



TOWN OF SHELBURNE

Application for a Part Lot Control Exemption By-law

Application Instructions and Process Guidelines

PLEASE DETACH AND RETAIN PAGES 1 AND 2 FOR FUTURE REFERENCE

INFORMATION AND FEES

Submissions to the Town of Shelburne seeking approval for a Part Lot Control Exemption By-law is provided for under Section 50(7) (7, 7.1 through to 7.5) of the Planning Act, R.S.O. 1990, as amended. The following application form must be completed and submitted with the required fee in order to be considered by Council for approval. Should you require additional information or clarification on any matter related to this form, please contact the Town Planner.

The Part Lot Control Exemption By-law is generally used for the purpose of reconfiguring existing lots or blocks within a registered plan of subdivision to facilitate development. Exemption from part-lot control is appropriate when a large number of land transactions are involved, but the resulting changes will not have cause any changes to the character or nature of the subdivision. Part-lot control exemptions are also used for semi-detached or townhouse developments. Utilizing the part lot control exemption allows a process to ensure that common walls of multi-unit buildings are located directly on property lines.

Application Fees: To be accepted as a complete application, each submission must be accompanied by the appropriate application fee. Payments are accepted in the form of a cheque, cash or money order payable to the Town of Shelburne. NVCA and other external agency review fees and/or permit fees may also apply in addition to Town fees. The Town's current application fees are identified in the table below.

# of Lots	Base Fee (2019)	Contingency
Less than 20	\$2155.00	\$110 per lot
20+		\$85 per lot

Please note:

1. The Ministry of Municipal Affairs and Housing is the approval authority for Part Lot Control Exemption By-laws, but the application must be filed with the Town.
2. Town application fees shall be paid by cash, cheque or money order payable to the "Town of Shelburne".
3. NVCA application fees are payable to the "Nottawasaga Valley Conservation Authority".
4. Separate payments are required for the base application fee, contingency deposit and NVCA fees.
5. The Town's base application fee is non-refundable. The contingency deposit may be wholly or partially refundable if the Town's processing costs are fully covered by the base fee, as determined by the Town.
6. The application and required drawings shall be completed in metric units.
7. Drawings must be prepared by a qualified professional such as an engineer, architect, landscape architect, planner or land surveyor.
8. The receipt of inaccurate or incomplete information may cause delays in the processing of an application.
9. Additional information, studies and/or reports may be required by the Town prior to approval. The Town of Shelburne reserves the right to determine information necessary in order to properly process an application.
10. Applicants are advised to communicate with neighbours regarding planned development.

APPLICATION SUBMISSION

Please submit the application package for Part Lot Control Exemption By-law and fees to:

**Town of Shelburne
 203 Main Street East
 Shelburne, ON L9V 3K7
 Tel: (519) 925-2600
 Fax: (519) 925-6134**

This process pertains to an application for part-lot control exemption pursuant to Section 50(7) of the Planning Act. Prior to the Town processing the application, it is required that a copy of the attached application form be completed including the prescribed number of hard copies of the submission package. Please also note that the Town of Shelburne requires an electronic submission of all forms, drawings and reports that form part of the application.

The following checklist should be used to ensure a complete submission:

Item	Required (this section to be completed with Town Planner)		
	YES	# copies	NO
Completed and Signed Application Form (Original)	✓		-
Draft Survey Reference Plan and Lot Summary Certified by O.L.S.	✓		-
Planning Justification Report			
Urban Design Study			
Arborist Report			
Traffic/Parking Study			
Functional Servicing Report			
Storm Water Management Report			
Geotechnical Report			
Environmental Impact Report			
Site Remediation Studies			
Archaeological Assessment			
Heritage Impact Statement			
Other:			

APPLICATION PROCESS

1. Pre-Application Consultation with Town Planner to review submission requirements.
2. Applicant files completed application form and required submission package with Town of Shelburne.
3. Application is circulated to Town departments and external agencies.
4. Part-lot control exempting by-law is prepared upon receipt of departmental and agency clearances.
5. Applicant submits DEPOSITED Reference Plan to Town, Town Planner prepares report to Council.
6. By-law is considered for passage by Town Council.
7. If passed by Council, Town submits by-law to Ministry of Municipal Affairs and Housing for final approval.
8. Approved by-law is registered on title to the property by the Town’s solicitor or the applicant’s solicitor.
9. Applicant notified of By-law registration authorizing transfer of resulting parcels to individual owners.
10. By-law repeal/expiry.

