

BACKGROUND INFORMATION

This process pertains to an application for Part Lot Control pursuant to *Section 50* of the *Planning Act*. Part Lot Control has the effect of preventing the division of land in a Registered Plan, other than that allowed for in the approved Plan of Subdivision, without further approvals. The Part Lot Control provisions of the *Planning Act* allow a municipality to pass a By-law to remove Part Lot Control from all or any part of a registered Plan of Subdivision. Such a By-law has the effect of allowing the conveyance of a portion of a lot.

Prior to the Municipality processing the application, it is **required** that one (1) digital and/or hard copy of the attached application form be **COMPLETED**, one (1) digital copy of the Reference Plan, one (1) digital copy of the Registered Plan be submitted, and the processing fee(s), as approved by Council in the North Middlesex Fee By-law be submitted. **A Pre-Consultation with the Municipal Planner and additional Municipal staff as may be required for the subject application, is strongly recommended prior to submitting an application.**

PLEASE NOTE

- The application must be completed in metric units
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by the Committee of Adjustment prior to a decision being issued.
- Any external consultants' or agency costs that the Municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conversation Authority reviews.
- The County of Middlesex is the approval authority.

SUBMISSION REQUIREMENTS

- One (1) digital and/or hard copy of the commissioned application form
- One (1) cover letter detailing the request for Part Lot Control exemption
- One (1) digital copy of the Reference Plan
- One (1) digital copy of the Registered Plan
- Associated fee
- Supporting documents as determined in the Pre-Consultation meeting

The documents noted above must be submitted to:

1) **Municipality of North Middlesex**
229 Parkhill Main St
Parkhill, ON N0M 2K0
Attention: Planning Department

OR

2) **Ashley Sawyer, Planner**
Middlesex County
asawyer@middlesex.ca

APPLICATION PROCESS

STEP 1

Pre-consultation discussion with the Planner.

The pre-consultation discussion will review the purpose of the application, identify application requirements, and review application material for completeness. Failure to pre-consult may result in a delay. More than one (1) pre-consultation meeting may be required.

Applicants are strongly encouraged to seek their own independent legal advice concerning any legal matters raised by an application, including the meaning of references made to legislation within this document.

STEP 2

Submit a complete application, any required documents, and the applicable fees to the Municipality.

The application **must** be signed and commissioned, either at the Municipal office with a Commissioner of Oaths, a notary public, lawyer or paralegal.

STEP 3

Application received and reviewed for completeness.

The file is opened and timelines for processing are established by the Municipality in accordance with the *Planning Act*. If all documents have been submitted, the application may be deemed complete.

STEP 4

By-law.

The By-law will be prepared and taken to local Municipal Council for consideration. Expiration dates for registration are typically two (2) years from the date of passing of the By-law.

**STEP 5****County submission.**

The applicant must submit the Part Lot Control one (1) digital copy package to the County for review and final approval.

Contents of Package

- Letter detailing the request for PLC exemption
- One (1) copy of by-law
- Cheque payable to Middlesex County – \$200
- Reference Plan
- Registered Plan

The package must be sent to Middlesex County at:

planning@middlesex.ca.

**STEP 6****Final approval.**

The Director of Planning Services at Middlesex County is the delegated approval authority for Part Lot Control exemption applications. The Director will review and grant final approval should all requirements be met, and the applicant will be notified.

**STEP 7****Registration.**

The owner's lawyer must send a copy of the registered By-law to the County and the Municipality.

For further information, please visit the Municipality's website at
www.northmiddlesex.on.ca/services/planning-services

For questions pertaining to the application(s) prior to submission, contact:

Ashley Sawyer, Planner

Middlesex County

Email: asawyer@middlesex.ca

Tel: (519) 930-1009



FOR OFFICE USE ONLY	
Local File Number:	
County File Number:	
Date Received:	
Received By:	

Part Lot Control Exemption Application

PURSUANT TO SECTION 53 OF THE PLANNING ACT

Date of Application:	
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1. APPLICANT INFORMATION	
1a. Registered Owner(s)	
Name(s):	
Address:	
Town:	Postal Code:
Phone:	Cell:
Email:	
1b. Applicant <i>(if the applicant is different than the property owner(s))</i>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Email:	
1c. Agent <i>(authorized by the owner(s) to file the application)(if applicable)</i>	
Name:	

