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 Fax:

(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 bylaws. 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

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 <u>must accompany the application</u>. 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;
 - proposed dividing lot lines and parts to be created: (b)
 - all roads (named) abutting the subject lots; (c)
 - when possible, all existing and proposed buildings. (d)
- 2. Two (2) full sized copies of reference plan.

One (1) reduced copy of reference plan.

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.

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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.			Registered Plan No				
			Reference Plan:_	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			
RE	GISTEI	RED OWNER					
AG	ENT OI	R SOLICITOR					
3.	SUBJECT PROPERTY						
	a)	Present use of subject lot(s):					
	b)	b) Proposed use of subject lot(s):					
	c)	Reasons for requiring a part lot control exemption by-law:					

I/We,		, being the registered owner(s) of th	e subject lands		
hereby authorize members of the Committee/Council (or a representative thereof), Town of Georgina staff, Peer					
Review Consultants retain	ned by the Town of Georgina, and rele	vant external agency staff, to enter u	pon the subjec		
lands for the purposes of	evaluating the merits of this applicati	on.			
Dated at the	of	this	day o		
	·				
Signature of Owner	Print Name				
g:					
	Drint Nom				
<u>Note:</u> Original signature	Print Name of the record. In the control of the con		(s) must be tha		
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 $\underline{Note:}$ 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.

Print Name

Signature of Owner

I,	of the	in the
	solemnly declare that I am the o	
owner, the agent of the owner, and that	the above statements contained in the written ap	pplication are true, and I
make this solemn declaration consciention	ously believing it to be true, knowing that it is th	e same force and effect as
if make under oath, and by virtue of "Th	ne Canada Evidence Act".	
Declared before me at the		
in the	this day of in a	the year
A Commissioner, etc.	Applicant, Registered	d Owner or Agent
Consent of Owner		
If an agent is used, the owner must also	complete the following:	
I/We	being the registered owr	ner(s) of the subject lands,
hereby authorize	to submit th	ne 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 Dep	artment relevant to the
application.		
in the	this day of in i	the year
Signature of Owner		
-		

NOTE TO OWNER:

Affidavit or Sworn Declaration

<u>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.</u>