

Exemptions from Part Lot Control - Instructions for Consultation and Processing

County Of Brant - Planning Division of the Community and Development Services Department
 66 Grand River Street North, Paris, ON, N3L 2M2
 Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the PLC Applications involving complicated servicing issues.
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications involving complicated land use/servicing issues can be processed concurrently with the process for Part Lot Control Exemptions.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

STEPS IN THE CONSULTATION PROCESS	
Step 1	Applicants who are not familiar with the County process or who require input into the process are encouraged to meet with the County's Planning Division member prior to submitting an application.
Step 2	Five (5) copies of the Application Form, five (5) full size (11x17) copies of the site plan or development concept, and three (3) copies of any technical studies or engineering reports in support of the proposal, are submitted to the County. To expedite the review of this application, a reference plan, prepared by an Ontario Land Surveyor, illustrating <i>1) the location of the "as-built" buildings, 2) the separate water/sanitary services and 3) each water box being located in a grass area</i> , is required at submission.
Step 3	A Preconsultation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits, within two weeks of submission. The purpose of the preconsultation meeting is to: <ol style="list-style-type: none"> i) Review application and information submitted; ii) Identify key Departmental and Agency issues in processing; iii) Identify any concurrent applications required; iv) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and, v) Identify staff contact assigned to the file.
Step 4	Application is deemed complete and accepted; meeting date is determined.
Step 5	Application circulated to Public, Agencies and Departments.
Step 6	A status letter may be sent to Applicant/Owner/Agent as comments warrant.
Step 7	A Post Circulation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required, and as time permits, to discuss agency or public issues raised during circulation.
Step 8	Finalize Enabling By-law.
Step 9	Presentation of By-law to County Council by Clerk.
Step 10	Decision of County Council, as Approval Authority.
Step 11	Applicant's solicitor facilitates the registration of the individual lots.
Step 12	Applicant's solicitor confirms registration with the County's Clerk.

Application complete (Council Date prior to Closing Date: _____)

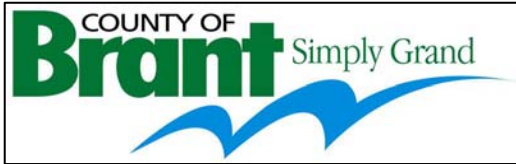
Application incomplete (missing information flagged: _____)

Planner

Date Reviewed

Date Applicant/Agent Informed

Informed in person by phone by letter/email



**Application for Exemption from
Part Lot Control (2012)**

Application No. _____

To: The Clerk or Chief Planning Official, County of Brant

Pursuant to Sections 50(5) & 50(7) of the Planning Act, RSO. 1990, as amended, an application for Exemption from Part Lot Control is hereby submitted, and enclosed is the Required Information (in metric) and the Fee of **\$650.00**.

To expedite the review of this application, a reference plan, prepared by an Ontario Land Surveyor, illustrating *1) the location of the "as-built" buildings, 2) the separate water/sanitary services and 3) each water box being located in a grass area*, is required at submission.

1) Application Date Receipt _____ Planning Clerk Initials _____

2) a. Name of Applicant _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

b. Name of Authorized Agent _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

c. Name of Owner _____ Phone No. _____

Fax No. _____ Email Address _____

Address _____ Postal Code _____

3) Legal description of subject lands:

Civic Address (No., Unit & Street Name) _____

Township Lot _____ Subdivision Lot _____

Concession/Range/Tract _____ Former Municipality _____

Registered Plan No. _____ Lot No. _____ Block No. _____

Reference Plan No. _____ Part No. _____

Roll Number(s) _ 2920 - _____

4) Name of the recipient to whom land or interest is to be transferred, leased or charged to:

(if known) _____ Closing Date _____

5) Description of existing easement(s) or restrictive covenants on the subject lands:

6) Type and purpose of the proposed Exemption from Part Lot Control request:

Creation of individual parcels within an unoccupied Future Development Block (FDB);

Creation of two individual parcels occupied by semi detached dwellings; or,

Creation of multiple individual parcels occupied by street rowhouse dwelling units.