Address:					
Town:	Postal Code:				
Phone:	Cell:				
Email:					
1d. All communication is to be directed to:					
<input type="checkbox"/>	Owner/Purchaser	<input type="checkbox"/>	Applicant	<input type="checkbox"/>	Agent

2. DESCRIPTION OF SUBJECT LAND	
Geographic Township:	Street Address:
Concession(s):	Lot(s):
Registered Plan:	Part(s):
Reference Plan:	Municipal Roll Number:

3. TYPE AND PURPOSE OF APPLICATION	
3a. Reconfiguration of lots/blocks on registered Plan of Subdivision.	
<input type="checkbox"/>	Creation of individual lot(s) for single, semi-detached or townhouses
<input type="checkbox"/>	Creation of servicing easements in Registered Plan
<input type="checkbox"/>	Minor redesign to lots or blocks in a Registered Plan of Subdivision
<input type="checkbox"/>	Sale of part lots created through road widening
<input type="checkbox"/>	Creation of commercial or industrial lots
	Date and Number of Registered Plan _____
	Subdivision File Number _____

	<p>Current Number of Lots _____</p> <p>Proposed Number of Lots _____</p>
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4. EASEMENTS OR RESTRICTIVE COVENANTS	
4a. Are there any easements or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please provide a description of each easement or covenant and its effect. Please supply a copy of such documents including their registered instrument number(s) as part of the application submission.</p>	

5. PROPOSED LAND USE AND DEVELOPMENT:	
5a. Official Plan Designation	
5b. Zoning	
5c. Does the proposal comply with the current zoning?	
5d. Proposed Use:	

6. INFRASTRUCTURE AND OPERATIONS			
6a. How is the subject property accessed?			
<i>Please provide information for only those that apply. Please include street name(s).</i>			
Provincial:		County:	
Municipal Road:		Other:	
Right of Way:		Water:	

6b. How is the subject property serviced?*Please provide information for only those that apply. Please include street name(s).*

Water		Sewage	
Municipal:		Municipal:	
Private:		Private:	
Other:		Other:	
Storm			
Storm sewers:		Ditches:	
Other:		Swales:	

7. OTHER PLANNING APPLICATIONS ON SUBJECT PROPERTY

An Official Plan Amendment application under the <i>Planning Act</i> . If yes, provide the following: File No. _____ Status: _____	Yes	No
A Zoning By-law Amendment application under the <i>Planning Act</i> . If yes, provide the following: File No. _____ Status: _____	Yes	No
A Minister's Zoning Order under the <i>Planning Act</i> . If yes, provide the following: File No. _____ Status: _____	Yes	No
A Plan of Subdivision application under the <i>Planning Act</i> . If yes, provide the following: File No. _____ Status: _____	Yes	No

<p>A Consent application under the <i>Planning Act</i>.</p> <p>If yes, provide the following: File No. _____</p> <p style="text-align: center;">Status: _____</p>	Yes	No
<p>A Minor Variance application under the <i>Planning Act</i>.</p> <p>If yes, provide the following: File No. _____</p> <p style="text-align: center;">Status: _____</p>	Yes	No

8. APPLICATION CHECKLIST	
	<p>One (1) cover letter detailing the Part Lot Control exemption request</p>
	<p>One (1) digital copy of the Reference Plan <i>All existing buildings and structures on the property and their setbacks must be shown.</i></p>
	<p>One (1) digital copy of the Registered Plan</p>
	<p>Municipal Fee <i>Please note the County of Middlesex fee is payable via cheque separately to the County.</i></p>

STATUTORY DECLARATION

I, _____ of the _____
(First and Last Name) (Name of City, Town, Township, Municipality, etc. where you reside)

in the _____ . SOLEMENLY
(Name of County, Region or District where you reside)

DECLARE THAT the information provided in this application is true AND I 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 virtue of the *Canada Evidence Act*.

Declared before me at the _____
(Name of City, Town, Township, Municipality, etc. where signed)

in the _____ this _____ day of
(Name of County, Region or District where signed)

_____ 20 _____.
(Month) (Year)

A Commissioner of Oaths

Applicant or Authorized Agent*

AGENT AUTHORIZATION

IF an agent is applying on behalf of an applicant/owner, written authorization from the owner must accompany this application.

I, _____, being the legal owner of property subject to this
(First and Last Name)

application, hereby acknowledges and give consent to this application dated at

_____ this _____ day of
(Name of City, Town, Township, Municipality, etc. where signed)

_____ 20_____.
(Month) (Year)

Signature of Owner