

TOWNSHIP OF MALAHIDE: SEVERANCE APPLICATION PROCESS

Pre-consultation with Township's Planning Consultant and interested agencies (recommended)

Applicant submits application, required documents, and deposit to Elgin County Land Division Committee (LDC)

LDC sends application to Township Planner to provide comments and deem application complete

Township Planner provides staff comments and deems application complete

LDC sends Notice of Application to Township, neighbouring properties within 60 meters of subject property, and agencies

Township prepares Planning Report with recommendation to Township of Malahide Council

Presentation to Township of Malahide Council occurs and decision to approve or refuse application is made

Decision to Approve

Decision to Refuse

Decision Deferred

Notice of Decision circulated to applicant, property owners, agencies, and anyone who has requested notice of decision

20-day appeal period begins the day after the Notice of Decision is circulated

No Appeals: decision is final and binding

Appealed: to Ontario Land Tribunal (OLT) for final decision

Applicant fulfills conditions

Letter sent to LDC to confirm Township conditions have been fulfilled

County completes process with lawyer to stamp the deed

For a severance application through the County of Elgin Land Division Committee, the application form and additional information on the process, is available on both the Township and County of Elgin's website.