Application for Part Lot Control

Information Sheet for Applicant

The submission of an application to the Municipality for exemption from part lot control is provided for in the Ontario Planning Act.

This information sheet is to assist persons in completing the application. Please contact the Community Services Branch should you require clarification on the application. For a complete reference to the planning process, please consult the Planning Act.

A pre-application meeting with staff is encouraged prior to the submission of an application.

Application Fee

The application fee of $600.00 is to be paid at the time of application, by cash, cheque or debit to the “Town of Arnprior” at the time of application submission. The County of Renfrew is the approval authority for part lot control exemption. A fee of $660.00 is to be paid at the time of application by cheque payable to the “County of Renfrew”, to be forwarded with the by-law adopted by Council.

Also note that the By-law is required to be registered on title once adopted. The applicant is responsible for the cost of registration.

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.

You should discuss your proposal with staff before submitting an application. Application forms are available at the Town Hall or online. It should be submitted with the required fee and include the following information:

- Registered plan of subdivision (M-plan);
- 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;
- Reference plan or site plan drawing showing all existing buildings, new lot lines, setbacks; and
- Document, such as an O.L.S. Certificate of Frontages and Areas showing at street line and at the minimum front yard setback front street line, area of each part shown on place and use of each part i.e. easements, rights-of-way, etc.

Note: The Town does not require a deposited reference plan to be submitted with the application for part lot control exemption. A deposited reference plan will be required prior to the transfer of the lands.

Application Submission

The submission of this application must be accompanied with the plans/description, supporting information, and required fee. The owner of the land, or the applicant, shall complete the following application form and the owner’s authorization/declaration and submit along with the necessary documents to: Community Services Branch, Town of Arnprior, 105 Elgin Street West, Arnprior, ON K7S 0A8 Phone: (613) 623-4231 ext. 1816 or Email: planning@arnprior.ca

Collection of Information

Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Community Development Branch in the processing of applications. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk's Department.

Application Guidelines

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, 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 Community Development Branch before the application can be processed or finalized. You will be notified should this be the case.

The Community Development Branch 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.

Application for Part Lot Control

Part 1 – Contact Information

1. Applicant/Property Owner Information

   Name:

   Mailing Address:

   Phone Number: Email Address:

2. Agent Information

   Name:

   Mailing Address:

   Phone Number: Email Address:

3. Solicitor Information

   Name:

   Mailing Address:

   Phone Number: Email Address:

4. Ontario Land Surveyor Information

   Name:

   Mailing Address:

   Phone Number: Email Address:

5. Engineer Information

   Name:

   Mailing Address:

   Phone Number: Email Address:

Correspondence should be sent to:

☐ Property Owner ☐ Agent ☐ Solicitor

Part 2 – Site Location Information

1. Plan of Subdivision and Registered Plan Number (e.g. 49M-XXX):

2. Lands to be exempt from part lot control:

   Block and Lots:

   Civic Address:

   Reference Plan (if applicable):

3. Proposal – provide a brief description, including land use.

4. Number of Lots to be Created by Type

   Semi-Detached Units:

   Townhouse Units:

   Other (please specify):

5. Building Permits

   Please list any building permit numbers:

6. Does the application conform with the Town of Arnprior Official Plan and the Town of Arnprior Zoning By-law:

   ☐ Yes ☐ No ☐ Unknown

Part 3 – Authorization

1. **Authorization for Agent** (if applicable)

   I/We, the undersigned, being the registered property owners of the subject land, authorize an agent for the purpose of submitting an application and acting on my/our behalf in relation to said application.

   Name of authorized agent: _____

   _____

   Signature of Property Owner(s) Date

2. **Permission to Enter Subject Land**

   For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Council and relevant staff to enter upon the said property for inspection purposes, during normal and reasonable working hours. The Owner will not be held responsible or liable if any accident or injury occurs.

   _____

   Signature of Property Owner/Agent Date

3. **Declaration of Prescribed Information** (must be signed in the presence of a Commissioner)

   I/We, _____, of the _____
   do 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 make under Oath and by virtue of the *Canada Evidence Act*.

   Sworn (or declared) before me at the _____ this _____ day of _____ _____.

   _____

   Signature of Property Owner/Agent Signature of Commissioner of Oaths

4. **Agreement to Indemnify** (must be signed in the presence of a Commissioner)

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Arnprior ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the Application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the Application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Land Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's Application.

The Owner/Applicant/Agent further agrees to provide the municipality, upon request and in cases where an application has been appealed to the Ontario Land Tribunal, with a deposit (over and above the normal application fee), from which the Municipality may, from time to time charge any fees and expenses incurred by the Municipality in order to process the application. If such appeal expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the municipality, with interest at the rate of 1.25% per month on accounts overdue more than 30 days.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the Application is not paid when due, the Municipality will not be required to process or to continue processing the Application, or to appear before the Ontario Land Tribunal in support of a decision approving the Application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Sworn (or declared) before me at the _____ this _____ day of _____ _____.

_____

Signature of Property Owner/Agent Signature of Commissioner of Oaths