

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 *
Jeffery

Last Name of Owner/Chargee/Purchaser 1 *
Hynes

First Name of Owner/Chargee/Purchaser 2
Colleen

Last Name of Owner/Chargee/Purchaser 2
Neil

Company Name (if applicable)

Home Telephone Number *
807-407-1795

Business Telephone Number

CRA Business Number

Email Address
jlhynes50@gmail.com

Address

Unit Number

Street Number *
419

Street Name *
Belle Avenue

PO Box
1124

City/Town *
Keewatin

Province *
Ontario

Postal/Zip Code *
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
Laura

Last Name of Contact Person
Wheatley

Company Name (if applicable)
Hook, Seller & Lundin, LLP

Home Telephone Number

Business Telephone Number
807-468-9831

CRA Business Number

Email Address
lwheatley@hslaw.ca

Address

Unit Number
204

Street Number
301

Street Name
First Avenue South

PO Box

City/Town
Kenora

Province
Ontario

Postal/Zip Code
P9N 1W2

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

2. Type and Purpose of Application/Transaction (Highlight appropriate dropdown box)
2.1 Is this application for: *

Transfer Lot addition

Other Purpose

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

First Name
Barry and Wendy

Last Name
Marmus

- 2.3** If a lot addition, provide the legal description of the lands to which the parcel will be added.
PIN 42150-1064 (LT) PCL 36416 SEC DKF; PT LOCATION G1754 UNSURVEYED TERRITORY SITUATE ON THE S/S OF HAY ISLAND, LAKE OF THE WOODS BEING PT 1, 23R6377; RESERVING ALSO AN ALLOWANCE OF TEN FT IN PERPENDICULAR WIDTH ALONG THE SHORE OF THE LAKE OF THE WOODS; DISTRICT OF KENORA

What is the existing land use of the receiving parcel?

The existing land use of the receiving parcel is seasonal residential/recreational, consisting of an existing cabin and associated accessory uses.

What is the purpose of the lot addition request?

The purpose of this lot addition request is to transfer a portion of land to the adjacent property to enlarge the existing lot. No new lot is being created and no development is proposed. The lot addition will extend the current property boundary surrounding the existing cabin and help prevent future development immediately adjacent to the cabin.

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

- 3.1** What is the Property Identification Number (PIN)? 421501064
(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 Kenora

Legal Description
See Schedule "A".

Name of Street/Road

Street Number

3.3 Description

	Severed	Retained	Lot Addition (if applicable)
Frontage (m)	60.96	198.00	61.027
Depth (m)	185.00	185.00	91.848
Area (ha)	2.60	2.84	0.54

3.4 Buildings and Structures

	Severed	Retained
Existing (construction date)	NIL - Vacant Land	See Schedule "A"
Proposed	NIL - Vacant Land	NIL - No proposed structures at this time

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.

4. Designation of Subject Lands

4.1 Name of the official plan
N/A

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	Seasonal Recreational
Proposed use(s)	Seasonal Recreational	Seasonal Recreational

5.2 What are the surrounding land uses?

East Seasonal Recreational

South Lake of the Woods

West Seasonal Recreational

North Crown Land

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?
Owner's personal knowledge.

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?

N/A

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.

N/A

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.

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.

Not applicable.

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

8.5 Consent *

☒ Yes ☐ No

i) File Number	ii) Status	iii) OLT File Number	iv) OLT Status
See Schedule "A"			

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.
Please see attached Schedule "A".

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	☐	
An industrial or commercial use {specify the use(s)}		
A landfill site (closed or active)	☐ Closed ☐ Active	
A sewage treatment plant or waste stabilization pond	☐	
A provincially significant wetland within 120 metres of the subject land	☐	
Significant coastal wetlands	☐	
Significant wildlife habitat and significant habitat of endangered species and threatened species	☐	
Fish habitat	☐	
Flood plain	☐	
A rehabilitated mine site, abandoned mine site or mine hazards	☐	
An operating or a non-operating mine site within 1000 metres of the subject land	☐	
An active mine site or aggregates operation site within 1000 metres of the subject land	☐	
A contaminated site	☐	
Provincial highway	☐	
An active railway line	☐	
A municipal or federal airport	☐	
Utility corridors	☐	

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.	☐	
Crown land (identified by the Ministry of Natural Resources and Forestry as being of special interests, such as lake access points)	☐	
Known Archaeological Resources	☐	
Areas of Archaeological Potential	☐	Subject Property is located on Lake of the Woods

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).

