

## What is a consent?

A consent (severance) is the authorized separation of a piece of land to form a new lot or parcel of land. This is required if you want to sell, mortgage, or lease for more than 21 years a portion of your land. Right-of-ways, easements, and any change to your existing property boundaries also require land severance approval. If several consents are needed in the same area, a plan of subdivision may be more appropriate (see Draft Plan of Subdivision brochure).

## What is the Committee of Adjustment?

The Committee of Adjustment considers applications under Sections 45, 53, and 57 of the *Planning Act* R.S.O. 1990 c.P13, as amended. The Committee of Adjustment is a quasi-judicial independent decision-making body appointed by Welland City Council in accordance with the *Planning Act*. It may be comprised of five members of the public. The committee appoints a chair who presides at hearings. An appointed secretary-treasurer is responsible for application processing and record keeping.



**For more information, contact:**

### City of Welland Planning Division

Monday to Friday  
8:30 a.m. to 4:30 p.m.  
(closed on statutory holidays)

📍 Civic Square  
60 East Main St.  
Welland, ON L3B 3X4

📞 905-735-1700 x2251

🌐 [welland.ca](http://welland.ca)

Information is for preliminary purposes only.

# Consents



[welland.ca](http://welland.ca)

# Application and public hearing process

## 1. Pre-consultation

Applicant consults with City Planning Division staff to discuss the proposal, Zoning By-law requirements, and any other approvals/studies/documents required to process the application. The pre-consultation form can be found at [welland.ca/Planning/preconsultationRequest.asp](http://welland.ca/Planning/preconsultationRequest.asp)

## 2. Application submission

Applicant completes and submits all required items including the application, a surveyor's sketch of the property, fees, and other required documents, to the Secretary-Treasurer, Committee of Adjustment.

## 3. Notice of public hearing

A complete application is scheduled for a public hearing per the schedule. A notice sign will be posted on the subject property by the applicant. Notice will be published in Welland Tribune newspaper, and posted on the City's website. Notice will also be circulated to city divisions, agencies and utilities, and mailed to all owners of land located within 60m of the subject property.

## 4. Inspection and comments

City staff and committee members may enter upon the subject property for an inspection prior to the public hearing date. The public, agencies, utilities, and City divisions are invited to provide written comments in favour of, or in opposition to the application. The planning division, other City divisions, and agencies may recommend conditions of approval.

## 5. Public hearing and agenda

The committee will consider the application, and all written and oral presentations made to it before rendering its decision, including any conditions at the hearing. The committee may grant, grant with conditions, refuse, or defer its decision on the application.

## 6. Notice of decision

The committee's decision or any condition imposed by the committee is subject to a twenty-day appeal period from date of giving notice of the decision. If an appeal is received, it will be forwarded to the Ontario Land Tribunal (OLT) for processing. The applicant will be notified if an appeal is received.

## 7. Final consent

If a consent is granted, the application is subject to conditions, written proof that all conditions have been fulfilled is required from the appropriate agencies. All conditions of approval must be fulfilled within two years of giving notice of the decision, otherwise the consent will be deemed to be refused. To finalize a granted consent, a certificate from the secretary-treasurer is required. Once all conditions have been fulfilled, a written request for the consent certificate is required from the applicant's lawyer. The transaction in respect of the consent must occur within two years from the date of the certificate, otherwise the consent will lapse.

