

Applicant Checklist

Please [Y] to ensure the following is provided:

- Three (3) copies of completed application;
- \$539.01 Part Lot Control fee
- \$750 Lanark County Application Fee (due after by-law passing)



FILE NUMBER:

PLC - /2020

TOWN OF PERTH

APPLICATION FORM FOR PART LOT CONTROL EXEMPTION

Pursuant to Sections 50 & 51 of the Planning Act, R.S. 0. 1990, c.p. 13, as amended

1.0 OWNER/APPLICANT INFORMATION

1.1 Owner's Name(s): _____

1.2 Applicant's Name(s): _____
(if not owner, please complete authorization in Section 10)

1.3 Applicant's Address: _____

Postal Code: _____

1.4 Reason why the Part Lot Control is requested:

2.0 PROPERTY DESCRIPTION AND INFORMATION

2.1 Municipal Description of Property (Street Name and Number)

2.2 Legal Description of Property
Reference/Registered Plan Number: _____
Part/Block/Lot Number: _____
Municipality/ geographic twp.: _____

Concession Number: _____

Concession Lot Number: _____

2.3 The Date the Subject Land was Acquired by the Current Owner: _____

2.4 Dimensions of Property
Street Frontage: _____
Depth: _____
Area: _____

3.0 OFFICIAL PLAN & ZONING INFORMATION

3.1 Current Official Plan Designation of Property: _____

3.2 Current Zoning of Property: _____

3.3 The Existing Use of the Property is:

- Residential Mixed (Describe _____)
- Commercial Other (Describe _____)
- Industrial
- Institutional
- Vacant

3.4 Provide the date of construction or length of time the Existing Uses has been on the property:

3.5 Describe the Proposed Uses of the Property: _____

4.0 BUILDING AND STRUCTURE INFORMATION

This information can be shown on the drawing, but the floor area of each building must be provided below or on the sketch.

4.1 Existing Buildings or Structures on the Subject Land

- No
- Yes

If yes, please provide the following information for each building or structure:

Type: _____

Front Lot Line Setbacks: _____

Rear Lot Line Setbacks: _____

Side Lot Line Setbacks: left side _____ right side _____
(when facing lot from the street)

Building Height (in metres/feet): _____

Dimensions/Floor Area: _____

4.2 Proposed Buildings or Structures to be erected on the Subject Land

- No
- Yes

If yes, please provide the following information for each building or structure:

Type: _____

Front Lot Line Setbacks: _____

Rear Lot Line Setbacks: _____

Side Lot Line Setbacks: left side _____ right side _____
(when facing lot from the street)

Building Height (in metres/feet): _____

Dimensions/Floor Area: _____

5.0 SERVICING INFORMATION

5.1 Access to the Property (please [] applicable boxes)

- Provincial Highway
- Municipal Road
- Private Road
- Other _____

5.2 Type of Water Supply to the Subject Lands:

- Publicly owned and operated piped water system
 - **each** unit has a separate service connection **or** - units share connections
- Privately owned and operated piped water system
 - **each** unit has a separate service connection **or** - units share connections
- Privately owned and operated individual well
- Communal well
- other water source (describe) _____

5.3 Type of Sewage Disposal System Servicing Subject Lands:

- Publicly owned and operated sewage disposal system
 - **each** unit has a separate service connection **or** - units share connections
- Privately owned and operated septic system for each unit
- Communal septic system – shared by units
- Privy or other _____

5.4 Provision of Storm Drainage:

- Piped storm-sewers
- Ditches
- Swales
- Other (describe) _____

6.0 OTHER PLANNING APPLICATIONS

6.1 Is the property subject to an application under the Planning Act for approval of a Plan of Subdivision or a Consent to sever the land?

- Yes** **No** **Unknown**

If yes and if known, please provide the application file number: _____

The status of the application: _____

6.2 Has the land ever been the subject of a Zoning amendment application under Section 34 of the Planning Act?

- Yes** **No** **Unknown**

If yes and if known, please provide the application file number: _____

The status of the application: _____

7.0 REQUIRED INFORMATION

7.1 The following information must be submitted to complete your application (please [] boxes to confirm this information has been included):

- a) A copy of the original registered plan of subdivision indicating the boundaries and dimensions of the subject land;
- b) A copy of the surveyed reference plan showing the proposed division of the land or a preliminary drawing drawn to scale.

(**note** for Townhouse proposals an access easement a minimum of 2 m wide should be shown for the rear yards of the interior units or another legal access be demonstrated).

