



# APPLICATION FOR PART LOT CONTROL EXEMPTION Under Section 50(5) of the Planning Act

## THE UNITED COUNTIES OF LEEDS AND GRENVILLE

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### Member Municipalities:



**What can be Approved:** Section 50 of the Planning Act allows a municipality to pass a by-law for consideration of approval by the Counties, that excludes lands within a registered plan of subdivision from the Planning Act's part lot control regulations (which otherwise prevent further division of lots or blocks). This allows a land owner to divide lots and blocks of land for sale, conveyance, lease or mortgage. It usually is used for townhouse developments after construction has started to accurately set the boundary lines between the townhouse units. As long as no new roads and services are required and the nature/character of the subdivision and the current lot pattern is maintained, property owners can also apply for a Part Lot Control Exemption for:

- minor changes to lots or blocks;
- long term leases for stores in shopping centres;
- street width adjustment;
- servicing easements;
- lot realignments within non-residential plans of subdivision.

**The Counties will only process applications for part lot control exemption to create lots where the development has been subject to a previous planning application.**

**Pre-Consultation:** Applicants should consult with the Counties Planning Department and the local municipality before submitting an application. A draft reference plan (with buildings) is recommended at this stage and may be required at application stage for zoning review.

**Application Fees:** Please refer to the fee guideline at [Planning Services - Leeds & Grenville \(leedsgrenville.com\)](http://leedsgrenville.com) for applicable Counties and local municipal processing fee. Both are payable at the time of application. Counties fees can be paid by cheque or credit card (over the phone). Municipal fees can be accepted by the Counties (via cheque payable to the applicable municipality) or evidence of direct payment to the municipality can also be accepted. Once the application is circulated, there are no Counties fee refunds.

**Required Information:** To avoid delays information supplied must be complete and accurate. Incomplete applications will be returned. All applications must be signed. Metric units should be used. Please type or print.

**Process:** Please refer to the attached [Appendix 1](#), for details on the process for lifting of Part Lot Control.

### **Submission Checklist:**

- Application fee(s)
- 1 original completed application with signatures
- 2 copies of any scaled Reference Plan of the subject lands and proposed division
- 2 copies of applicable M-Plan and any other plans mentioned in the legal description
- Digital copies of application, plans and any supporting information identified in pre-consultation

UNITED COUNTIES USE ONLY	
File Number:	
Date Submitted:	Date Deemed Complete:
MUNICIPAL USE ONLY	
File Number (if different than above):	
Date Received by Municipality:	Municipal Fee Received:

**1.0 BACKGROUND INFORMATION**

Have you pre-consulted prior to application?  Yes  No  Date (dd/mm/yyyy)

**2.0 APPLICATION REQUEST**

**2.1 Type:**  New Application (3 year maximum)  Desired timeframe: \_\_\_\_\_

Extension of By-law. Please indicate the by-law number and the date it was passed:  
 By-law Number  Date Passed (dd/mm/yyyy)

**2.2 Purpose:**

- |             |   |                 |                                     |   |
|-------------|---|-----------------|-------------------------------------|---|
| Residential | <input type="checkbox"/> Townhouse*           | Non Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Correction of Title  |
|             | <input type="checkbox"/> On-street Townhouse* |                 | <input type="checkbox"/> Industrial |   |
|             | <input type="checkbox"/> Semi-detached        |                 |                                     | <input type="checkbox"/> Creation of Easement |
|             | <input type="checkbox"/> Detached             |                 |                                     |   |

\*If this application is for Townhouse Units, were these townhouses approved through the plan of subdivision process or a separate site plan application?  Approved through Plan of Subdivision

In process via Site Plan Control. File No.

Approved via Site Plan Control. File No.

**2.3 Select:** Conversion to freehold units or lots for  New Construction or  Existing Rental Stock  N/A

**2.4 Exemption Details:** Plan No.

Lots/Blocks (indicate which)	Number of Lots Proposed	Use

A copy of each Reference Plan and other plans referred to in the legal description are to be attached to this Application.

**3.0 PROPERTY INFORMATION**

Street (with Civic Address if Applicable)		
Municipality	Lot No.	Concession No.
Former Township.		
Registered Plan No.		
Assessment Roll No.		
Property Index Number (PIN) - required		
Full Legal Description <u>must</u> include all instrument numbers and easements (or attach page)		

**4.0 CONTACT INFORMATION**

**4.1 Detailed Contact Information** (Please complete in full)

Name	Mailing Address	Contact Information
Registered Owner*		Tel. Email
Applicant/Agent**		Tel. Email
Ontario Land Surveyor		Tel. Email

\* If a numbered company provide name, address and contact information of principal owner.

\*\* An owner's authorization is required in Section 8, if the applicant is not the owner.

**4.2 Indicate the contact for this application** (check one please)

- Owner     Applicant/Agent     Owner & Applicant/Agent

**5.0 EXISTING USE(S) OF PROPERTY TO BE INCLUDED IN THE BY-LAW**

(a) Property is  vacant or  improved. If vacant, go to Section 6. If improved, complete this section.

(b) If improved, describe nature of improvements \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(c) Complete table for all Existing Buildings or Structures on the Property if no Survey

Refer to enclosed building location survey

Buildings or Structures (per unit)	All Yard Setbacks				Building Dimensions	Ground Floor Area	Building Height
	Front	Rear	Side	Side			
1							
2							
3							
4							
5							
6							

**6.0 PROPOSED BUILDINGS**

Intended Use	Residential Units	Lot Nos. Block Nos. or Letters
TOTAL		

**7.0 OTHER APPLICATIONS**

Please indicate all corresponding Consent, Condominium, Subdivision, Site Plan or Variance Files or adjacent or associated file(s).

File No.	Purpose
Status	
File No.	Purpose
Status	
File No.	Purpose
Status	

**8.0 OTHER INFORMATION (ATTACH PAGES IF REQUIRED)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9.0 AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**  N/A

I/We, \_\_\_\_\_, am the owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**10.0 AFFIDAVIT OR SWORN DECLARATION**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Commissioner of Oaths

**11.0 CONSENT OF OWNER REGARDING THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/We, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner