



PART LOT CONTROL

INFORMATION SHEET FOR APPLICANT

Revised: April 2010

The submission of an application to the Municipality for Exemption from Part Lot Control is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of this information sheet is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the Planning Department.

COMPLETION OF APPLICATION

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

APPLICATION FEE

The application fee of \$300.00 per block is to be paid at the time of application, by cheque payable to "Town of Arnprior". Also note that a fee of \$300.00 is to be paid at the application, by cheque payable to "County of Renfrew", to be forwarded to the County of Renfrew with the by-law adopted by Council.

PLAN REQUIRED

This application **must** be accompanied by:

- **3 copies** of the Reference Plan (**all existing buildings, foundations and setbacks to be show**);
- **1 copy** of the Owner's Authorization/Declaration;
- **1 copy** of the O.L.S. Certificate of Frontages and Areas (showing frontage at street line and at the minimum front yard setback from street line, area of each part shown on reference plan and use of each part i.e. easements, right of ways, etc.);
- **1 copy** of Engineer's letter (including a brief description of existing and/or proposed municipal services, confirming that all service utility connections are in place to suit the new lot lines).

AUTHORIZATION

If the applicant is not the owner of the subject land, a written statement by the owner, which authorizes the applicant to act on behalf of the owner, as it relates to the subject application, must accompany the application.

AFFIDAVIT

The contents of the application and appendices must be validated by the applicant in the form of an affidavit to the application. The affidavit must be signed in the presence of a Commissioner of Oaths.

MUNICIPALITY OF THE TOWN OF ARNPRIOR

EXEMPTION FROM PART LOT CONTROL GUIDELINES

The Town of Arnprior can pass a by-law exempting a parcel of land situated in a registered plan of subdivision from part lot control to allow the registration of a reference plan to divide the land into a number of parcels or to change existing lot lines.

The applicant is required to file a complete application. A file number will not be assigned and the processing of the application will not commence until all the required material has been submitted.

To proceed with an exemption from part lot control, the proposal **must** conform to the Town of Arnprior's Official Plan and Zoning By-law. If not, a rezoning or minor variance application must be submitted, approved and finalized prior to Council enacting the exemption part lot control by-law.

The application will be reviewed, and if deemed appropriate, a report and the exempting by-law will be forwarded to Council for approval.

Where site plan approval is required, applications for part lot control shall be submitted after the site plan approval is granted. Where site plan approval is not required part lot control exemption applications may be submitted after the registration of the M-Plan.

Additional information may be required by the Planning Department before the application can be processed or finalized. You will be notified should this be the case.

Once foundation plans are available they should be submitted to to confirm compliance with the Zoning By-law.

The Planning Department will not process any request for exemption from part lot control that will have the effect of creating additional lots within existing communities, unless the development proposed under the exemption from part lot control request had been subject to a planning application, which clearly indicated the proposed changes to the lot configuration and which involved public participation. Proposals for the creation of lots which do not meet the above criteria may be made through the land division process.

Subject to the above-noted condition, the Town of Arnprior will accept the following types of applications from exemption from part lot control:

- Creation of townhouse lots;
- Creation of semi-detached lots; and
- Mechanical severances such as additions to lots, the creation of easements and land dedications, etc.

MUNICIPALITY OF THE TOWN OF ARNPRIOR

APPLICATION FOR EXEMPTION FROM PART LOT CONTROL

The submission of this application must be accompanied with the Plans referred to herein, together with the required fee in cash or by cheque made payable to the **Corporation of the Town of Arnprior** and a cheque made payable to the **County of Renfrew**.

This application **must** be accompanied by:

- **3 copies** of the Reference Plan (all existing buildings, foundations and setbacks must be shown);
- **1 copy** of the Owner's Authorization/Declaration;
- **1 copy** of the O.L.S. Certificate of Frontages and Areas (showing frontage at street line and at the minimum front yard setback from street line, area of each part shown on reference plan and use of each part i.e. easements, right of ways, etc.);
- **1 copy** of Engineer's Letter (including a brief description of existing and/or proposed municipal service, confirming that all service utility connections are in place to suit the new lot lines).

The owner of the land, or the applicant, should complete the following **Application Form** and **Owner's Authorization/Declaration** and submit them along with the necessary documents to:

Planning Department
Town Hall
105 Elgin Street West
Arnprior, ON K7S 0A8
Phone: (613) 623-4231 ext. 223
Fax: (613) 623-9960 Email: rsmith@arnprior.ca

NOTE: Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Planning Department in the processing of applications for exemption from part lot control. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Planning Services Department. This information may also be released to the public. Questions about the collection of this information should be directed to the address above.

***Applicants should review this application with the
Planning Department before submitting***

MUNICIPALITY OF THE TOWN OF ARNPRIOR
APPLICATION FOR PART LOT CONTROL

PLEASE PRINT

File No. _____

PART I GENERAL INFORMATION

1. APPLICANT / OWNER INFORMATION

Name(s): _____

Address: _____

Phone #: Home: () Work: () Fax: ()

2. SOLICITOR INFORMATION

Name(s): _____

Address: _____

Phone #: Home: () Work: () Fax: ()

3. AGENT INFORMATION

Name(s): _____

Address: _____

Phone #: Home: () Work: () Fax: ()

4. ONTARIO LAND SURVEYOR INFORMATION

Name(s): _____

Address: _____

Phone #: Home: () Work: () Fax: ()

5. ENGINEER INFORMATION

Name(s): _____

Address: _____

Phone #: Home: () Work: () Fax: ()

(ENGINEER: UNDER SEPARATE LETTER PROVIDE A BRIEF DESCRIPTION OF EXISTING AND/OR PROPOSED MUNICIPAL SERVICES, CONFIRMING THAT ALL SERVICE UTILITY CONNECTIONS ARE IN PLACE TO SUIT THE NEW LOT LINES)

6. CASH-IN-LIEU OF PARKLAND BEEN PAID? YES NO

7. SITE LOCATION INFORMATION

Address: _____

Legal Description: _____ (Lot/Block)

Registered No.: _____

Reference Plan: _____

PART II SITE LOCATION INFORMATION

8. PROPOSAL (Provide a brief description, including land use)

9. NUMBER OF LOTS TO BE CREATED BY TYPE

Semi-detached Units: _____

Townhouses: _____

Other (please specify): _____

10. BUILDING PERMITS

Please list any Building Permit numbers:

PART III OWNER'S AUTHORIZATION & DECLARATION

11. AUTHORIZATION

I/we hereby authorize _____ to act on my/our behalf
in the matter of this application for Part Lot Control.

Signature of Owner

Signature of Owner

12. DECLARATION

This declaration below must be signed in the presence of a Commissioner of Oaths for taking affidavits. This may be done when presenting your application at Town Hall.

I, _____ of the _____ of

_____ in the _____ of _____,

Solemnly declare that all the statements contained in this application are 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 by virtue of the Canada Evident Act. Further upon completion of all conveyances, I will so advise the Town of Arnprior.

Declared before me at the _____ of _____, _____ in the
_____ of _____ this ___ day of _____, 2___.

Signature of Applicant or Authorized Agent

A Commissioner, etc.