

APPLICATION FOR THE REMOVAL OF PART LOT CONTROL



A) GENERAL INFORMATION

1. **Owner's Name:** _____
Principle of Company (if Owner is a Company Name): _____
Owner's Address: _____

Postal Code: _____
Telephone Number: _____ **Fax Number:** _____

2. **Applicant's Name:** _____
(if different than above)
Applicant's Address: _____

Postal Code: _____
Telephone Number: _____ **Fax Number:** _____

3. **Ontario Land Surveyor:**
Name: _____
Principle of Company (if Owner is a Company Name): _____
Owner's Address: _____

Postal Code: _____
Telephone Number: _____ **Fax Number:** _____

4. **Date** subject land was acquired by the current owner: _____

Planning Services

T 519-837-5616
F 519-822-4632
E planning@guelph.ca

B) DESCRIPTIVE INFORMATION

1. Municipal Address of subject property (if applicable):

2. Legal Description (including lot and concession, lot and Registered Plan Number, Reference Plan and Part Numbers as applicable):

3. Type and Purpose of Application (please check)

- Creation of new lot(s) involving change of lot lines shown on registered plan of subdivision.
- Creation of Part Lots from Whole Lots for semi-detached or on-street townhouse units.
- Creation of Part Lots from Whole Lots for single detached dwellings.
- Creation of Part Lots from Whole Lots and creation of easements for zero sideyard, single detached dwellings.
- Other.

4. Total Number of Lots to be created: _____

5. Official Plan Designation: _____

6. Existing Zoning: _____

7. Site Dimensions of Lots to be Created:

(Indicate below the lot area and lot width for each lot to be created with reference to the lot or part lot numbers shown on the plan so be submitted with this application. Please attach on a separate sheet if more than four lots are to be created.)

Lot to be Created	Lot Area	Lot Width
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C) **SUBMISSION/REVIEW PROCEDURES**

1. This application must be accompanied by (2) copies of a draft Reference Plan prepared by an Ontario Land Surveyor, showing the intended conveyance of the lots/blocks.
2. Application Fee
3. **For requests involving semi-detached and on-street townhouse dwellings, City Council has authorized the General Manager of Planning Services to prepare Part Lot control exemption by-laws where certain conditions have been met (see Schedule 1 attached). Please direct all Surveyors Real Property Reports or future Reference Plans related to this application to the attention of the “Manager of Development Planning”.**
 - E-mail: planning@guelph.ca
 - Fax: (519) 822-4632
 - Mail: City Hall, 1 Carden Street, Guelph Ontario, N1H 3A1

I hereby swear that the information provided by this application is true.

Date Submitted

Owner's/Applicant's Signature
(NOTE: If applicant is signing, the owner must complete the “**Application Authorization Form**” attached to this application)

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

“FOR OFFICE USE ONLY

AMANDA No. Assigned:
File No. Assigned:
Complete Application Review Date:
Assigned to:

I/WE _____, the registered
Owners of _____ (municipal address or
legal description) hereby authorize _____
to act as agent for the Application for the Removal of Part Lot Control which
deals with the above noted lands.

Owner's Signature

Date

Personal information contained in this application form (name, address, phone number, e-mail address) is part of the public record and by signing such application form the applicant acknowledges that such information can be disclosed to the public.

SCHEDULE 1

“That City Council approve applications for Part Lot Control exemption and authorize the General Manager of Planning Services to prepare By-laws exempting the properties from Section 50(7) of The Planning Act, R.S.O. 1990, c.P. 13 (Part Lot Control) for a period not to exceed three years, where the following conditions have been met.

For applications involving Semi-detached Dwellings:

1. A complete application is received together with the appropriate fee;
2. The property is included in a registered plan and appropriately zoned for the development of semi-detached dwellings;
3. A building permit has been issued (NB: where a building permit has been issued, Engineering Services will have cleared the grading, drainage, driveway location and servicing of the lot); and
4. A reference plan and/or a Surveyors Real Property Report showing the location of the building, the legal off street parking space and driveway and the centre foundation wall to describe the intended conveyance of the lots, has been received (NB: to confirm compliance with the Zoning By-law).

For applications involving On-street Townhouse Dwellings:

1. A complete application is received together with the appropriate fee;
2. The property is included in a registered plan and appropriately zoned for the development of On-street Townhouse dwellings;
3. Site Plan approval has been granted for the property;
4. A building permit has been issued (NB: where a building permit has been issued, Engineering Services will have cleared the grading, drainage, driveway location and servicing of the lot and checked this against the approved Site Plan); and
5. A reference plan and/or a Surveyors Real Property Report showing the location of the building and the foundation walls to describe the intended conveyance of the lots, has been received (NB: to confirm compliance with the Zoning By-law).”

and

“For all other Part Lot Control exemption requests (e.g. dealing with conveyance of property for industrial/ commercial purposes or detached dwellings) that the General Manager of Planning Services prepare a report for the consideration of the Planning & Building, Engineering and Environment (PBEE) Committee following appropriate input from relevant staff.”