

Fields marked with an asterisk (*) are required under Ontario Regulation 197/96.

1. Application Information

1.1 Owner/Chargee/Purchaser Information *

☒ Owner ☐ Chargee ☐ Purchaser

First Name of Owner/Chargee/Purchaser 1 *	Last Name of Owner/Chargee/Purchaser 1 *
Ernest Joseph	Burns

First Name of Owner/Chargee/Purchaser 2	Last Name of Owner/Chargee/Purchaser 2
Mary Marlene	Burns

Company Name (if applicable)

Home Telephone Number *	Business Telephone Number	CRA Business Number
204-599-5759		

Email Address
flash456@yahoo.ca

Address

Unit Number	Street Number *	Street Name *	PO Box
	2638A	Highway 596	

City/Town *	Province *	Postal/Zip Code *
Keewatin	Ontario	P0X 1C0

1.2 Agent/Applicant: Name of the person who is to be contacted about the application, if different than the owner/chargee/purchaser. (This may be a person or firm acting on behalf of the owner/chargee/purchaser.)

First Name of Contact Person	Last Name of Contact Person
Scott	Lockhart

Company Name (if applicable)

Home Telephone Number	Business Telephone Number	CRA Business Number
807-407-4903	807-407-4903	

Email Address
slocks60@gmail.com

Address

Unit Number	Street Number	Street Name	PO Box
	3	Birchwood Place	

City/Town	Province	Postal/Zip Code
Kenora	Ontario	P9N 4K7

1.3 Name of owner(s) of the sub-surface rights if different from the surface right owner(s).

Note: Sub-surface rights can be found by contacting the Ontario Land Registry Office and the Provincial Recording Office.

First Name	Last Name
n/a	

2. Type and Purpose of Application/Transaction (Highlight appropriate dropdown box)

2.1 Is this application for: *

Transfer Lot addition	Other Purpose
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2.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged.

First Name	Last Name
see attached-tenants in common	

- 2.3 If a lot addition, provide the legal description of the lands to which the parcel will be added.
 PIN 42151-0178 PCL 29495 SEC DKF; PT BROKEN LT 10 CON 4 PELLATT PARTS 1 TO 4, 23R2666
 EXCEPT PARTS 5 TO 9, 23R3413; T/W PT 1, 23R4076 & PT 1, 23R3446 AS IN LT208564; S/T LT43230;
 DISTRICT OF KENORA.

What is the existing land use of the receiving parcel?

Recreational cottage

What is the purpose of the lot addition request?

to resolve a lot encroachment of a boathouse structure on the Burns property. Approximately 10 square metres of land will be added to the Randall property from the Burns property.

3. Description/Location of the Subject Land (complete applicable boxes)

- 3.1 What is the Property Identification Number (PIN)? **421510177**
 (If PIN number is not available please complete section 3.2)

- 3.2 District / Upper Tier Municipality / Geographic Township (in an area without municipal organization, select District) *
- | | |
|--------------------|--------------------|
| District of Kenora | District of Kenora |
|--------------------|--------------------|

Legal Description

see attached Parcel Register

Name of Street/Road

n/a

Street Number

- 3.3 Description

	Severed	Retained	Lot Addition (if applicable)
Frontage (m)	2.50	156.00	1000+
Depth (m)	13.60	200.00	400
Area (ha)	0.01	2.71	9.3

- 3.4 Buildings and Structures

	Severed	Retained
Existing (construction date)	boathouse 2011	residence 1970's
Proposed	n/a	n/a

- 3.5 Are there any easements or restrictive covenants affecting the subject land? *

☒ Yes ☐ No

If yes, describe each easement or covenant and its effect. Use a separate page, if necessary.

there is an easement for access road across the Burns property to the Randall property. (see land title document).

4. Designation of Subject Lands

4.1 Name of the official plan

No official plan, property is located in unorganized territory.