The subject property is located in Northern Ontario, and is therefore subject to the Growth Plan for Northern Ontario. There is no specific designation of the subject property in this plan.

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.
Please see attached Schedule "A".

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? *

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.

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.

	Type of Servicing	Reports/Information Needed
	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: *

Water access only

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

ii) Who is responsible for maintenance

iii) Whether maintenance is seasonal or 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	
☐ School bussing	

Services	Provider
☐ Other	

- 13.3** a) The proposed stormwater drainage would be by:
Natural drainage

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.

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.
Please see attached Schedule "A".

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, Hynes, Jeffery

Last Name, First Name *

of the City of Kenora

in the province of * Ontario

Municipality *

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.

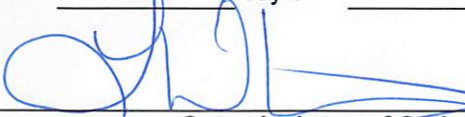
Sworn (or declared) before me at the City of Kenora

(lower-tier municipality)

in the District of Kenora

(upper-tier municipality)

this * 3rd day of * September, * 20 26



Commissioner of Oaths

Laura M. Wheatley
Barrister & Solicitor



Applicant

17. Authorizations Notary Public

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, Hynes, Jeffery

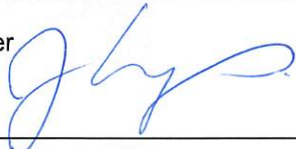
Last Name, First Name

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

Laura M. Wheatley, of Hook, Seller & Lundin, LLP

to make this application on my behalf.

Signature of Owner



Date (yyyy/mm/dd)

2026/09/03

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, Hynes, Jeffery

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 Laura M. Wheatley, of Hook, Seller & Lundin, LLP

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



Date (yyyy/mm/dd)

2026/09/03

16. Affidavit or Sworn Declaration

I, Neil, Colleen

Last Name, First Name *

of the City of Kenora

in the province of * Ontario

Municipality *

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.

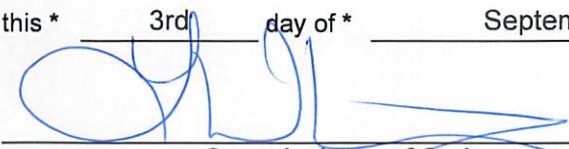
Sworn (or declared) before me at the City of Kenora

(lower-tier municipality)

in the District of Kenora

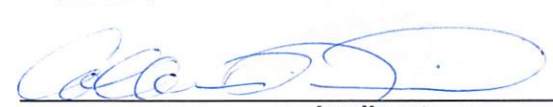
(upper-tier municipality)

this * 3rd day of * September, * 20 26



Commissioner of Oaths

Laura M. Wheatley
Barrister & Solicitor



Applicant

17. Authorizations **Notary Public**

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, Neil, Colleen

Last Name, First Name

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

Laura M. Wheatley, of Hook, Seller & Lundin, LLP

to make this application on my behalf.

Signature of Owner

Date (yyyy/mm/dd)



Aug 31/26.

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, Neil, Colleen

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 Laura M. Wheatley, of Hook, Seller & Lundin, LLP

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

Date (yyyy/mm/dd)



2026/09/02

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, Neil, Colleen

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)

2026-09-03

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).

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, Hynes, Jeffery

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)

2026/09/05

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?

