



PART LOT CONTROL EXEMPTION APPLICATION

COMPLETENESS OF THIS APPLICATION

The need for a formal Pre-Submission Consultation Meeting with the Township staff will be determined by the Manager of Development Services.

Should a formal Pre-Submission Consultation Meeting be required, the prospective applicant shall pay the Township of Wellesley **the prescribed, non-refundable pre-submission consultation meeting fee of \$100.00**, payable to the Township of Wellesley, prior to the pre-submission consultation meeting.

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 50 of the Planning Act. If the information, including copies of the proposed draft plan and fee are not provided, **the Township may return the application or refuse to further consider the application until receipt of all the required information and fee have been provided.**

This application form also sets out information (i.e. technical information or reports) that will assist the Township, the Region and others in the planning evaluation of the proposal. To ensure a prompt complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be refused.

DEPOSITS/FEEES

The completed **Part Lot Control Exemption** application must be accompanied by the prescribed **\$1,000.00** deposit and the prescribed \$400.00 fee per lot payable to the Township of Wellesley.

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to engineering, administrative and legal expenses).

Please note the application will not be accepted for processing until the deposit and fees are received.



PURPOSE OF PART LOT CONTROL EXEMPTION

Where land is within a registered plan of subdivision and the owner wishes to subdivide a lot or a block within such registered plan for the purpose of selling, conveying, leasing or mortgaging such part lots or part blocks, an owner may request the Township to pass a Part Lot Control Exemption By-law under Section 50 of the Planning Act.

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.

PART LOT CONTROL EXEMPTION PROCEDURE

An application for a Part Lot Control Exemption generally requires **approximately two (2) to three (3) months** to process. This procedure generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. Within **thirty (30) days** of the receipt of an application, the applicant will be notified in writing, whether the application is considered “complete”.
2. To proceed with an exemption from part lot control, the proposal **must** conform to the Township’s Official Plan and Zoning By-law.
3. If deemed necessary, within **fifteen (15) days** of the application being deemed complete, a “Notice of Application” will be circulated prescribed departments and agencies for comment.
4. Once all identified issues are resolved, a staff report and Part Lot Control Exemption By-law will be forwarded to Council for approval.
5. Once the by-law has been enacted by Council, copies are sent to the Regional Municipality of Waterloo, who are the final approval authority. When the Regional Municipality of Waterloo has approved the by-law, it is registered on the title of the land to which it applies by the Township. By registering the by-law on title, solicitors acting on future property transaction are advised that individual lot conveyances do not contravene the Planning Act.

Please Note:

No Part Lot Control Exemption By-law can be recommended to be approved if the municipality desires any conditions to be applied to the division of the subject lands.

Since the Part Lot Control Exemption By-law makes specific reference to the Reference Plan, any changes to the lotting configuration thereafter require a new application for PART LOT CONTROL EXEMPTION and the passing of a new by-law, to ensure compatibility with servicing.

Each Part Lot Control Exemption By-law in the Township of Wellesley shall remain in force and effect **for a period of one (1) year** from the date of its passing. Extensions to this date may be made prior to the date of its expiry at the discretion of the Manager of Development Services.



Township of Wellesley

4639 Lobsinger Line, St. Clements, ON, N0B 2M0
Office: 519.699.4611 | Fax: 519.699.4540

OFFICE USE ONLY		
Application #: PLCE	Date application and deposit received:	
Was there a Pre-Submission Meeting with staff? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Pre-Submission Meeting:	Date Application was deemed to be complete:	
TO BE COMPLETED BY APPLICANT (Please type or print neatly in blue or black ink)		
CONTACT INFORMATION		
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application		
All correspondence will be directed to the Agent (if any), unless otherwise requested.		
Registered Owner		
Name:		
Principal of Company (if Owner is a Company):		
Mailing Address:		
Phone:	Ext.:	Fax:
Email:		
Agent (If other than the registered owner)		
Name/ Primary Contact Person:		
Mailing Address:		
Phone:	Ext.	Fax:
Email:		
Ontario Land Surveyor		
Name/Company:		
Mailing Address:		
Phone:	Ext.	Fax:
Email:		
All persons or institutions who have any mortgage charge or encumbrance on the property		
Name:		
Mailing Address:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		
Lot Area:	Frontage:	Depth:



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TYPE AND PURPOSE OF TRANSACTION

Please check all that apply

<input type="checkbox"/>	Creation of new lot(s) involving change to lot lines shown on registered plan of subdivision	<input type="checkbox"/>	Creation of easement for rear yard access for street township dwellings.
<input type="checkbox"/>	Creation of Part Lots from Whole Lots or Blocks for semi-detached dwellings or street township dwellings.	<input type="checkbox"/>	Revision to lot line of previously approved Part Lot Control By-law Number _____
<input type="checkbox"/>	Creation of Part Lots from Whole Lots or Blocks for single-detached dwellings.	<input type="checkbox"/>	Re-application for expired approved Part Lot Control By-law Number _____
<input type="checkbox"/>	Creation of easements for zero side yard development	<input type="checkbox"/>	Other (explain)