4.2 What is the current designation(s), if any, of the subject land in the applicable official plan? *

n/a

4.3 What is the present zoning, if any, of the subject land?

n/a

4.4 If the land is covered by a Minister's Zoning Order (MZO), what is the regulation number?

n/a

4.5 If the land is covered by a Minister's Zoning Order (MZO), what uses are permitted by the order?

n/a

5. Current and Proposed Land Use

5.1 Use of Property	Severed	Retained
Existing use(s)	Seasonal recreational	permanent residence
Proposed use(s)	Seasonal recreational	permanent residence

5.2 What are the surrounding land uses?

East mix of seasonal recreational and permanent residences.

South mix of Seasonal recreational and permanent residences.

West mix of Seasonal recreational and permanent residences.

North mix of Seasonal recreational and permanent residences.

6. Former Uses of Site and Adjacent Land (History)

6.1 Has there been an industrial or commercial use, or an orchard, on the subject land or adjacent lands?

☐ Yes ☒ No ☐ Unknown

If yes, specify the uses.

6.2 Has the grading of the subject land been changed by adding earth or other material(s)?

☐ Yes ☒ No ☐ Unknown

6.3 Has a gas station been located on the subject land or adjacent land at any time?

☐ Yes ☒ No ☐ Unknown

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

☐ Yes ☒ No ☐ Unknown

6.4 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site?

☐ Yes ☒ No ☐ Unknown

6.5 What information did you use to determine the answers to the above questions on former uses?

Information from property owners who are familiar with history of property.

6.6 If yes to any of (6.1), (6.2), (6.3) or (6.4) an inventory of previous uses of the subject land or, if appropriate, of the adjacent land(s), is needed.

Is the inventory of previous uses attached?

☐ Yes ☐ No

If the inventory is not attached, why not?

6.7 If yes to any of (5.1), (5.2), (5.3) or (5.4) was an Environmental Site Assessment (ESA) conducted under the *Environmental Assessment Act* or has a Record of Site Condition (RSC) been filed? Refer to Appendix A

☐ Yes ☐ No ☐ Unknown

If no, why not? Explain on a separate page, if necessary.

7. Consultation with the Planning Approval Authority (Check boxes where applicable)

7.1 Has there been consultation with the Ministry of Municipal Affairs and Housing prior to submitting this application? *

☒ Yes ☐ No

If yes, and if known, indicate the file number and/or the name of the person discussed this with.

Andrew Carr, Senior Planner

7.2 Have you consulted with the municipality/planning board on the application's conformity to the official plan?

☐ Yes ☒ No

If yes, attach a letter/documentation from the municipality/planning board on the proposal's conformity to the official plan.

☐ Attached

7.3 Have you included any materials identified in the official plan as submission requirements for development applications with this application?

☐ Yes ☒ No

7.4 Have you provided with this application a list, accompanied by the related materials, identified in the official plan as submission requirements for development applications?

☐ Yes ☒ No ☐ Attached

If no, why not? Please explain.

There is no Official Plan in place where property is located.

Note: All materials required in the official plan for complete application must be provided at the time of submitting an application.

8. Status of Current and Other Applications under the *Planning Act*

8.1 Current

Is this application a re-submission of a previous consent application? *

☐ Yes ☒ No ☐ Unknown

If yes, and if known, describe how it has been changed from the original application.

8.2 Has the subject land ever been severed from the parcel originally acquired by the owner of the subject land? *

☐ Yes ☒ No ☐ Unknown

If yes, provide (below) the date of transfer, the name of the transferee and the land use (for multiple transfers attach a separate sheet).

Severed parcel	Date of transfer (yyyy/mm/dd)	Name of transferee	Use of severed parcel

Other Planning Applications

Has the subject land ever been the subject of any other planning application, including applications before the Ontario Land Tribunal (OLT) or any of its predecessors, for approval of either:

(For each if yes and if known, indicate i) file number ii) status of the application iii) OLT file number, if applicable and iv) OLT status).