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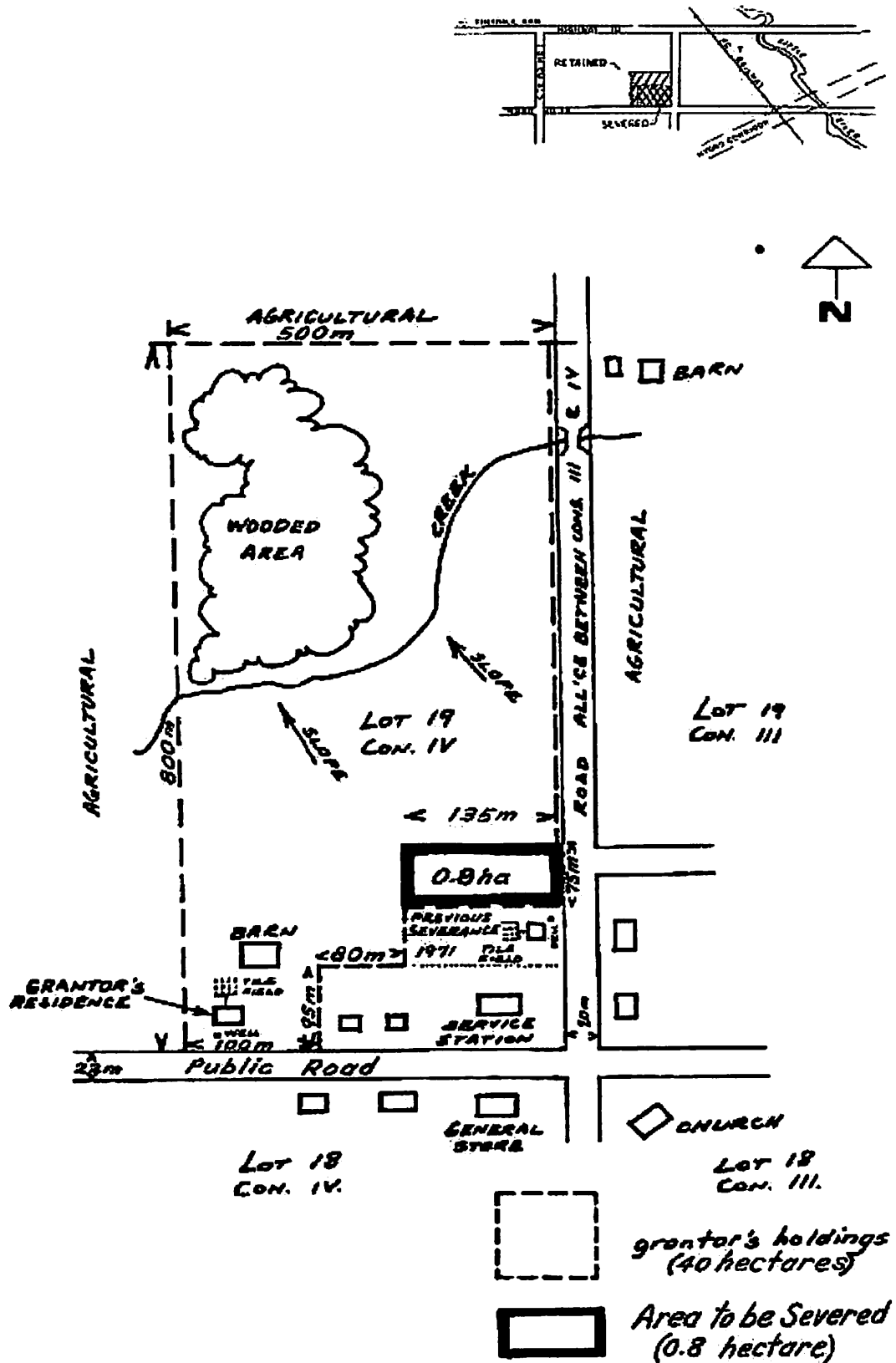
21. Sketch Sheet

► Sketch Accompanying Application
(Please use metric units and refer to section 14 for details.)

Key Plan



This sketch is an example only



Appendix A

Some General Requirements for Development Applications Where Ministry of Municipal Affairs and Housing is the Approval Authority

Planning Application Fees

Fees are required for permit(s) and certificate(s) of approval and set by individual permitting agencies. There is also an application processing fee for consents and other planning applications to be submitted to the Ministry of Municipal Affairs (MMAH) (a certified cheque or money order made out to the Minister of Finance) at the time of submission of the application.

Please see the attached Fee Schedule for more details.

