

Part Lot Control Exemption By-law Application Form

City of Cambridge
Development Planning Section
Planning and Growth Department
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario N1R 5W8
Tel: 519-623-1340
Planning@cambridge.ca

Application for Part Lot Control Exemption By-law under subsection 50(7) of the Planning Act, R.S.O. 1990 Chapter P.13, as amended.

Checklist for Applicant

- ☐ One (1) original (digital) copy of the completed application form
- ☐ The application fee as indicated in the fee schedule
- ☐ Notice of Source Protection Plan Compliance (Section 59 Notice), if applicable.
Notices can be obtained from the [Region's TAPS Website](#)
- ☐ A completed and signed Acknowledgement and Permission to Enter Property Form
- ☐ A completed and signed Authorization of Owner(s) for Agent to Make the Application Form
- ☐ A deposited reference plan identifying the lots/blocks (as "parts") to be subdivided
- ☐ A draft schedule to By-law listing all proposed parts and easements
(separate Schedule A template provided); and,
- ☐ Any other required information identified by the City of Cambridge.

Note to Applicants

Submission of this application constitutes consent for authorized municipal staff to inspect the subject land.

In this form, the term "subject land" means the land that is the subject of the proposed Part Lot Control Exemption By-law.

The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

Completeness of Application

The information requested by this application form must be provided by the applicant and will be used to process the request under Section 50(7) of the Planning Act. If the information, including the required plans and the applicable fees are not provided, the City will return the application or refuse to consider the application further until receipt of all the required information and the fees have been provided.

Application Fee

The application fee must be paid by the following option

- Mail in cheque to attention City of Cambridge, Planning & Growth, Development Planning, 50 Dickson Street, P.O. Box 669, Cambridge, Ontario N1R 5W8

For the application submission fees, please refer to the current fee schedule at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx>

To confirm the payment amount or to submit your application form, please email planning@cambridge.ca

Using the Application Form

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

- Pages 9 and 10 of the Application Form include several declarations and authorizations that **MUST** be signed by the owner of the "subject lands" to which this application applies. If there is more than ONE owner, an additional copy of Pages 9 and 10 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.

If you require assistance in completing this application form, please call the City of Cambridge Planning and Growth Department, Development Planning Section at 519-623-1340 and ask to speak to a Planner.

Part Lot Control Exemption By-law Application Form

City of Cambridge
Development Planning Section
Planning and Growth Department
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario N1R 5W8
Tel: 519-623-1340
Planning@cambridge.ca

Is this a resubmission of an earlier application?

☐ Yes (File No: _____)

☐ No

☐ Unknown

Is this application associated with a subdivision and/or a condominium application?

☐ Yes (File No: _____)

☐ No

☐ Unknown

Please briefly describe the proposal:

1.0 General Information

Municipal Address: _____

Lot: _____

Concession: _____

Registered Plan No. _____

Lot(s): _____

Reference Plan No. _____

Part(s): _____

Have there been any previous pre-consultation or development applications submitted for the subject property?

☐ Yes

☐ No

File No. _____

Date Assigned: _____

1.1 Registered Owner* (Applicant)

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email: (required): _____

*If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner.

1.2 Agent or Consultant

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email: (required): _____

1.3 Primary Contact

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is

Registered Owner ☐

Agent/Consultant ☐

1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Ext. _____

Email: (required): _____

2.0 Particulars of Property

Frontage (m): _____ Depth (m): _____ Area (m²): _____

3.0 Type and Purpose of Proposal

Please check all that apply:

- ☐ Creation of new lot(s) involving change to lot lines shown on registered Plan of Subdivision
- ☐ Creation of Part Lots from Whole Lots or Blocks for semi-detached dwellings or street townhouse dwellings
- ☐ Creation of Part Lots from Whole Lots or Blocks for single detached dwellings
- ☐ Creation of easements for zero side yard development (may not require Part Lot Control if Subdivision Agreement contains granting condition)
- ☐ Creation of easement for rear yard access for street townhouse dwellings
- ☐ Revision to lot line of previously approved Part Lot Control By-Law No. _____
- ☐ Re-application for expired approved Part Lot Control By-Law No. _____
- ☐ Mortgage or Charge

4.0 Total Number of Lots

Please indicate the total number of lots to be created: _____

7.0 Source Water Protection Area

Is the subject site located within a Source Water Protection Area? Please see the Region's TAP website to confirm. [Region's TAPS Website](#)

☐ Yes

☐ No

If **yes**, has the following information been provided?

☐ Notice of Source Protection Plan Compliance (Section 59 Notice)

8.0 Other Information

Is there any other information that may be useful to the City, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

Completeness of Application

I/we understand that receipt of this application by the City of Cambridge 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 fee will be deposited, and the application will be processed.

Reproduction and Distribution of Documents

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to access any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Director of Planning (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

Acknowledgement and Permission to Enter Property

Submission of this application constitutes consent for authorized staff and committee members of the Corporation of the City of Cambridge to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of staff or a committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- ☐ City Staff and committee members are permitted to enter the property.
- ☐ Due to security/health and safety reasons City Staff will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the agent/owner.

Signature of Agent/Owner

Date

Affidavit or Sworn Declaration

I, _____ of the _____
(Name of Owner) (City/Town or Township)

in the _____
(Region or County)

make oath and say (or solemnly declare) that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Owner

Date

Authorization of Owner(s) for Agent to Make the Application

If the applicant is not the owner of the subject land, the written authorization of the owner that the agent is authorized to make the application must be completed by the owner.

I, _____, am the owner of the land that is the subject of this application, and I authorize _____ to make this application on my behalf.

Signature of Owner

Date

Personal information on this form is gathered under the authority of the *Planning Act*, *R.S.O.1990, c. P.13*, *The Municipal Act*, and applicable municipal By-Laws. The information collected will be used to review and process your application and may be shared with municipal staff as required. Questions about this collection should be directed to Development Planning at planning@cambridge.ca.