8.3 Official Plan Amendment *

☐ Yes ☒ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

8.4 Plan of Subdivision *

☒ Yes ☐ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status
23R-3185	approved May 17, 1974		

8.5 Consent *

☐ Yes ☒ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

8.6 Site Plan *

☐ Yes ☒ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

8.7 Minor Variance *

☐ Yes ☒ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

8.8 Zoning By-law Amendment *

☐ Yes ☒ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status

8.9 Minister's Zoning Order Amendment *

☐ Yes ☒ No

If yes and if known, what is the Ontario Regulation number? _____

Note: Please provide list(s) of the relevant applications on a separate page and attach to this form.

9. Provincial Policy

9.1 Is the proposal consistent with the **Provincial Policy Statement (PPS)** issued under subsection 3(1) of the *Planning Act* (see Appendix A for more details)? *

☒ Yes ☐ No

9.2 Explain how the application is consistent with the PPS. Attach a separate page if necessary.

[Section 1.1.6.1 of the Provincial Policy Statement \(Territory Without Municipal Organization\)](#) supports, on rural lands located in territory without municipal organization, development activity that is related to the sustainable management or use of resources and resource-based recreational uses, including recreational dwellings.

[This application is to resolve a building encroachment and the small portion of land will be added to a parcel that supports recreational dwellings.](#)

9.3 **Table A** is a checklist (not a substitute for the Provincial Policy Statement) to assist in identifying areas of provincial interest that may apply to your application.

Please fill in the appropriate rows in **Table A**, if any apply.

Table A - Features Checklist

Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	☐	no
An industrial or commercial use {specify the use(s)}		no
A landfill site (closed or active)	☐ Closed ☐ Active	no
A sewage treatment plant or waste stabilization pond	☐	no
A provincially significant wetland within 120 metres of the subject land	☐	no
Significant coastal wetlands	☐	no
Significant wildlife habitat and significant habitat of endangered species and threatened species	☐	no
Fish habitat	☐	no
Flood plain	☐	no
A rehabilitated mine site, abandoned mine site or mine hazards	☐	no
An operating or a non-operating mine site within 1000 metres of the subject land	☐	no
An active mine site or aggregates operation site within 1000 metres of the subject land	☐	no
A contaminated site	☐	no
Provincial highway	☐	no
An active railway line	☐	no
A municipal or federal airport	☐	no
Utility corridors	☐	no

Use or Feature	On the Subject Land	Within 500 Metres of subject land, unless otherwise specified (indicate approximate distance)
Electricity generating station, hydro transformer, railway yard, etc.	☐	no
Crown land (identified by the Ministry of Natural Resources and Forestry as being of special interests, such as lake access points)	☐	no
Known Archaeological Resources	☐	no
Areas of Archaeological Potential	☐	unknown

10. Provincial Plans

10.1 Is the subject land for the proposed development located within an area of land designated in any provincial plan? *

☐ Yes ☒ No

10.2 If yes, identify which provincial plan(s) and explain the current designation(s) of the subject land(s).

10.3 If yes, does the proposal conform/not conflict with the policies contained in the provincial plan(s)? *

☐ Yes ☐ No

If yes, please explain. Attach a separate page, if necessary. Submit a copy of the planning report, if applicable.

11. Servicing

11.1 Subject Lands

Indicate in a) and b) the proposed type of servicing for the subject land. Select the appropriate type of servicing from Table B. If servicing is private, please indicate the type of private servicing.

11.1 a) Indicate the proposed type of sewage disposal system – whether sewage disposal will be provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means? *

Private Services

11.1 b) Indicate the proposed type of water supply system – whether water will be provided to the subject land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means? *

Private Services

11.2 Retained Lands

Indicate in a) and b) the proposed type of servicing for the retained lands. Select the appropriate type of servicing from Table B. If servicing is private, please indicate the type of private servicing.

11.2 a) Indicate the proposed type of sewage disposal system – whether sewage disposal will be provided to the retained land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system or other means? *

Private Services

11.2 b) Indicate the proposed type of water supply system – whether water will be provided to the retained land by a publicly owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means? *

Private Services

11.3 Hauled Sewage

If development is proposed on privately owned and operated individual or communal septic system, provide confirmation that there is adequate reserve sewage treatment capacity for hauled sewage (septage) resulting from the proposed development. See Table B below.

