



Mississippi
Mills

Conditional Approval of Severance (Consent)

What's Next?

Once the Land Division Committee has made a decision on your severance application, it is conditional approval which means that there are a number of conditions that need to be met before the severance process is complete and the lot can be created.

Please review this document to understand the next steps with your severance application.

Step One – Review the Notice of Decision

Lanark County is the approval authority for severance applications but there are many conditions that need to be satisfied with other agencies and the Municipality of Mississippi Mills.

It is important that you read through the Notice of Decision from the County to understand what conditions need to be satisfied and which agency or Municipality is responsible for clearing the applicable conditions.

Each condition listed in your Notice of Decision should have clear information on which agency is to be contacted to clear the condition.

At the end of your Notice of Decision is a summary of which conditions each agency or Municipality is applicable to.

Step Two – Contact the Municipality for Conditions related to the Municipality of Mississippi Mills

For any conditions that read 'to the satisfaction of the Municipality of Mississippi Mills' please work directly with the Municipality of Mississippi Mills on satisfying those conditions.

These conditions can relate to obtaining a civic address or entrance permit, paying cash-in-lieu of parkland, or entering into a Development Agreement with the Municipality to implement certain recommendations or requirements of a related study such as an Environmental Impact Statement (EIS).

Please see below helpful links and contact information for the most common conditions that need to be met with the Municipality of Mississippi Mills.



Confirmation of Outstanding Taxes and Fees

Please contact the Planning Department directly regarding the confirmation of any outstanding taxes or fees.

Please be advised that some fees related to legal costs may be incurred after the conditions are cleared (see below under Development Agreement). These fees will be invoiced to you separately after the conditions have been cleared.

For any questions or concerns about outstanding taxes or fees, please contact Roxanne Sweeney, Planning Clerk at rsweeney@mississippimills.ca or 613-256-2064 ext 507.

Cash-in-lieu of Parkland Payments

Please submit payments directly to the Planning Department at 14 Bridge Street, Almonte. Cheques should be made payable to the Municipality of Mississippi Mills.

Please refer to our Planning Fees and Charges webpage for the current amount of cash-in-lieu of parkland: [Planning Applications - Mississippi Mills](#)

For any questions or concerns about cash-in-lieu of parkland, please contact Roxanne Sweeney, Planning Clerk at rsweeney@mississippimills.ca or 613-256-2064 ext 507.

Civic Address or Entrance Permit

Please refer to Public Works website for information on obtaining a civic address or entrance permit [Road Permits - Mississippi Mills](#)

Once you have obtained the applicable permit, please provide a copy of the permit(s) to Roxanne Sweeney, Planning Clerk at rsweeney@mississippimills.ca or 613- 256-2064 ext 507.

For any questions or concerns about entrance permits or civic addresses, please contact the Roads and Public Works Department at 613-256-2064 ext 403.

Development Agreement

Development Agreements are commonly requested agreements for severance applications when there are specific conditions or recommendations from a required Study that needs to be implemented.

Development Agreements are prepared by Municipal staff. Please contact the Planning Clerk at the Planning Department to request that the Development Agreement be prepared.

Once a Development Agreement is drafted by Municipal staff, in some cases it may need to be first reviewed by the Municipality's lawyer before it will be sent to you in draft form to review.

After the agreement is finalized, it needs to be signed by all of the property owners. If there is more than one person listed on the title of the property, all owners need to sign the agreement.



Development Agreement continued...

Once the agreement has been signed, it needs to be returned to the Planning Department for signing by the Mayor and Clerk.

Once the agreement is signed by all parties, the Municipality's lawyer will register the Development Agreement on title.

As the applicant, you will be required to pay for the legal costs incurred through the preparation and registration of the Development Agreement.

For any questions or concerns about Development Agreements, please contact Roxanne Sweeney, Planning Clerk at rsweeney@mississippimills.ca or 613-256-2064 ext 507.

Zoning By-law Amendment or Minor Variance

Often severances will result in the need to amend the zoning on the property or receive a minor variance to vary the zoning provisions applicable to the property.

Both types of planning applications can take up to several months to complete so it is important to submit an application as soon as possible. Please visit our website for information on each type of application [Planning Applications - Mississippi Mills](#).

For any questions or concerns about Zoning By-law Amendments or Minor Variances, please contact Roxanne Sweeney, Planning Clerk at rsweeney@mississippimills.ca or 613-256-2064 ext 507.

Step Three – Clearance Letter

Once all the conditions that need to be satisfied related to the Municipality of Mississippi Mills have been met, Planning staff will send a clearance letter to Lanark County indicating that all conditions related to the Municipality have been satisfied. The Municipality will include you on the clearance letter to the County so that you are aware that the conditions related to the Municipality are satisfied.

It is important that you are aware of any other conditions in your Notice of Decision, what needs to be completed to satisfy the conditions and which agency has the authority to clear those conditions. Here are some helpful points and contact information for other conditions:

Lanark County

The review of surveys or stamping of deeds is under the authority of Lanark County. Contact the Planning Department at Lanark County for information [Development and Land Use Planning - Lanark County](#)

The issuance of entrance permits on County Roads is under the authority of Lanark County. Contact the Public Works Department at Lanark County for information [Entrance Permits - Lanark County](#)

Mississippi Valley Conservation Authority (MVCA)

The MVCA often will need to clear conditions related to their Regulated Areas. Contact the MVCA for information [Development & Permits - Mississippi Valley Conservation Authority \(mvc.on.ca\)](#)