Total Number of Lots (to be created): _____

DESCRIPTION OF PARTS TO BE SUBJECT TO PART LOT CONTROL BY-LAW (List all Parts which are the subject of this application; attach additional sheets as necessary)

	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	
Lot Area (m ²)							
Lot Frontage (m)							
Lot Coverage (%)							
Front Yard setback							
Rear Yard setback							
Landscaped open space							
Number of parking spaces							

SERVICES

	Sewage Disposal		Water Supply
<input checked="" type="checkbox"/>	<i>Service Type</i>	<input checked="" type="checkbox"/>	<i>Service Type</i>
	Publicly owned and operated piped sewage system		Publicly owned and operated water system
	Privately owned and operated individual septic system(s)		Privately owned and operated individual well
	Other (describe):		Other (describe):
	Do not know		Do not know
	Stormwater Drainage		Access
<input checked="" type="checkbox"/>	<i>Service Type</i>	<input checked="" type="checkbox"/>	<i>Service Type</i>
	Sewers		Provincial Highway
	Ditches or Swales		Regional Road
	SWM Pond		Township Road
	Infiltration Trenches		Water
	Other (describe):		Other (describe):
	Do not know		Do not know



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OTHER APPLICATIONS

Has the subject land ever been the subject of a Planning Act application(s), such as other zoning by-law amendment, consent, minor variance, etc.)?

YES NO

If YES, provide the file number and status of each application:

PLEASE REVIEW CHECKLIST ON THE FOLLOWING PAGE



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SUBMISSION CHECKLIST (please retain for your own information)

Formal Record of Pre-Submission Consultation issued by the Township of Wellesley (if a formal Pre-Submission Consultation Meeting was required).

Deposit:

\$1,000.00 – payable to the Township of Wellesley
- Administration & Planning Fees (to be deducted from deposit): \$400.00 per lot

The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application – including but not necessarily limited to engineering, administrative and legal expenses).

The Regional Municipality of Waterloo charges a fee (\$525.00) to approve a part lot control by-law.

Application:

The original of the completed and signed application form;

Hard copies AND electronic copies (.pdf) of all information and materials listed below. (The Planner will advise how many copies a required and to which agencies the material should be sent):

BRIEF PLANNING REPORT/COVER LETTER

REGISTERED PLAN

REFERENCE PLAN:

- Legal description of the subject lands;
- The true dimensions and bearing of the property;
- The location of all new lot lines proposed to be created with corresponding lot areas and lot widths indicated thereon;
- The location, dimensions and setbacks of all residential buildings or foundations thereof, as well as accessory buildings;
- The existing or proposed height and number of storeys of all buildings;
- As-built drawings (if applicable); and
- The location of driveways and parking areas including garages (specify when garages are attached).

ONTARIO LAND SURVEYOR CERTIFICATE OF FRONTAGES AND AREAS

ENGINEER'S LETTER

- Include 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

*** Please note that measurements are to be in metric units.**

Note:

- Where possible, application forms should be submitted in person to the Planning Dept. at the Township of Wellesley, 4639 Lobsinger Line, St. Clements, ON, N0B 2M0
 - This will allow the application to be reviewed with staff to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.
- This is **YOUR** application - make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but are not permitted to complete the form.



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- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- In addition to the submission requirements found on the application form, **it is imperative that the applicant provide all the planning evidence necessary in support of the request being made.** This will assist the Council in making an informed decision regarding your application.
- The owner or agent **must** attend the Statutory Public Meeting (if required) in support of their application.

ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does **not** guarantee it to be a ‘complete’ application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application deposit will be deposited and the application will be circulated to the public, internal Township departments and prescribed agencies and will go forward to a future Council meeting.

The applicant(s) has the responsibility to advise the Township of Wellesley of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

<p>Name of Owner:</p> <p>Signature of Owner:</p> <p>Date:</p>	<p>Name of Owner:</p> <p>Signature of Owner:</p> <p>Date:</p>
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AFFIDAVIT
 (to be completed in person in the presence of a Commissioner of Oaths)

I/We, _____ of _____ in the
Name City/Township
 County/Regional Municipality of _____, solemnly declare that all of
 the above statements contained in the 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 Evidence Act*.

Signature of Applicant	Signature of Applicant
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Declared before me at the
 _____ in the County/Regional Municipality of
City/Township
 _____ this _____ day of _____, 20____

Commissioner of Oaths

AUTHORIZATION

If this application is being made by an agent/solicitor on behalf of the property owner, the following
 authorization must be completed:
 I/We _____ hereby authorize
Owner(s)
 _____ to act on my behalf in regard to the above application.
Agent

Signature of Owner(s)

Name of Witness	Signature of Witness
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Grand River Conservation Authority (GRCA)

The GRCA has implemented user fees for review of development applications. In this regard, you may
 be assessed a plan review fee if the property to which your application applies is within the GRCA's area
 of interest.

Please contact the GRCA for more information if required, toll-free at 1-866-900-4722.