
Part Lot Control Application

Part Lot Control was established under Section 50(5) of the Ontario Planning Act which enables a municipality to pass a by-law removing or “lifting” Part Lot Control from all or part of a registered plan of subdivision. In turn, this provides the land owner the ability to subdivide a lot or block within the plan for the purpose of selling, conveying, leasing or mortgaging such part lots or part blocks and eliminating the need to receive approval of an application for Consent from the Committee of Adjustment.

Pre-Consultation with Township Planning Staff is strongly encouraged. Early consultation can result in the identification of matters that will significantly assist in the processing of the application including a determination whether other information or applications will be required.

For a standard application the following information is required to be submitted:

- Complete Application Form**
 - Please sign and submit the attached application form in its entirety.
- Owner’s Authorization/Declaration (If Applicable)**
 - If the applicant is not the registered owner authorization/declaration is required.
- Application Fee (\$2,575.00)***
 - Fee can be paid by cash, debit or cheque payable to “Township of Springwater”.
- Confirmation of Application to County of Simcoe**
 - Written confirmation that an application for part lot control has been submitted to the County of Simcoe.
- Draft Reference Plan (2 Copies)**
 - A Draft Reference Plan is to be submitted identifying all existing buildings, setbacks and driveway locations.
- O.L.S. Certificate of Frontage and Areas (1 Copy)**
 - The certificate is required to show frontage at street line and at the minimum front yard setback from street line, area of each part shown on reference plan and use of each part (i.e. easements, right of ways, etc.).
- Engineer’s Letter (1 Copy)**
 - An 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, is required.

A completed application package must be submitted at least four weeks prior to being heard by Council and/or Planning Committee. For further scheduling information please see our website at www.springwater.ca.

*Fees may be subject to change. For a complete copy of the Fee & Charges By-law please visit the Township's website: www.springwater.ca/fees

Township of Springwater
Part Lot Control Application

Please note, Township Staff will assign a file number for complete applications and this should be used in all communications.

If any questions may arise please feel free to contact the Planning Department.

Part Lot Application Form

Office Use Only	
Application Number:	
Date Received:	
Date Complete	
Roll Number:	
Consent Application Fee:	\$2,575.00
Fee Received:	
Date Received:	
Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit

Applicant Information

1. Applicant Information	Fill In the Area Below
Applicant Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

2. Owner(s) Information (If Different from Above)	Fill In the Area Below
Owner(s) Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

3. Ontario Land Surveyor	Fill In the Area Below
Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

4. Engineer/ Consultant	Fill In the Area Below
Name:	
Full Mailing Address:	
Telephone:	
Mobile:	

4. Engineer/ Consultant	Fill In the Area Below
Email:	

Please **note**: unless otherwise specified all correspondence will be sent to the applicant only.

Description of Subject Lands

1. Subject Property	Fill In the Area Below
Township Lot:	
Registered Plan:	
Reference Plan:	
Concession:	
Blocks/Lots:	
Part(s):	
Municipal Address	

Purpose of Application

Please check all boxes 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 of Blocks from semi-detached dwellings or street townhouse dwellings.
- Creation of Part Lots from Whole Lots or Blocks for single detached dwellings.
- Creation of easements (please specify type/details):

- Lot line revision under previously approved Part Lot Control By-law No.:

- Re-application for expired approved Part Lot Control By-law No.:

- Mortgage or Charge

Number of Lots to be Created by Building Type

Single-detached Dwelling:

Semi-detached Units:

Townhouses:

Other (Please Specify):

Other Information (If Applicable; i.e. Permit Application Number)

Agreement of Owner / Agent

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notion sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.
The Owner/Agent hereby declare that I have read and understand the information set out in this Section of the Application.

Date

Signature of Owner

Signature of Agent

Declaration

I (the Owner/Agent) _____ of the Township of
Springwater (or other) _____ of the County of Simcoe
(or other) _____ do solemnly declare that all above
statements and contained in all of the exhibits submitted herewith are true, and I make
this solemn declaration conscientiously believing it to be true and knowing it has the
same force and effect as if made under oath and by virtue of the “**Canada Evidence
Act**”.

Signature of Owner or Agent

Declared before me at:

The Township of Springwater in the County of Simcoe this _____ day of
_____, 20 _____ .

