



Township of Wellesley

4639 Lobsinger Line, St. Clements, ON, N0B 2M0

Office: 519.699.4611 | Fax: 519.699.4540

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 Director of Planning for the Township.

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 \$160.00**, 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 AND FEES

The completed Part Lot Control Exemption application must be accompanied by the prescribed deposit of **\$1,250.00** per application. \$425.00 will be deducted for each by-law required from this deposit for Administration & Planning Fees. Please note the application will not be accepted for processing until the deposit and fees are received.

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 advertising, engineering, administrative and legal expenses. These expenses will be billed to the applicant. Fees for the Township solicitor to register the adopted by-law will be deducted from the remaining \$825.00 deposit provided by the applicant.



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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 PROCESS

An application for a Part Lot Control Exemption generally requires approximately **one (1) to two (2) 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. Within **fifteen (15) days** of the application being deemed complete, a “Notice of Application” will be circulated to land owners within **sixty (60) metres** of the subject land and prescribed departments and agencies for comment.
3. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated.
4. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions concerning the Consent application. The Township Committee of Adjustment may choose to approve, refuse or defer the application.
5. If approved, a notice of passing of the decision is given to property owners and various public agencies and there is a **twenty (20) day appeal period** commencing the day after this further notice is given in which an appeal may be made to the Ontario Municipal Board. Should no appeal be lodged, the consent is final and binding.
6. The decision will include a list of conditions. The conditions must be met within two (2) years of the date of the decision or the decision will lapse.



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Please Note:

No Part Lot Control Exemption By-law can be recommended for approval if the municipality requires 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 lot 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 Township of Wellesley.

Secretary-Treasurer of the Committee of Adjustment, Kaitlyn Draker

P: 519.699.3947 F: 519.699.4540

Director of Planning, Tim Van Hinte

P: 519.699.3952 F: 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 Date of Pre-Submission Meeting: _____	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No Date application deemed 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:		



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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		
Name:		
Mailing Address:		
SUBJECT PROPERTY		
Municipal Address:		
Legal Description:		



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TYPE AND PURPOSE OF TRANSACTION (Please check all that apply)
<input type="checkbox"/> Creation of new lot(s)/changes to lot lines shown on registered plan of subdivision
<input type="checkbox"/> Creation of Part Lots or Blocks for semi-detached or street townhouse dwellings
<input type="checkbox"/> Creation of Part Lots from Whole Lots or Blocks for single-detached dwellings
<input type="checkbox"/> Creation of easements for zero side yard development
<input type="checkbox"/> Creation of easement for rear yard access for street townhouse dwellings
<input type="checkbox"/> Revision to lot line of previously approved Part Lot Control By-law Number _____
<input type="checkbox"/> Re-application for expired approved Part Lot Control By-law Number _____
<input type="checkbox"/> Other (explain)
Total number of new lots to be created:

DESCRIPTION OF PARTS TO BE SUBJECT TO PART LOT CONTROL BY-LAW (List all Parts which are subject of this application; attach additional sheets as necessary)				
	Lot/Part 1	Lot/Part 2	Lot/Part 3	Lot/Part 4
Lot Area (m ²)				
Lot Frontage (m)				
Lot Coverage (%)				
Front Yard Setback				
Rear Yard Setback				
Landscape open space area				
Number of parking spaces				



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SUBMISSION CHECKLIST (please retain for your own information)

- Formal Record of Pre-Submission Consultation issued by the Township of Wellesley

Application Fee:

- \$1,250.00 – 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 advertising, engineering, administrative and legal expenses.

Application:

- The original of the completed and signed application form;
- The signed Record of Pre-Submission Consultation;
- Hard copies of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation;
- Brief planning report/cover letter
- Registered plan
- Reference plan
- Electronic copies (.pdf) of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation. The Record of Pre-Submission will indicate how many copies are required



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Plan:

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- Legal description of subject lands
- The boundaries and accurate dimensions of the subject land.
- The location of all new lot lines proposed to be created with corresponding lot area and lot widths
- The size, location, setbacks and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The existing or proposed height and number of storeys of all buildings
- As-built drawings (if applicable)
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)

All measurements must be shown in metric.



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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.
- 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 Committee in making an informed decision regarding your application.
- **Grand River Conservation Authority (GRCA)** has implemented user fees for review of development applications. You may be assessed a plan review fee if the property to which your application applies is within the GRCA's area of interest. Contact the GRCA, if required at 1-866-900-4722.



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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. In accordance with the provisions of the Planning Act, it is the policy of the Township of Wellesley to provide the public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I/we the owner(s)/authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

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.

Name of Owner:

Signature:

Date:

Name of Owner:

Signature:

Date:



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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