Both the retained lot and the lot receiving the addition use existing septic fields.

Table B – Sewage Disposal and Water Supply

	Type of Servicing	Reports/Information Needed
Sewage Disposal	a) Publicly owned and operated sanitary sewage system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient uncommitted reserve sewage system capacity to service the development at the time of conditional consent.
	b) Public communal septic	Development generating effluent of more than 4,500 litres per day may need a servicing options study and hydrogeological report.
	c) Privately owned and operated individual septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	d) Privately owned and operated communal septic system	If the requested change would permit development on individual or communal septic system and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report may be needed. If proposal would produce effluent less than 4,500 litres per day, a hydrogeological report may be needed.
	e) Privy	Provide details on location and size of out-houses.
	f) Other	Please describe.
Hauled Sewage		If development is proposed on privately owned and operated individual or communal septic systems, applicant must provide evidence in the application showing either: i) municipal confirmation of sufficient uncommitted reserve sewage system capacity for treatment of septage resulting from the proposed development; OR ii) confirmation (i.e., letter) from a commercial enterprise (private provider) for hauled sewage (septage) indicating that capacity is available to accommodate the specific proposal.
Water Supply	a) Publicly owned and operated piped water system	Applicants must provide evidence in their application that there is municipal confirmation of sufficient reserve water system capacity to service the development at the time of conditional consent.
	b) Privately owned and operated individual well	Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	c) Privately owned and operated communal well	Development on communal or individual well system may need a servicing options report and a hydrogeological report. Non-residential development on communal well system may need a hydrogeological report.
	d) Lake	A Permit to Take Water may be required. Contact your regional Municipal Services Office and the Ministry of Environment, Conservation and Parks office for guidance.
	e) Other water body	Please describe.
	f) Other means	Please describe.

Notes

1. To facilitate review of the application, submit a letter from the municipality to show concurrence (or not) with the recommendations in the servicing options report.
2. Before undertaking a hydrogeological report, consult MMAH for advice given the location of the subject land.
3. Where communal services are proposed (water and/or sewage), ownership of these services must be assumed by the municipality or a public body through a signed letter of acceptance.
4. To facilitate review of the application, submit a letter from the local health unit indicating that the site is developable and could accommodate the proposal.
5. A building permit is required for septic systems under Part 8 of the Building Code. See Appendix A.

12. Access

12.1 The proposed road access would be by: *

Provincial highway

Note: (See Appendix A for information on MTO Access Permits)
Certain type of development is not permitted on seasonally maintained roads.
Early consultation with your regional MSO is recommended.

12.2 Additional details on "other public road" and "right-of-way"

Would proposed road access be by:

☐ Crown road ☐ Local roads board ☒ Private road

12.3 If access to the subject land is by "other public road" or "right-of-way", or private road, indicate:

i) The owner of the land or road

Ernest Joseph and Mary Marlene Burns with an easement to receiving property

ii) Who is responsible for maintenance

property owners

iii) Whether maintenance is seasonal or year round

year-round

Note: Access by right-of-ways and/or private roads are not usually permitted, except as part of a condominium.

12.4 Is water access ONLY proposed? *

☐ Yes ☒ No

If yes, on a separate page, describe i) the parking and ii) docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road access.

☐ Attached

You may be required to provide a letter from the owner(s) of a commercially operated parking and docking facility indicating that capacity is available to accommodate your specific proposal.

13. Proposal Waste Disposal

13.1 Garbage disposal is proposed to be by:

☐ Garbage collection ☒ Municipal dump ☐ Crown landfill ☐ Other

13.2 Other Services Please check the other services available and the provider(s) of these services.

Services	Provider
☒ Electricity	Hydro One
☐ School bussing	
☐ Other	

13.3 a) The proposed stormwater drainage would be by:

n/a

14. Sketch: Use the attached sketch sheet.

To help you prepare the sketch, refer to the attached sample sketch.