Early Consultation

Prior to formally submitting an application, the applicant and/or agent(s) are strongly encouraged to contact staff of the regional Municipal Services Office (MSO) of the MMAH to discuss the development proposal. Early consultation is highly beneficial, as the applicant can review the proposal with ministry staff and discuss what supporting documents and information may be required.

Please contact your local Municipal Services Office (MSO) to discuss your proposed development. (Refer to Page 1 for office locations).

Consistency with the Provincial Policy Statement (PPS)

The Planning Act requires that decisions affecting planning matters "shall be consistent with" the PPS which supports a comprehensive, integrated and long-term approach to planning in Ontario, and recognizes linkages among policy areas. The PPS is intended to be read in its entirety and the relevant policies are to be applied to each situation.

For more information, visit the ministry's website: www.ontario.ca/page/ministry-municipal-affairs-housing

Conformity to Official Plan

Assessment/review of a consent application is based on land use planning legislation, policies and principles and potential social, economic and environmental impacts. A major consideration is conformity to the official plan policies.

Applicants are advised to determine if the proposed development is in conformity with official plan policies by discussing the proposal with MMAH and/or the relevant municipality/planning board.

Some 'Commonly Required' Permits and Approvals

Part 8 Permit/Certificate of Approval for Sewage System

Consents proposed on small, private sewage servicing systems, generating 10,000 or less litres of effluent per day on one lot, would require a Part 8 permit under the Building Code issued by either the local municipality, public health unit or area conservation authority where it exists (if there is no health unit). The municipality (through the health unit or conservation authority) administers Part 8 of the Building Code that sets out the standards for locating accepted kinds of sewage/septic systems on a lot.

Prior to issuing a permit, the health unit would inspect the property, may stake the septic system site and recommend to the planning approval authority whether a servicing options report and/or a hydrogeological report is required.

Consents proposed on larger sewage systems that generate more than 10,000 litres of effluent per day on one lot would require a Certificate of Approval from the Ministry of Environment, Conservation and Parks under the *Environmental Protection Act*.

Some larger private or communal sewage treatment systems are also subject to the *Environmental Assessment Act* (generally where there is a surface water discharge).

For more information on larger private or communal sewage treatment systems, contact the Ministry of Environment, Conservation and Parks.

Communal Systems

Communal septic and communal well systems would generally require a servicing options and a hydrogeological report based on assessment of the specific circumstances.

Communal septic systems generating effluent of more than 4,500 litres per day would need a servicing options and a hydrogeological report.

Communal well systems for non-residential development may need a hydrogeological report.

Where communal services are proposed (water and/or sewage), the applicant must confirm, through a signed letter of acceptance, that the municipality or other public body would assume ownership and maintenance of these systems.

Entrance Permits

Any consent application that is proposed in close proximity to a provincial highway or has the potential to impact upon a provincial highway, would require an entrance permit from the Ministry of Transportation issued under the *Public Transportation and Highway Improvement Act*.

Contact your local Ministry of Transportation office to obtain information on permit requirements.

Record of Site Condition (RSC) for Contaminated Sites

Proposals for sensitive land uses on sites with potential soil contamination would require the completion of an environmental site assessment by a qualified person to determine the extent of contamination and to recommend actions for site remediation.

A change in activity regardless of the zoning could also trigger the need for an RSC as applicable law under the Building Code. An RSC is required when changing from industrial, commercial or community use to a more sensitive land use, such as residences or schools.

For more information on contaminated sites, refer to Ontario Regulation 153/04 (Records of Site Condition - Part XV.1) made under the *Environmental Protection Act*; and Ontario Brownfields website at www.ontario.ca/brownfields; or contact your local Ministry of Environment, Conservation and Parks office.

Permit for Alteration to Shoreline

If a proposed severance has potential to impact natural heritage areas or alteration to a shoreline, a permit would be required prior to any site alteration(s) or erecting of structures. Permits would be required from a local conservation authority or the Ministry of Natural Resources and Forestry (MNRF). Applicants are advised to discuss their proposal with the Ministry of Municipal Affairs and Housing or the municipality/planning board. You may be directed to contact your local area conservation authority or the MNRF office prior to making a formal application under the *Planning Act*.

