

# COUNTY OF WELLINGTON AND TOWNSHIP OF WELLINGTON NORTH

## Application for Part Lot Control Exemption By-law

### GUIDELINES AND EXPLANATORY NOTES

**Introduction:** The submission of an application to the municipality to seek approval for a Part Lot Control Exemption By-law is provided for under Section 50 (7, 7.1 through to 7.5) of The Planning Act, R.S.O. 1990, as amended. This form is to be completed and accompanied with the required fee prior to municipal consideration and final approval by the County of Wellington.

#### **Pre-Consultation**

Pre-consultation may be mandatory for a part lot control exemption by-law application. Please contact Darren Jones, Chief Building Official for confirmation. 519-848-3620, Ext. 4462

**General Purpose:** An application for approval of a Part Lot Control Exemption By-law is generally submitted for the purpose of reconfiguring existing lots or blocks within a Registered Plan of Subdivision in order to facilitate further development (e.g. semi-detached, townhouses, commercial or industrial units). Requests for exemption from Part Lot Control that will have the effect of creating a new lot(s) will only be considered for land that was subject to a planning application which involved formal public notice (e.g. zoning or minor variance) and clearly indicated the potential reconfiguration of the property. Proposals for the creation of a new lot(s) not consistent with the above, are to be considered through the Land Division (consent) process.

**Application Fees:** Each application must be accompanied by the application fee in the form of a cheque/cash/money order payable to the **Township of Wellington North**. This fee shall be considered a deposit which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the above noted application fee, the applicant shall provide the municipality with an additional deposit of **\$500.00** or may be requested to pay the outstanding balance. Alternatively, if the application costs are less than the deposit, the balance will be returned once all matters are finalized. There is an additional fee which will be payable to the County of Wellington for final approval of the by-law if the by-law is passed by your municipality.

**Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section 9).

**Drawing:** All applications for a Part Lot Control Exemption By-law must include:

A **drawing to scale which has been prepared by a Surveyor, Engineer or Planner** which shall include the following applicable items:

- the proposed development of the site and proposed new ownership boundary lines and,
- Dimensions of new parcels
- Abutting properties
- Driveways and lanes
- North arrow
- Other features (bridges, wells, railways, septic systems)
- Distance to lot lines
- Abutting land uses
- Natural features
- Public roads, private roads, allowances, rights-of-way
- Easements, restrictive covenants
- Parking and loading areas
- Municipal Drains/Award Drains

**Reference Plans:** The applicant will be required to prepare and submit a Reference Plan prior to approval of an exemption by-law that illustrates the reconfigured lots/blocks to be created.

**Approval Process:** Upon receipt of an application, the required fee and other information as may be required, the Clerk of the municipality may notify the applicant or agent to attend a meeting with Municipal Council to present the proposal. It is in the applicant's (agent's) best interest to be present at this meeting.

#### **Fees:**

**Township of Wellington North Application: \$1,030.00** Part Lot Control Exemption By-law (Initial Filing)

**County of Wellington** Part Lot Control Exemption By-law: [refer to Planning & Land Division Fee Schedule](#) (Final Approval)

**Copies:** The original commissioned copy of this application, with pdf drawings and other information as may be specified shall be required. **The Deposited Registered Plan is Required with submission.**

**PART LOT CONTROL EXEMPTION BY-LAW APPLICATION FORM**

**COUNTY OFFICE USE ONLY**

**LOCAL OFFICE USE ONLY**

**COUNTY FILE NUMBER:** \_\_\_\_\_

**LOCAL FILE NUMBER:** \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Received (Completed): \_\_\_\_\_

Date Fee Received: \_\_\_\_\_

**1. TYPE and PURPOSE of APPLICATION:**

- a) Reconfiguration of lots/blocks on registered plan or subdivision.  
( ) Creation of townhouse lots  
( ) Creation of semi-detached lots  
Date and Number of Registered Plan \_\_\_\_\_ or Subdivision File Number \_\_\_\_\_.
  
