



# PART LOT CONTROL

## INFORMATION SHEET FOR APPLICANT

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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 \$325.00 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 and setbacks to 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 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**

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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 Services 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 the Building Department, Zoning Section, to confirm compliance with the Zoning By-law.

The Planning Services 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**

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*Fax No. (613)623-9960*

*E-mail: [rsmith@arnprior.ca](mailto:rsmith@arnprior.ca)*

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**.

This application **must** be accompanied by:

- **3 copies** of the Reference Plan (all existing buildings 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

**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:

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](mailto:rsmith@arnprior.ca)

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

MUNICIPALITY OF THE TOWN OF ARNPRIOR  
**APPLICATION FOR PART LOT CONTROL**

*\*PLEASE PRINT\**

File No. \_\_\_\_\_

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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: \_\_\_\_\_

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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:

\_\_\_\_\_

\_\_\_\_\_

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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.