7) Please describe the subject lands by providing the following information:

Parcel Data	Existing Lot or Development Block	Lots subject to PLC Exemption
No. of Lots	(originally approved)	(to be created)
Use of Lot	(originally approved)	(to be created)
Frontage (m)		(average)
Depth (m)		(average)
Area (sq.m or ha)		(average)
Existing land uses	Primary: _____ Secondary: _____	Primary: _____ Secondary: _____
Existing building/structures	Principal: _____ Accessory: _____	Principal: _____ Accessory: _____
Proposed land uses	Primary: _____ Secondary: _____	Primary: _____ Secondary: _____
Proposed building/structures	Principal: _____ Accessory: _____	Principal: _____ Accessory: _____
Vehicle access	<input type="checkbox"/> Provincial highway ----- <input type="checkbox"/> Municipal road ----- <input type="checkbox"/> Right-of-way ----- <input type="checkbox"/> Water access	<input type="checkbox"/> Provincial highway ----- <input type="checkbox"/> Municipal road ----- <input type="checkbox"/> Right-of-way ----- <input type="checkbox"/> Water access
Water service	<input type="checkbox"/> municipal watermain <input type="checkbox"/> communal source <input type="checkbox"/> well <input type="checkbox"/> cistern <input type="checkbox"/> other _____	<input type="checkbox"/> municipal watermain <input type="checkbox"/> communal source <input type="checkbox"/> well <input type="checkbox"/> cistern <input type="checkbox"/> other _____
Sanitary service	<input type="checkbox"/> municipal sewer <input type="checkbox"/> communal system <input type="checkbox"/> septic system <input type="checkbox"/> holding tank <input type="checkbox"/> other _____	<input type="checkbox"/> municipal sewer <input type="checkbox"/> communal system <input type="checkbox"/> septic system <input type="checkbox"/> holding tank <input type="checkbox"/> other _____

- 8) a. Official Plan designation(s) of the subject lands: _____
- b. Current Zoning of the subject lands: _____.
- 9) Are the subject lands or have the subject lands ever been the subject of an application for a Plan of Subdivision or Consent under the Planning Act? yes or no
- If known, list File No.(s) _____,
- and decisions _____.
- 10) Please note any previous Consents (i.e. severance history) of the subject lands acquired by the owner: _____.
- 11) If these lands have been the subject of a previous severance by the owner, please note the File No.(s) and date of the Consent _____
- the name of recipient(s) of the severed lands _____.
- 12) List all other planning applications relevant to the subject lands _____
- _____.
- 13) If yes to Entry No. 11, list their File No.s _____
- and the application's status (i.e. in review, approved) _____.
- 14) In association with Entry No. 6 of this application, please also include a reference plan accurately illustrating the following for both the existing parcel and lots to be exempted:
- ❖ The legal description of the subject lands
 - ❖ boundaries and dimensions of lands abutting the subject parcel also owned by the owner, if applicable.
 - ❖ location of previously severed parcels of the land originally acquired by the owner
 - ❖ location of subject land in relation to nearest township lot or other landmark
 - ❖ boundaries and dimensions of subject lands showing the severed/retained parts
 - ❖ location, size and type of all **existing** buildings and structures and their setbacks from front lot lines rear lot lines side lot lines existing accesses, driveways, parking and loading spaces, existing wells, septic systems, and utilities.
- Note: the by-law will not be processed until a surveyor has confirmed that:**
1. **the deeds to be registered are representative of the "as-built" buildings; and,**
 2. **each building unit has a separate water/sanitary services and that each water box is located in a grass area on each lot.**
- ❖ location, size and type of all **proposed** buildings and structures and their setbacks from front lot lines rear lot lines side lot lines proposed accesses, driveways, parking and loading spaces, proposed wells, septic systems, and utilities.
 - ❖ location of natural & artificial features on this lot & abutting lands (e.g. buildings, roads, wells, septic systems, signage, utilities, watercourses, trees and shrubs, valleys, wetlands, woodlands, landscaping, buffering, fences, etc.)
 - ❖ existing uses on adjacent lands (e.g. residential, agricultural, aggregate, commercial, industrial, institutional, recreational, parks etc.)
 - ❖ location, width and name of roads whether private, open, unopened
 - ❖ water access (dock and parking area)
 - ❖ location and description of easements, rights-of-way and encroachments

15) Written authorization from the owner has been provided if the applicant is not the owner.

yes or no.

16) An affidavit or sworn declaration, that the above described Required Information has been provided and is complete and true. yes or no.

Signature of Owner (s)

Signature of Applicant

Signature of Owner (s)

Signature of Agent

Signature of Owner (s)

Dated this _____ day of _____, 20_____.

Sworn Declaration as per Entry No. 16 of the County of Brant’s PLC application

I, _____ of the _____

of _____ in the Province of Ontario, 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 EVIDENCE ACT.

Sworn before me at the

_____ of _____)

in the Province of Ontario

this _____ day of _____ 20__)

Signature of Owner or Authorized Agent

_____ a Commissioner, etc.

Stamp

NOTE: All correspondence, notices, etc. in regard to this application will be directed to the Applicant, Owner and Agent as noted.