PART I: APPLICANT INFORMATION	
Name of Applicant*:	Phone:
Mailing Address:	Fax:
	E-mail:
Name of Agent*:	Phone:
Mailing Address:	Fax:
	E-mail:
Name of Property Owner*:	Phone:
Mailing Address:	Fax:
	E-mail:
Name of Ontario Land Surveyor:	Phone:
Mailing Address:	Fax:
	Email:
When was the property acquired by the current Property Owner?	
All correspondence, notices, etc. in respect to this development application will be forwarded to: (check applicable)	
Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Property Owner <input type="checkbox"/>	

*If the Applicant, Agent or Property Owner is a numbered company, also provide the name of a principal of the company

PART II: PROPERTY INFORMATION	
a.) Street Address:	
b.) Legal Description:	
c.) Are there any existing easements, restrictive covenants affecting the subject lands? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If YES, provide a description of registered instrument number:	
d.) Existing number of lots by type:	Other (please specify):
	Semi-detached:
	Townhouses:

PART III: PROPOSED LAND USE AND DEVELOPMENT		
a.) Current Official Plan Designation		
b.) Current Zoning		
c.) Are there any proposed easements or restrictive covenants affecting the subject lands? <input type="checkbox"/> YES <input type="checkbox"/> NO		
d.) Proposed number of lots by type:	Semi-detached	
	Townhouses	
	Other (please specify)	

PART IV: SERVICING INFORMATION	
a.) Water Supply:	<input type="checkbox"/> Municipal <input type="checkbox"/> Other
b.) Sanitary:	<input type="checkbox"/> Municipal <input type="checkbox"/> Other
c.) Storm Drainage:	<input type="checkbox"/> Municipal <input type="checkbox"/> Other
d.) Road Access:	<input type="checkbox"/> Provincial <input type="checkbox"/> County <input type="checkbox"/> Local <input type="checkbox"/> Other: _____

PART V: ADDITIONAL INFORMATION		
a.) Has a site plan agreement been entered into?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
b.) Is draft reference plan consistent with the approved site plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
c.) Has a building permit been issued?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
d.) Is the proposed development under construction?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
e.) Is the subject land subject to any other planning applications:		
Consent	<input type="checkbox"/> YES <input type="checkbox"/> NO	Application Number:
Minor Variance	<input type="checkbox"/> YES <input type="checkbox"/> NO	Application Number:
Zoning Amendment	<input type="checkbox"/> YES <input type="checkbox"/> NO	Application Number:
Official Plan Amendment	<input type="checkbox"/> YES <input type="checkbox"/> NO	Application Number:
Site Plan	<input type="checkbox"/> YES <input type="checkbox"/> NO	Application Number:

PART VI: PAYMENT OF FEES

I (we), _____ being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit an application for part lot control exemption by-law.

Owner's Signature: _____ Date: _____

PART VII: PERMISSION TO ENTER

I (we) _____ hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Owner's Signature: _____ Date: _____

PART VIII: OWNER'S AUTHORIZATION

I (we), _____ being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit an application for part lot control exemption by-law.

Owner's Signature: _____ Date: _____

PART IX: AFFIDAVIT

I (we), _____ of the _____, in the County/Region of _____, solemnly declare that all the statements contained in this application are true and I (we) 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 and by virtue of the CANADA EVIDENCE ACT.

Signature of Owner or Authorized Agent _____

DECLARED before me at the _____ of _____ in the Country/Region of _____ this _____ day of _____ 20____.

Signature of Commissioner _____

Printed Name of Commissioner _____