Permit to Take Water

Section 34 of the *Ontario Water Resources Act* (OWRA) provides that "no person shall take more than a total of 50,000 litres of water in a day" for wells or surface water supply without a permit issued by a director of the Ministry of Environment, Conservation and Parks.

Crown Lands

Certain areas of Crown lands are identified by the MNRF as being of special interests, such as lake access points.

Consult your local regional Municipal Services Office as the first point of contact for assistance in dealing with planning issues relating to proposals requiring the acquisition or use of Crown lands.

For Contact the MNRF District Office regarding the actual acquisition or use of Crown land.



HOOK, SELLER & LUNDIN LLP
Barristers, Solicitors, Notaries Public

Schedule "A" to Application for Consent

1.0 Legal Description

The subject property consists of the following property:

PIN 42150-1064 (LT) being PCL 5606 SEC DKF; LOCATION G1754 UNSURVEYED TERRITORY SITUATE ON THE S/S OF HAY ISLAND, LAKE OF THE WOODS EXCEPT PT 1 & 2, 23R6377; RESERVING ALSO AN ALLOWANCE OF TEN FT IN PERPENDICULAR WIDTH ALONG THE SHORE OF THE LAKE OF THE WOODS; District of Kenora (the "Subject Property").

The lot addition lands consist of the following property:

PIN 42150-0554 (LT) being PCL 36416 SEC DKF; PT LOCATION G1754 UNSURVEYED TERRITORY SITUATE ON THE S/S OF HAY ISLAND, LAKE OF THE WOODS BEING PT 1, 23R6377; RESERVING ALSO AN ALLOWANCE OF TEN FT IN PERPENDICULAR WIDTH ALONG THE SHORE OF THE LAKE OF THE WOODS; District of Kenora (the "Lot Addition Lands").

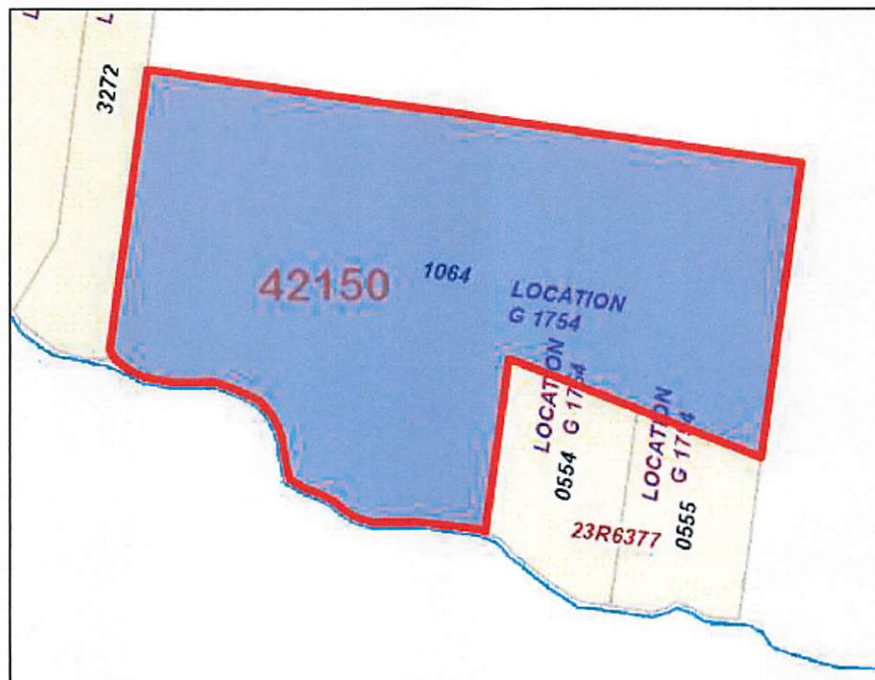


Figure 1 - PIN Map showing Subject Property and Lot Addition Lands

2.0 Description of the Property

The Subject Property is situated on the shores of Lake of the Woods, on Hay Island, and is surrounded predominantly by seasonal recreational dwellings and Crown land. The property is developed with one seasonal recreational dwelling, approximately 8 years of age, together with several associated accessory structures, including a bunkie (approximately 20 years old), a mechanical shed (approximately 5 years old), a generator building (approximately 8 years old), and a plastic storage shed (approximately 8 years old).

