



File No. : D12/ _____

Application for Part Lot Control Exemption

(under Section 50(5) of the Planning Act, RSO 1990, as amended)

A Natural Attraction

For Office Use Only:

Date Received:	Date Complete:	File #'s: 12T(QW)-	Fee Paid - \$ Chq #: Receipt #:	Fee Paid - \$ Chq #: Receipt #:
----------------	----------------	-----------------------	---------------------------------------	---------------------------------------

This application for approval under Section 50 of the Planning Act must be **fully completed** to the satisfaction of the City of Quinte West, before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the City Clerk, City of Quinte West, at 613-392-2841. *Identifies required information in accordance with the Planning Act, R.S.O. 1990, as amended.

1. *Applicant Information:

1.1 Name of Owner: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail Address: _____

1.2 Name of Agent: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail Address: _____

Note: All correspondence, notices, etc. initiated by the City in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will be directed to the Applicant, where the Registered Owner is a numbered company, please indicate a project or development name.

2. *Location and Description of Subject Property:

2.1 Civic (911) Address: _____

Lot(s) or Part Lot(s): _____ Concession: _____ Ward: _____

Registered Plan: _____ Lot(s)/Block(s)#: _____

Reference Plan: _____ Part(s) #: _____

2.2 Dimension of Subject Property (metric):

Area: _____ Frontage: _____ Depth: _____

3. **Type and Purpose of Request for Removal from Part Lot Control** (check applicable):

3.1 Residential

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Semi-detached dwellings (lots were created under plan of subdivision) |
| <input type="checkbox"/> | Semi-detached lots (other than semi-detached lots created under plan of subdivision) |
| <input type="checkbox"/> | Townhouse lots (townhouse blocks created under plan of subdivision) |
| <input type="checkbox"/> | Townhouse lots (other than townhouse blocks created under plan of subdivision) |
| <input type="checkbox"/> | Correction of Title |
| <input type="checkbox"/> | Addition to a Lot |
| <input type="checkbox"/> | Other (please specify): |

3.2 Non-Residential

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Exemption of entire subdivision |
| <input type="checkbox"/> | Creation of a new lot (# of new lots proposed) |
| <input type="checkbox"/> | Correction of Title |
| <input type="checkbox"/> | Addition to a Lot |
| <input type="checkbox"/> | Other (please specify): |

4. **Previous, Current & Proposed Land Uses:**

- 4.1 What was the previous use of the subject lands: _____
- 4.2 Date of acquisition of subject lands: _____
- 4.3 Existing use(s) of the subject lands: _____
- 4.4 Length of time the existing use(s) have continued: _____
- 4.5 Date of construction of all buildings and structures on subject lands: _____
- 4.6 Proposed use of the subject lands: _____

5. **Description of Easements / Encumbrances:**

- 5.1 Are there any existing easements, rights-of-way, restrictive covenants, etc., affecting the subject lands **Yes** ☐ **No** ☐ If Yes, identify below and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant, etc.:

- 5.2 Are there any proposed easements, rights-of-way, restrictive covenants, etc., affecting the subject lands **Yes** ☐ **No** ☐ If Yes, identify below and indicate on a site plan, the nature and location of the easement, right-of-way, restrictive covenant, etc.:

6. *Official Plan Status

6.1 What is the land use designation of the subject lands in the City's Official Plan?

6.2 Does this application conform to the Official Plan? ☐ Yes ☐ No

Has an associated Official Plan Amendment application been submitted? ☐ Yes ☐ No

If Yes, provide: City File Number: _____

Status of Application: _____

7. *Zoning By-law Status

7.1 What is the zoning of the subject lands in the applicable City Zoning By-law?

7.2 Does the subject property need to be rezoned to accommodate the proposal?

☐ Yes ☐ No

7.3 Has an associated Zoning By-law Amendment application been made? ☐ Yes ☐ No

If Yes, provide: City File Number: _____

Status of Application: _____

8. Other Information

8.1 Is there any other information that may be useful to the review of this development proposal (e.g. efforts made resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

9. Indemnification for Cost Recovery

The Owner/Applicant agrees to reimburse and indemnify the City of all fees and expenses incurred by the City to process the application. The application processing fee is non-refundable. In accordance with the applicable Fees and Charges By-law, a deposit, as determined by the Director of Planning & Development Services or Manager of Planning Services shall be submitted to the City to be held in trust for all Draft Plans of Subdivision / Condominium and Part Lot Control Exemption applications at the time of application. The deposit shall cover such items as planning reviews, legal fees, technical review fees and other fees incurred by the City through the processing of an application. A minimum balance of \$2,000 is to be maintained in the Trust Deposit account for Plans of Subdivision / Condominium and Part Lot Control Exemption applications. If there is a balance remaining in the Trust Deposit account once all conditions have been met and the file is closed, it will be refunded to the Owner/Applicant.

