street, P. O. Box 848,  
WALKERTON, Ontario, N0G 2V0  
Phone: (519) 881-1782 Fax: (519) 507-3030  
E-MAIL: [bcplwa@brucecounty.on.ca](mailto:bcplwa@brucecounty.on.ca)

- And -

The **Lakeshore Hub (Port Elgin)** serves the following local municipalities:

**Municipality of Kincardine** (former Kincardine Township, Bruce, Tiverton and Kincardine);  
**Town of Saugeen Shores** (former Saugeen, Port Elgin and Southampton).

Bruce County Planning and Development Department  
1243 MacKenzie Road,  
PORT ELGIN, Ontario N0H 2C6  
PHONE: (226) 909-1601 FAX: (519) 832-9000  
E-MAIL: [bcplpe@brucecounty.on.ca](mailto:bcplpe@brucecounty.on.ca)

8. If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. An authorization form is attached to the end of this Application.

*\*The following APPLICATION FORM (pages 1 to 4) should be submitted to the appropriate Planning Office*



County of Bruce  
Planning & Development  
Department

File Number: \_\_\_\_\_

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

Change of Conditions to a Provisional  
Consent (Severance)

**APPLICATION FORM**

1. Registered Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Unit or Box # \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail: \_\_\_\_\_

2. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Unit or Box # \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Unit or Box # \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
E-mail: \_\_\_\_\_

4. All communications will be directed only to the **Prime Contact only**.

Please indicate who this is to be: Owner [ ]      Applicant [ ]      Agent [ ]

**For Office Use Only**

Deemed to be a Complete Application on: \_\_\_\_\_

Signature of Bruce County Planner: \_\_\_\_\_

5. Location of Property:

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

Consent File #B- \_\_\_\_\_

Lot(s)/Part(s) \_\_\_\_\_ Registered Plan/Concession \_\_\_\_\_

6. Is there a New/Revised Schedule (drawing) Attached Yes \_\_\_\_\_ No \_\_\_\_\_

If no New/Revised Schedule is attached please provide an explanation:

7. Existing Condition(s) to be changed (exactly as worded in the Decision of the Approval Authority with Reasons (Section 53, Planning Act, 1990):

8. New Condition(s) plus explanation of the reasons for the requested change of Condition(s):

9. Is this application being submitted in conjunction with any other planning approval application(s) (e.g. Zoning By-law amendment or Minor Variance)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify type of application (and file # if known)

\_\_\_\_\_

Question numbers 10 and 11 must be completed in the presence of a 'Commissioner'. Staff in each Planning Office are authorized Commissioners.

10. I, \_\_\_\_\_, hereby authorize a site visit(s) be undertaken by, but not limited to staff of the following agencies: County of Bruce Planning Department; Municipality; Conservation Authority; and, Grey-Bruce Health Unit (where applicable).

11. I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_, of \_\_\_\_\_, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

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

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

Signature of Agent /Applicant: \_\_\_\_\_

Declared Before Me At The  
\_\_\_\_\_ Of \_\_\_\_\_  
In The \_\_\_\_\_ Of \_\_\_\_\_,  
This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner, Etc.

**Appendix 'A'**  
**Corporation of the County of Bruce**

In The Matter of Application for a  
Change of Conditions to a Provisional Consent (Severance)

I, \_\_\_\_\_ being the ( ) Registered Owner(s),  
( ) Executor/Executrix, ( ) Signing Corporate Officer(s) for the lands for which application is to be  
made, hereby authorize and direct \_\_\_\_\_ to act as my agent  
and on my behalf to apply to the Corporation of the County of Bruce for a Change of Conditions for  
a Provisional Consent (Severance) on the lands herein described:

**Location of Property:**

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

Consent File #B \_\_\_\_\_

Lot(s)/Part(s) \_\_\_\_\_ Registered Plan/Concession \_\_\_\_\_

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

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

**Witness:**

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