(**note** Lanark County will require a completed survey to approve the By-law)

- c) If not clearly indicated on the survey or lot division drawing, a scaled drawing indicating the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front, rear and the side lot lines;
- d) The location, width and name of any roads within or abutting the subject land, indicating whether it is a public traveled road, unopened road allowance, a private road or a right-of-way; should be shown on a drawing;
- e) The location and nature of any easement affecting the subject land.
- f) A written undertaking from the owner acknowledging that if a part lot control By-law is passed then any outstanding taxes, fees or charges owed to the Town of Perth will need to be paid in full before the By-law is submitted to the approval authority (Lanark County).
- g) A written undertaking from the owner acknowledging that individual services to each lot to be created must already exist or must be assured through an executed agreement with the Town of Perth before the By-law is submitted to the approval authority (Lanark County) and all expenses associated with installing such services or the preparation, legal review and registration of an agreement will be the responsibility of the applicant.

(Note – if a By-law is passed a Lanark County part lot control application will need to be signed by the applicant. A signed, partially completed form may be filed with this application or may be completed at the Town after the By-law is passed)

8.0 AFFIDAVIT/SWORN DECLARATION BY APPLICANT

8.1 An affidavit/sworn declaration by the applicant certifying that the information contained in this application form is true.

I, _____, of the _____
in the _____ do solemnly declare that:

All of the information and statements made in this 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 made under oath.

Declared before me at the

_____ in the _____

this _____ day of _____, 201_.

Applicant's Signature

A Commissioner, etc.

(Above to be signed in the presence of a Commissioner)

9.0 AGREEMENT TO INDEMNIFY THE CORPORATION OF THE TOWN OF PERTH WITH REGARD TO APPLICATION PROCESSING COSTS

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Perth (the "Town") from all costs and expenses the Town may incur in connection with the processing of the Applicant's planning application for approval under The Planning Act.

Without limiting the foregoing, such costs and expenses shall include all administrative, legal, engineering, planning, advertising, and consulting fees and charges incurred or payable by the Town to process the application, together with all costs arising from the Town. If required or requested by the Applicant appearing at any hearing of any appeal to the Ontario Municipal Board ("OMB") from any decisions by Town Council, the Committee of Adjustment or by Lanark County where it is the authorized approval authority, as the case may be, approving the Applicant's application.

The Applicant agrees that if any amount owing to the Town in respect to the application is not paid within 30 days of payment notice or other request for payment being issued; the Municipality will not be required to process or to continue processing the application or appear before the OMB in support of a decision approving the application until the amount has been paid in full.

The Applicant further agrees, that any amount owing by the Applicant is a debt of the Applicant and the Town, in addition to other remedies available to it by law, is entitled to recover the amount owing with interest from the Applicant by actions in the Courts.

Signature of Applicant

Date

10.0 AUTHORIZATION FROM OWNER(S)

The owner(s) formal authorization permitting the applicant to make this application on the owner(s) behalf to the Town of Perth.

I/We _____, the owner's of the property subject of this application, hereby authorize _____ to make this application on my/our behalf to the Corporation of the Town of Perth.

Witness (other than applicant)

(Owner's Signature)

Witness Name and Title
(Please PRINT)

Owner's Name and Title
(Please PRINT)

11.0 WAIVERS / CONFIDENTIAL INFORMATION

11.1 The applicant/owner hereby acknowledges that this application is a public document and all information provided in the application and information submitted with the application will be available for public review and scrutiny save for that portion of the application identified as confidential.

Applicant's Signature

Owner's Signature

11.2 The owner hereby authorizes Planning Staff or employees of the Corporation of the Town of Perth working on behalf of the Planning Director to enter onto the lands that are subject to this application during the regular business hours of the Town of Perth for the purpose of inspecting, evaluating and recording information about the site's terrain and drainage, the exterior of any buildings and any other exterior features relevant to the application.

Applicant's Signature

Owner's Signature

Applicant's Name and Title
(Please PRINT)

Owner's Name and Title
(Please PRINT)

12.0 MORTGAGES, CHARGES OR OTHER ENCUMBRANCES INFORMATION

12.1 Mortgage Holder Name: _____

12.2 Address: _____

12.3 Telephone Number: _____

12.3 Fax Number: _____

Confidential Information

Applicant's Information

Name: _____

Applicant's Contact Information

Home # _____ Work # _____ Cell # _____

Fax # _____ Email address _____

Owner's Information

ADDITIONAL INFORMATION:

The Planning Department is responsible for processing Part Lot Control applications. If you have any questions regarding the application process, please contact:

Town Planner
80 Gore Street East
Perth Town Hall
Perth, Ontario K7H 1H9

(613) 267-3311 ext.(Tel.)

(613) 267-5635 (Fax)