The Owner/Applicant agrees to further reimburse and indemnify the City of Quinte West of all fees and expenses incurred by the City attributable to proceedings before the Local Planning Authority Tribunal (LPAT) or any court of other administrative tribunal if necessary to defend Council's decision to support the application. This includes the deposit with the City of such monies as required by the City of Quinte West's Tariff of Fees By-law as amended to defend appeals brought before the LPAT by parties other than the Applicant/Owner or City. Failure to replenish the deposit account may result in delays in processing the application. Expenses can include, but are not limited to , administrative, technical and planning staff time, advertising fees and disbursements of consultants, engineers and other technical advisors and legal fees and disbursements on a solicitor client basis.

10. *Consent of Owner:

Consent for Permission to Enter

I/We, _____, am/are the Owner(s) of the land that is subject to this application for Part Lot Control Exemption and give permission for Municipal Staff to enter onto the subject lands for the purpose of inspecting the lands to evaluate the merits of the application.

Signature of Owner(s)

Declared before me at the _____ of _____ this _____ day of _____, 20____.

Signature of Commissioner, etc.

11. *Authorizations

If the applicant is not the owner of the land that is subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Appointment of Authorized Agent

I, _____ of the _____ of _____
in the _____ of _____ am the owner of the land that is subject to this
application for Part Lot Control Exemption and I hereby authorize (full name and address including
postal code):

Name: _____

Address: _____

Phone: _____

Email: _____

Signature of Agent

to make this application and to act as Agent on my behalf.

Signature of Owner

Authorization of Owner for Agent to Provide Personal Information

I, _____ am the owner of the land that is subject to this
application for approval of plan of subdivision (or condominium) and for the purposes of the
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I hereby authorize my
agent, _____, to provide personal information that will be
included in this application or collected during the processing of the application.

Signature of Owner

Sworn (or declared) before me at the _____ of _____ in the
_____ of _____ this _____ day of _____ 20____

Signature of Commissioner, etc.

12. *Declaration:

Affidavit or Sworn Declaration

I, _____ of the _____ of _____
in the _____ of _____ 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.

Applicant

Sworn (or declared) before me at the _____ in the _____
_____ this _____ day of _____ 20____

Signature of Commissioner, etc.



Application for Part Lot Control Exemption Guidelines & Directions for Applicants

A Natural Attraction

General Information

- 1) The part lot control exemption provisions of the Planning Act, apply only properties located within registered plans of subdivision.
- 2) The applicant is required to file a complete request. A file number will not be assigned and the processing of the application will not commence until all the required material has been submitted.
- 3) If this application does not conform with the City of Quinte West Comprehensive Zoning By-law, a rezoning or minor variance application must be submitted, approved and finalized prior to Council enacting the exempting part lot control by-law.
- 4) Additional information may be required by Planning & Development Services, before this application can be processed or finalized. You will be notified should this be the case.

Expiration

All by-laws exempting lands from part-lot control shall expire three years after the date of the enactment of the exempting by-law. The City of Quinte West does not provide reminders regarding the expiry date. It is the responsibility of the Owner/Applicant to ensure that all land transfer are completed before the by-law expires.

Submit one copy of the completed application form and the following materials:

1. Fee (see Planning & Development Application Fees at www.quintewest.ca)
2. Certification from a consulting engineer advising that the proposed lot lines do not conflict with the location of lateral services, the drainage plans or proposed site plan items

3. # of Copies required to be submitted:

	Semi-detached Lots	Townhouse Lots	Industrial Plan of Subdivision
Draft reference plan (all existing buildings and all setbacks must be shown)	4	5	6
Surveyors schedule, indicating the following:	4	5	6
a. frontage at the street line <u>and</u> at 7.5m back from the street line			
b. area of each part shown on the reference plan			
c. use of each part (ie: easement, right-of-way, etc)			
Site plan, if applicable	4	5	6

If you are requesting exemption from Part Lot Control for an entire industrial plan of subdivision, the following additional information is required:

- 1) Two (2) copies of the Registered Plan of Subdivision;
- 2) Document general signed by the property owner(s) consenting to the registration of restrictions.