Or

Declared before me at: (Insert place and full date)

Commissioner of Oaths

Authorization

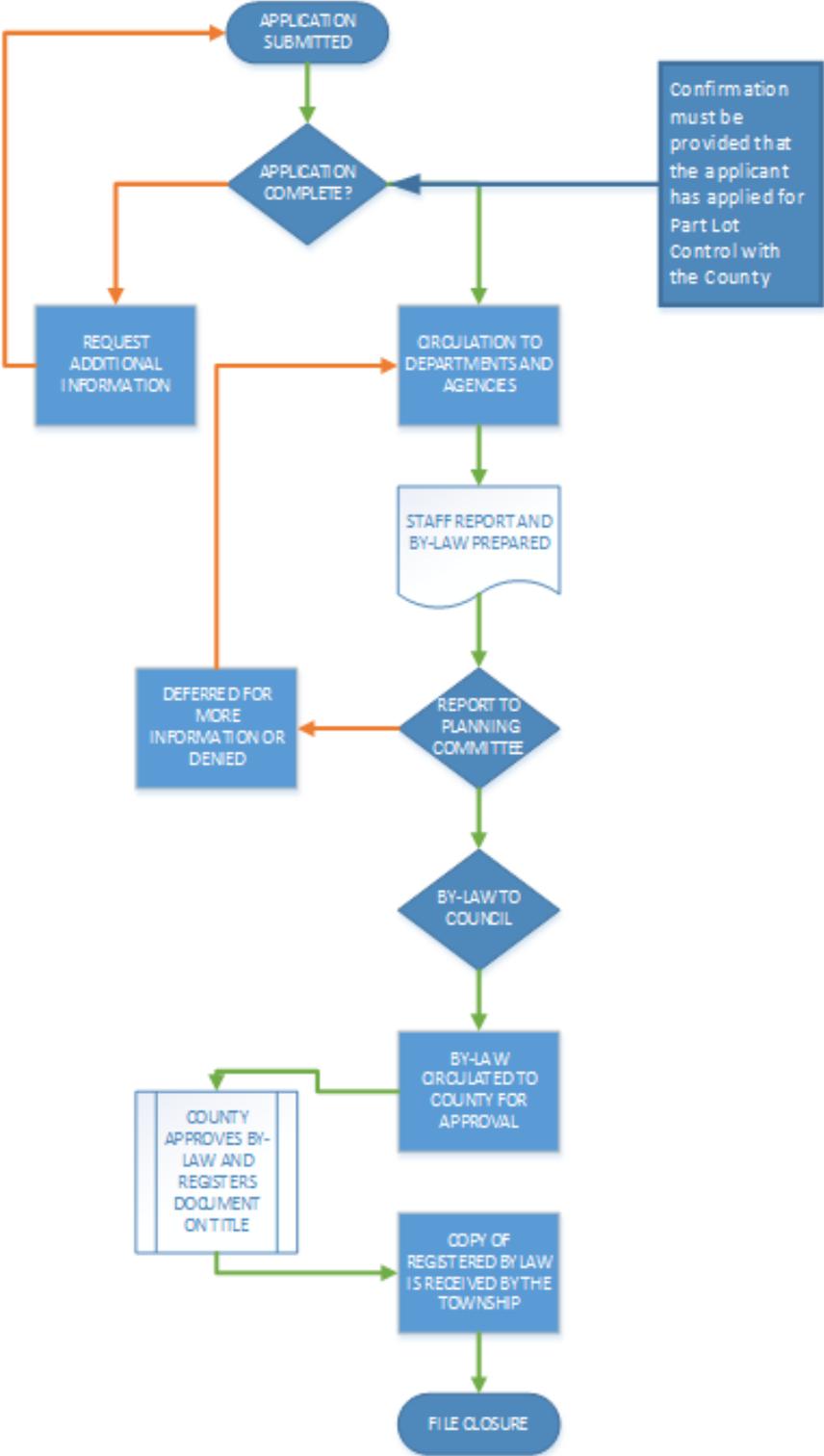
Authorization of Owner for Agent to Make the Application

I, _____ am the owner of the land that is the
subject of this application and I authorize _____ to
make this application on my behalf, and to provide any of my personal information that
will be included in this application or collected during the processing of the application
under the **Freedom of Information and Protection of Privacy Act**.

Date

Signature of Owner

Appendix A: Process Flowchart



Appendix B: Process Details

1. Pre-consultation
 - Applicant meets with Planning Staff to discuss project and application process.
2. Application Submission
 - Applicant completes application submission requirements at least 30 days prior to Council. Applicant must confirm / provide proof that an application has been submitted into the County for Part Lot Control to be considered a complete application.
3. Circulation for Department Comments
 - Planning Staff circulates application submission to the following Departments for comments and any recommended conditions of approval should the Council agree to support the application.
4. Application Review
 - Planning Staff reviews the application and conducts site inspection if needed.
5. Preparation of Council Report with Recommendation and Draft By-law
 - Planning report prepared and circulated to the applicant and Council.
6. Application Decision
 - IF APPROVED – Draft By-law is finalized and forwarded to the following Council Meeting for adoption
 - IF DENIED – A letter is sent to the applicant advising the decision of Council.
7. By-law Adoption
 - Council adopts By-law and the approved By-law is forwarded to the County of Simcoe for endorsement.
8. Post County Approval – By-law Registration
 - Once Planning Staff have confirmed that the County had endorsed the By-law the By-law is registered on title applicant may proceed with drafting of deeds/transfers for registration.
9. File Closure
 - Once Planning Staff have confirmed that the By-law and deeds have been registered the information is forwarded onto Finance and Building to assign municipal addressing and update their records.