- b) Reconfiguration of lots/blocks on registered plan or subdivision.  
( ) Creation of commercial lots  
( ) Creation of industrial lots  
Date and Number of Registered Plan \_\_\_\_\_ or Subdivision File Number \_\_\_\_\_.

**2. APPLICANT INFORMATION:**

a) **Registered Owner's Name** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

b) **Applicant (Agent) Name**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

c) **Surveyor Name:**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

d) **Did you have a PRE-CONSULTATION MEETING with Planning Staff before filling out this application?**

Yes:  No:

If **YES**, please indicate the person/people you have met/spoken with:

\_\_\_\_\_

**3. PROVIDE A DESCRIPTION OF THE SUBJECT PROPERTY:**

a) Lot(s) Block(s) \_\_\_\_\_ Registered Plan # \_\_\_\_\_ Subdivision File # \_\_\_\_\_  
Municipal Address (if applicable) \_\_\_\_\_

b) **Are there any easements, restrictive covenants affecting the subject lands?** YES [ ] NO [ ]  
If YES, supply a copy of such documents or provide a brief description of registered instrument number(s).

\_\_\_\_\_  
\_\_\_\_\_

c) Current number of Lots \_\_\_\_\_ Proposed number of Lots after approval of By-law \_\_\_\_\_

**4. PROPOSED LAND USE and DEVELOPMENT:**

What is the current Official Plan Designation? \_\_\_\_\_

What is current Zoning Category? \_\_\_\_\_

Does proposal comply with present zoning? YES [ ] NO [ ]

Proposed Use: \_\_\_\_\_

**5. ADDITIONAL INFORMATION:**

- |  |         |        |
|--|---------|--------|
| a) Has a site plan agreement been entered into?                        | YES [ ] | NO [ ] |
| b) Is the draft reference plan consistent with the approved site plan? | YES [ ] | NO [ ] |
| c) Has a building permit been issued?                                  | YES [ ] | NO [ ] |
| d) Is the proposed development under construction?                     | YES [ ] | NO [ ] |

**6. SERVICING INFORMATION:**

a) WATER SUPPLY: Municipal [ ] Other [ ] \_\_\_\_\_

b) SEWAGE DISPOSAL: Municipal [ ] Other [ ] \_\_\_\_\_

c) STORM DRAINAGE: Storm Sewers [ ] Other [ ] \_\_\_\_\_

d) ROAD ACCESS: Provincial [ ] County [ ] Local [ ] Other [ ] \_\_\_\_\_

**7. STATUS OF OTHER PLANNING RELATED APPLICATIONS:**

7.1 Is the subject land the subject of any other planning applications (e.g. consent application, minor variance, zoning amendment, site plan approval)?

YES [ ] NO [ ] If YES, please provide some details, e.g. file no., status of application

\_\_\_\_\_

**8. UNDERTAKING REGARDING REFERENCE PLAN**

I (we) \_\_\_\_\_ the applicants(s) do hereby undertake to provide to the County of Wellington a full copy of the deposited reference plan(s) which will be used in the conveyancing of the parcels which are created as the result of the final approval of a Part-Lot Control Exemption By-law which may become applicable to the subject lands of this application.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**9. OWNER'S AUTHORIZATION (If an agent is employed, the registered owner(s) must complete the following:**

I, (we) \_\_\_\_\_ being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit an application for part lot control exemption by-law.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: If the Owner is an incorporated company, the company seal shall be applied. If there is no company seal, a statement of authority to bind is required.

**10. DECLARATION: (This must be signed in the presence of a Commissioner)**

I, (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County/Region of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I (we) make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

Signature of Owner of Authorized Agent \_\_\_\_\_

**DECLARED** before me at the \_\_\_\_\_ of \_\_\_\_\_

In the County/Region of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of Commissioner \_\_\_\_\_

Printed name of Commissioner \_\_\_\_\_

**11. APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation,

I, \_\_\_\_\_

the Owner/Applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Signature of Owner/Applicant \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO  
YOUR LOCAL MUNICIPAL OFFICE**