The Subject Property is not serviced by hydro, rather all buildings on the property are powered by solar energy. Water is drawn privately from the lake, and sewage is serviced by an outhouse. Access to the property is by water only, consistent with the general pattern of access on Hay Island.

The Lot Addition Lands, being abutting parcel receiving the severed lands, are similarly used for seasonal recreational purposes and are developed with their own seasonal recreational dwelling and associated accessory structures.

3.0 Subject Property History

The Subject Property was recently acquired by the Applicant on July 2, 2026. Prior to the Applicant's ownership, the Subject Property was owned by Geraldine Ballard.

Prior to 1986, Subject Property formed part of a larger holding that also included the Lot Addition Lands, as well as the lands legally described as PIN 42150-0555 (LT) being PCL 36417 SEC DKF; PT LOCATION G1754 UNSURVEYED TERRITORY SITUATE ON THE S/S OF HAY ISLAND, LAKE OF THE WOODS, PT 2, 23R6377; RESERVING ALSO AN ALLOWANCE OF 10 FEET IN PERPENDICULAR WIDTH ALONG THE SHORE OF THE LAKE OF THE WOODS; District of Kenora. This combined property was described in its entirety as Location G1754.

In 1986, Geraldine Ballard received consent under the Planning Act to sever two additional lots from Location G1754, now legally identified by the Lot Addition Lands (PIN 42150-0554 (LT)) and PIN 42150-0555 (LT), each approximately 0.54 hectares in size. These lots were subsequently transferred, effectively creating the lot configuration that exists today. The severed lands are represented by Parts 1 and 2 on Plan 23R6377, respectively.

While PIN 42150-0555 (LT) shares this common history with the Subject Property, it does not form part of the current Application for Consent.

4.0 Overview of Proposal

The Applicant is proposing a lot addition to sever a portion of the Subject Property and convey it to the abutting Lot Addition Lands. The Subject Property is currently over 5 hectares in size and supports only one seasonal recreational dwelling, representing a level of land holding that significantly exceeds what is required to support the existing use.

The proposed severance would create a parcel with approximately 60 metres of frontage and an area of approximately 2.6 hectares, to be conveyed to and merged with the Lot Addition Lands. The Subject Property would be retained with approximately 198 metres of frontage and an area of approximately 2.84 hectares. More detailed measurements are contained in the Application for Consent itself.

The Lot Addition Lands are presently undersized, having regard to the Ministry's current policies for lot sizes on properties serviced by private individual water and sewage services. The proposed addition would increase both the lot area and lake frontage of the Lot Addition Lands, resulting in an enlarged parcel of approximately 3.14 hectares, a size more balanced and consistent with the retained Subject Property. No new lot is being created, and no increase in development potential or dwelling units is proposed as a result of this Application.

Figure 2 illustrates the proposed lot addition.

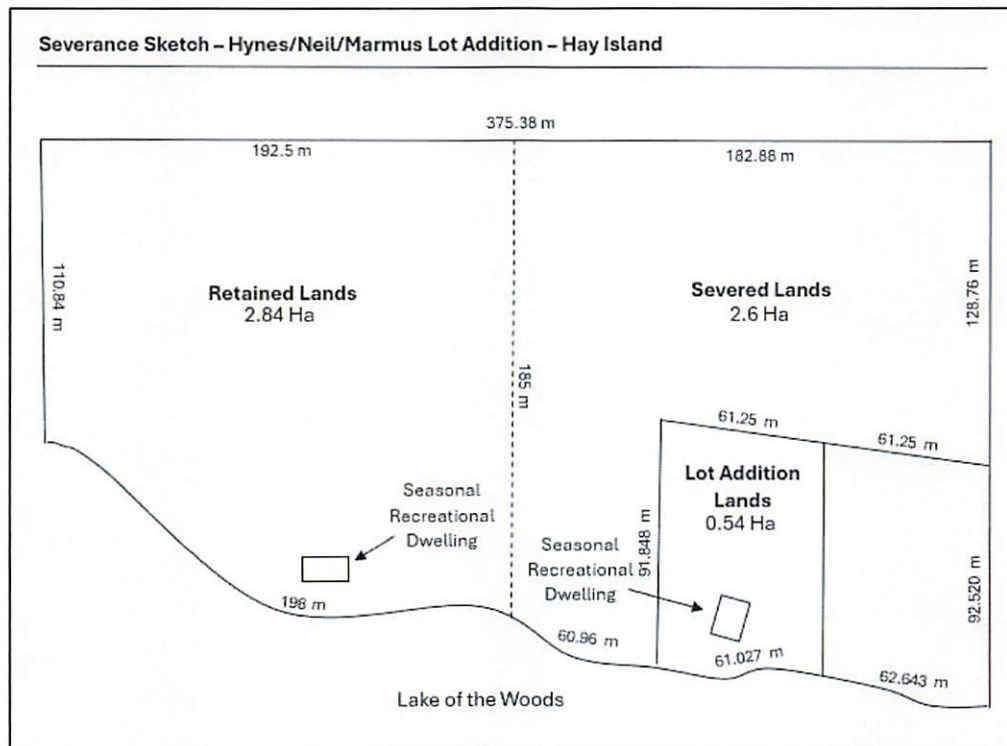


Figure 2 - Proposed Lot Addition

5.0 Conformance with the Growth Plan for Northern Ontario

This application is consistent with the policies of the Growth Plan for Northern Ontario, which promote long-range land use planning and the efficient use of existing infrastructure. The proposal does not require any new public infrastructure or services and utilizes existing water access. By reconfiguring existing lot boundaries rather than creating new development footprints, the application supports compact and orderly development patterns that respect environmental constraints, while making more balanced use of existing waterfront frontage. This approach aligns with the Growth Plan's objectives of fostering sustainable communities, protecting natural resources, and ensuring that land use decisions support the long-term viability of existing infrastructure networks.

6.0 Conformance with the 2024 Provincial Planning Statement

This application is consistent with Section 1.1.6.1 of the Provincial Planning Statement, 2024, which directs that on rural lands in territory without municipal organization, development should focus on the sustainable management and use of resources, including resource-based recreational uses such as seasonal dwellings. The proposed lot addition represents a sustainable approach to land division by legally recognizing and consolidating lands that already support seasonal recreational dwellings, ensuring both the Subject Property and the Lot Addition Lands are appropriately sized to support their existing, long-established recreational use without introducing new development pressures.

Section 1.1.6.1 further requires that development be appropriate to existing or planned infrastructure and avoid the need for unjustified or uneconomical expansion. The proposal fully aligns with this policy, as it relies entirely on existing lake access and existing cottage facilities on both properties, and does not require the construction of any new services. Both properties will continue to be serviced by private, individually drawn lake water, private sewage disposal, and solar power, with no hydro connection required. The proposed lot addition reconfigures the boundary between two existing, already-developed seasonal recreational lots. It does not create a new lot, add a new dwelling, or increase overall building density on Hay Island. In this way, the proposal maintains the established water-access, resource-based recreational character of the surrounding Lake of the Woods shoreline, while bringing the Lot Addition Lands into closer conformity with appropriate lot size and frontage standards.

7.0 Conformance with the Planning Act, R.S.O. 1990, c. P.13.

The Subject Property is located within territory without municipal organization, and there is no Official Plan in effect governing the lands. In the absence of an Official Plan, Section 53(1) of the Planning Act requires the approval authority to be satisfied that a plan of subdivision is not

necessary for the proper and orderly development of the area, having regard to the matters set out in Section 51(24).

A plan of subdivision is not required as the proposed lot addition does not create any new lots, new roads, or demands other public service facilities. It simply reconfigures the boundary between two existing, already-developed seasonal recreational properties. Both properties are suitable for their existing use, are adequately serviced by private, individual water, sewage, and power systems, and the proposal does not affect any natural heritage feature or feature of significant cultural, historical, or archaeological interest.