

## PART LOT CONTROL APPLICATION GUIDE

*for exemption from Section 50(5) of the Planning Act, R.S.O. 1990, C.P. 13, as amended*

### A. APPLYING FOR EXEMPTION FROM PART LOT CONTROL

The attached application form is to be used only when applying to the Town of Caledon for exemption from part lot control. The application must be completed in full and submitted together with the required information listed below. The appropriate fee should be submitted with the application. The time period for processing an application for exemption from part lot control is approximately four to six (4-6) weeks. In order to meet this processing timeframe, the applicant is advised to submit a full application form with the correct fee, all the required information (particularly the intent and purpose of the application), and be prepared to submit the restriction documents quickly after Council has adopted the by-law. Following these requirements will allow Town staff to expedite the approval process.

### B. USING THE APPLICATION FORM

1. The attached application form **must be fully completed** including the owner/agent affidavit and registered owner's authorization and returned to the Town of Caledon together with **five (5) photo-stat copies**. Please ensure that you keep a copy for your files.
2. The application should be completed by the applicant or an authorized agent. The written authorization of the **registered owner and affidavit of the owner/agent** must also accompany the application. For your convenience, an authorization and affidavit section has been included in the attached application.
3. Any pertinent information, particularly the intent and a general description of the application, should be reflected in the application form.

### C. INFORMATION REQUIRED FOR PROCESSING OF PART LOT CONTROL EXEMPTION APPLICATION

- (a) Six (6) copies of a legal survey.
- (b) Ontario Land Surveyor's Certificate indicating:
  - i) frontage at the street line and at the appropriate front setback from the street line;
  - ii) area of each part shown on the reference plan; and,
  - iii) use of each part (i.e. easements, right of ways, etc.).
- (c) Certification from a consulting engineer advising that the proposed lot lines do not conflict with the location of lateral services, the drainage plans or proposed site plan items
- (d) Six (6) copies of draft reference plan, showing:

- all existing and proposed easements;
- lot lines;
- setbacks to buildings and structures;
- poured concrete foundation (if applicable); and,
- all other appropriate measurements.

- (e) Six (6) copies of a site plan if applicable.
- (f) Completed checklist.
- (g) Appropriate fee in accordance with the following section.

### D. FEES

The Town of Caledon planning fees for an application for exemption from part lot control is:

- a) Part Lot Control application \$ 4,000.00
- b) Plus additional fees, if applicable:
  - Extension of Part Lot Control \$ 150 plus costs
  - Repeal of Part Lot Control By-law and/or deletion of restrictions \$ 200 plus costs
  - Legal Services regarding all of the above-noted fees, including review of title, by-law, registrations, restrictions \$ 500 plus costs
  - Consent to transfer/charge \$ 70 plus costs

NOTE: HST is applicable to all items noted in b) above.

### E. DEALING WITH THE APPLICATION

1. Only complete applications will be accepted by the Town's Planning and Development Department. In order for an application to be complete, all documents and fees outlined in this guide are required.
2. The Town will circulate the application to all relevant external agencies and internal departments.
3. The Town will forward a by-law exempting the proposal from Part Lot Control to Town Council for adoption. A copy will also be forwarded to the applicant.
4. After adoption of the by-law, the Town will request that a restriction be registered on title by the applicant's lawyer.
5. The Town will register the by-law on title and notify the applicant of registration.
6. The applicant shall forward a deposited reference plan to the Town.

**PLANNING & DEVELOPMENT DEPARTMENT**  
**PART LOT CONTROL CHECKLIST**

To be completed and signed by the applicant and Town staff at the time of submission.

		YES	N/A
1	Covering letter including a brief description of the proposal including the intent of the application.	<input type="checkbox"/>	
2	One complete application form plus five (5) additional copies.	<input type="checkbox"/>	
3	Application fee: \$4,000 payable to the "Town of Caledon".	<input type="checkbox"/>	
4	Completed and signed Owner Authorization (included on application form).	<input type="checkbox"/>	<input type="checkbox"/>
5	Affidavit of Applicant (included on application form).	<input type="checkbox"/>	
6	Six (6) copies of current legal survey for each proposed lot.	<input type="checkbox"/>	<input type="checkbox"/>
7	Six (6) copies of draft reference plans, showing: <ul style="list-style-type: none"> <li>- All existing and proposed easements;</li> <li>- Lot lines;</li> <li>- Setbacks to all buildings and structures (if applicable);</li> <li>- Poured concrete foundation (if applicable); and,</li> <li>- All other appropriate measurements.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	Ontario Land Surveyor's Certificate indicating: <ul style="list-style-type: none"> <li>- Frontage at the street line and at the appropriate setback from the street line;</li> <li>- Area of each part shown on the reference plan; and,</li> <li>- Use of each part (i.e. easements, rights of ways, etc.).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9	Certification from a Consulting Engineer indicating that the proposed lot lines, and/or easements do not conflict with: <ul style="list-style-type: none"> <li>- Location of lateral services;</li> <li>- Drainage plans; and,</li> <li>- Proposed site plan items.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	Six (6) copies of a site plan (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted by

\_\_\_\_\_  
Date



# APPLICATION FOR EXEMPTION FROM PART LOT CONTROL

This application for exemption from the provisions of Part Lot Control pursuant to Section 50 (5) of the Planning Act must be fully completed to the satisfaction of the Town of Caledon, prior to the processing of the application.

## OFFICE USE ONLY

Town File Number \_\_\_\_\_ Application Fee Attached:

Corresponding Subdivision/Condominium/Site Plan File Number(s): \_\_\_\_\_

Date Complete Application Received: \_\_\_\_\_

### 1. SITE AND LEGAL DESCRIPTION

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Former Township \_\_\_\_\_

Lot/Block \_\_\_\_\_ Registered Plan(s) \_\_\_\_\_

Reference Plan Description: Part \_\_\_\_\_ Plan \_\_\_\_\_

Project Name: \_\_\_\_\_

General Description of Property and Intent of Application:

---

---

---

---

---

---

---

---

---

---

Lots or Blocks Proposed for Exemption: \_\_\_\_\_

Description of any Existing Easements: \_\_\_\_\_

Description of any Proposed Easements: \_\_\_\_\_

First Closing Date for any Units/Lots \_\_\_\_\_

### 2. TYPE AND PURPOSE OF PROPOSED REQUEST (Check as appropriate)

#### RESIDENTIAL

#### NON-RESIDENTIAL

Semi-detached dwellings (lots were created under a plan of subdivision)

Exemption of entire subdivision

Townhouse lots (townhouse blocks created under a plan of subdivision)

Creation of a new lot (Number of new lots proposed)

Creation of a new lot (Number of new lots proposed)

Addition to a lot

Addition to a lot

Correction of title

Correction of a title

Creation of easement

Other, please specify: \_\_\_\_\_

Creation of easement

Other, please specify: \_\_\_\_\_