14.1 The application shall be accompanied by a sketch showing, in **metric units**, the following:

- 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;
 - The location, size and type of all existing and proposed buildings and structures on the subject land, including their setback from the front yard, rear yard, side yard and opposite side yard;
 - The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
 - The approximate distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
 - The location of all lands previously severed from the parcel originally acquired by the current owner of the subject land;
 - The approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - The current use(s) on land that is adjacent to the subject land;
 - The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
 - If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - The location and nature of any easement affecting the subject land;
 - The severed parcel, the date of transfer, the name of the transferee and the use of the land.
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15. Other Information

15.1 Is there any other information that may be useful to the ministry in reviewing this application (e.g., information relating to the requirements and policies in the municipal official plan or efforts made to resolve outstanding objections or concerns by area resident(s), the municipality, other)?

If so, explain below or attach a separate page with this information.

see attached

15.2 The original or certified copy of any other information and materials, as required by the official plan of the municipality/ planning board, must be provided with this application.

15.3 Where applicable and relevant information is available in a planning report submitted to council, or in a technical study/ report(s) prepared for the proposal, please provide the name, section and page number if you have referenced the study/ report(s) in any of the questions above.

15.4 Include a copy of the agreement of purchase and sale for the proposed severed lands and a statement from a lawyer certifying that there are no abutting lands.

16. Affidavit or Sworn Declaration

I, Burns, Ernest Joseph and Burns, Mary Marlene

Last Name, First Name *

of the District of Kenora

Municipality *

in the province of * Ontario

make oath and say (or solemnly declare) that the information required under Schedule 1 to Ontario Regulation 197/96, and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the

City of Zephyrhills
(lower-tier municipality)

in the

State of Florida
(upper-tier municipality)

this * 16th day of * March, * 20 26.

Chester D Sabean
CHESTER D SABEAN
A Commissioner of the Supreme
Court of Nova Scotia

Ernest Joseph Burns / Mary Marlene Burns
Applicant

17. Authorizations

If the applicant is not the owner/chargee/purchaser of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

17.1 Authorization of Owner/chargee/purchaser for Agent to Make the Application

I, Burns, Ernest Joseph and Burns, Mary Marlene

Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for consent and I authorize

Lockhart, Scott

to make this application on my behalf.

Signature of Owner

EJ Burns

Date (yyyy/mm/dd)

2026/03/16

If the applicant is not the owner/chargee/purchaser of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

17.2 Authorization of Owner/chargee/purchaser for Agent to Provide Personal Information

I, Burns, Ernest Joseph and Burns, Mary Marlene

Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for consent and for the purposes of the **Freedom of Information and Protection of Privacy Act**.

I authorize Lockhart, Scott

Last Name, First Name

as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application

Signature of Owner

Mary Marlene Burns

Date (yyyy/mm/dd)

2026/03/16

18. Consent of the Owner/Chargee/Purchaser

Complete the consent of the owner/chargee/purchaser concerning personal information set out below.

18.1 Consent of the Owner/chargee/purchaser to the Use and Disclosure of Personal Information

I, Burns, Ernest Joseph and Burns, Mary Marlene

Last Name, First Name

am the owner/chargee/purchaser of the land that is the subject of this application for application and for consent and for the purposes of the ***Freedom of Information and Protection of Privacy Act***.

I authorize and consent to the use by, or the disclosure to, any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Owner

Date (yyyy/mm/dd)

E. Burns / Mary Marlene Burns 2026/03/16

19. Submission of Application

Date of application to Ministry of Municipal Affairs (yyyy/mm/dd)*

20. Applicant's Checklist

i) Have you remembered to attach the following:

- ☐ One original and one copy of the completed application form (ensure you have a copy for yourself), including the sketch, key plan and any reports indicated in the application form?
- ☐ The required fee, either a certified cheque or money order, payable to the Minister of Finance?
- ☐ A copy of the letter from the local health unit or conservation authority (as appropriate) indicating that the site is developable and could accommodate the proposed development?

ii) ☐ Check that the application form is signed and dated by the owner/agent?

Note: Applicants will be also required to cover the ministry's cost for providing public notice (e.g., advertising).