

TOWN OF GEORGINA

APPLICATION FOR PART LOT CONTROL EXEMPTION OR EXTENSION

APPLICATION GUIDE

Development Services
26557 Civic Centre Rd., RR#2
Keswick, Ontario
L4P 3G1

Telephone:
(905) 476-4301
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(905) 476-8100

Attention: Planning Division

PURPOSE OF APPLICATION

1. This PART LOT CONTROL EXEMPTION OR EXTENSION APPLICATION GUIDE sets forth the procedure for processing applications for proposed part lot control exemption by-laws. The information required allows the Municipality to properly evaluate your application. The information you provide will assist the Municipality in expediting this process.
2. This application must be filed with the Planning and Building Department at the above address.

APPLICATION FEES

Council has adopted an application fee of **\$3662.00 plus \$163.00 per lot** (By-Law 2011-0015(PL-7)). This fee is required to cover the normal municipal costs incurred in processing a part lot control exemption by-law application.

USING THE APPLICATION

The application should be completed in duplicate by the property owner or authorized agent and returned to the Town of Georgina at the above address. When an agent is making application, the written authorization of the owner must accompany the application. For your convenience, an authorization form has been included in the attached application. It is important to note that a Commissioner must witness the signature of the owner, solicitor or authorized agent on the application form.

INFORMATION REQUIRED

1. The application must include a legal description of the subject lot(s), together with reference plan prepared by an Ontario Land Surveyor, which shows and describes:
 - (a) the subject lot(s) in metric measurements;
 - (b) proposed dividing lot lines and parts to be created;
 - (c) all roads (named) abutting the subject lots;
 - (d) when possible, all existing and proposed buildings.
2. Two (2) full sized copies of reference plan.
One (1) reduced copy of reference plan.
OR,
Submit by Electronic PDF format
3. Lot Area & Frontage Certificate.

DEALING WITH THE APPLICATION

1. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction or clarification prior to processing.
2. After an evaluation of the application, the Planning and Building Department will prepare a report for the consideration of Committee of the Whole of Council.
3. If the application is approved, a By-law will be prepared and placed before Council for their approval.
4. The approved by-law must be registered with the land registry office. The ***applicant must arrange for the registration.***

PROCESSING TIME

It generally takes about one to two months to complete the above process. This process can take longer if at the outset the applicant lacks the necessary information.

TOWN OF GEORGINA

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APPLICATION FORM

AS PER COUNCIL POLICY, ALL TAXES MUST BE PAID TO DATE BEFORE
THE PROCESSING OF ANY PLANNING APPLICATION

1. Lot No.(s): _____ Registered Plan No. _____
Parts: _____ Reference Plan: _____

2. Complete the following and check the line next to the person or firm to who correspondence should be addressed.
Check one box only.

	NAME	ADDRESS AND TELEPHONE/FAX NUMBER
REGISTERED OWNER <input type="checkbox"/>		
AGENT OR SOLICITOR <input type="checkbox"/>		

3. **SUBJECT PROPERTY**

a) Present use of subject lot(s): _____

b) Proposed use of subject lot(s): _____

c) Reasons for requiring a part lot control exemption by-law: _____

4. **RIGHT TO ENTER**

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize members of the Committee/Council (or a representative thereof), Town of Georgina staff, Peer Review Consultants retained by the Town of Georgina, and relevant external agency staff, to enter upon the subject lands for the purposes of evaluating the merits of this application.

Dated at the _____ of _____ this _____ day of _____, _____.

Signature of Owner

Print Name

Signature of Owner

Print Name

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.

5. **MUNICIPAL FREEDOM OF INFORMATION DECLARATION**

In accordance with the provisions of the Planning Act, I understand that all information and material that is required to be provided to the Town of Georgina respecting planning applications shall be made available to the public. In submitting this development application and supporting documentation, I _____ hereby acknowledge the above-noted policy and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Dated at the _____ of _____ this _____ day of _____, _____.

Signature of Owner

Print Name

Signature of Owner

Print Name

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer(s) with authority to bind the corporation.

Affidavit or Sworn Declaration

I, _____ of the _____ in the _____ solemnly declare that I am the owner, and officer of the owner, the agent of the owner, and that the above statements contained in the written application are true, and I make this solemn declaration conscientiously believing it to be true, knowing that it is the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the in the this day of in the year.....

A Commissioner, etc.

Applicant, Registered Owner or Agent

Consent of Owner

If an agent is used, the owner must also complete the following:

I/We being the registered owner(s) of the subject lands, hereby authorize to submit the enclosed application to the Planning and Building Department and to appear on my behalf at any hearing(s) of the application and to provide any information or material required by the Planning and Building Department relevant to the application.

Declared before me at the in the this day of in the year.....

Signature of Owner

NOTE TO OWNER:

IF THE APPLICATION IS TO BE PREPARED BY SOMEONE OTHER THAN THE OWNER, AUTHORIZATION SHOULD NOT BE GIVEN UNTIL THE COMPLETED APPLICATION AND ITS ATTACHMENTS HAVE BEEN EXAMINED BY YOU AND APPROVED.