

Note to Applicants: This form is the only acceptable form to be used in the Municipality of North Perth for the proposed Exception from Part Lot Control. In this form, the term "subject land" means the land that is the subject of this application.

Instructions

Prior to making an application for exemption from Part Lot Control a proponent is advised to pre-consult with the Municipality's Clerk's Department staff to determine the appropriateness of the request and review submission requirements.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by **black arrows (>)** on the left side of the section numbers. This information is prescribed by Council of the Municipality of North Perth. The mandatory information must be provided with the appropriate fee and draft reference plan. If the mandatory information, including the draft reference plan and fee are not provided, the Municipality will return the application and refuse to further consider the application.

The application form also sets out other information (e.g. technical information or reports) that will assist the Municipality and others in their planning evaluation of the development proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application.

In the absence of this information, it may not be possible to do a complete review and the application may be refused.

Submission of the Application

- The Municipality of North Perth requires:
- 1 original copy of the completed application form, and
 - 5 copies of the draft reference plan, and
 - 1 copy of the draft reference plan on letter sized paper, and
 - 5 copies of the information/reports if indicated as needed when completing the relevant sections of this form. The nature of the information/reports varies with the type of land uses proposed and the existing land use and topographic features, and
 - The applicable fee as indicated on the Municipality's Tariff of Fees By-law.

For Help

To answer your question when completing the application form, please consult the Clerk's Department in the Municipal Office at 330 Wallace Ave. N. Listowel, Ontario, or via telephone (519) 292-2062.

Please Print and Complete or (✓) Appropriate Box(es)

1. Application Information

| | | |
|--|---------------|----------------|
| > 1.1 Name of Registered Owner(s) An owner's authorization is required in Section 7 if applicant is not the owner | | |
| Name of Registered Owner(s) [†] | Telephone No. | Fax No. |
| Address (including PO Box if applicable) | Postal Code | Email Address |
| 1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner.) | | |
| Name of Contact Person / Firm | Telephone No. | Fax No. |
| Address | Postal Code | Email Address. |

2. Location of the Subject Land (Complete applicable boxes in Section 2)

| | | | |
|---------------------|------------------------|----------------------|-----------------------|
| > 2.1 | | | |
| Street No. | Name of Street/Road | | |
| Registered Plan No. | Lot(s)/Block Number(s) | Concession Number(s) | Lot |
| Reference Plan No. | Part Number(s)) | Registry Office PIN. | Ontario Land Surveyor |

- 2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No If yes, describe the easement or covenant and its effect.
- 2.3 Is a copy of deed or the PIN description for the subject land attached? Yes No

3. > Previous Planning/Building Approvals (Complete all applicable lines in Section 3)

- 3.1 Subdivision Plan No. (44M-) _____
- 3.2 Condominium Plan No (CD-) _____
- 3.3 Official Plan Amendment (and designation) _____
- 3.4 Zoning By-law Amendment (and designation) _____
- 3.5 Site Plan No. _____
- 3.6 Committee of Adjustment Application No. _____
- 3.7 Building Permit No. _____
- 3.8 Development Charge Receipt Number _____

4. > Type of By-law Requested

- 4.1 Creation of a lot for either single detached or semi-detached dwellings
- 4.2 Creation of a lot for Townhouse dwellings
- 4.3 Other

5. Other Information

Is there any other information that may be useful to the Municipality in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

6. Affidavit or Sworn Declaration

> I (we), _____ of the _____ in the County/Region of _____
(name) (name of place of residence)

_____ make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____

in the _____

this _____ day of _____

Applicant

Commissioner of Oaths

Applicant

7. Authorizations

7.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed

Authorization of Owner(s) for Agent to Make the Application

I (we), _____ am (are) the owner(s) of the land that is the subject of this application for approval of a Part Lot Control By-law and I (we) authorize _____ to make this application on my (our) behalf.

Signature of Owner

Date

Signature of Owner

7.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below

> Authorization of Owner(s) for Agent to Provide Personal Information

I (we), _____ am (are) the owners of the land that is the subject of this application for approval of a Part Lot Control By-law and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I (we) authorize _____, as my (our) agent for this application, to provide any of my (our) personal information that will be included in this application or collected during the processing of the application.

Signature of Owner

Date

Signature of Owner

8. Consent of the Owner(s)

➤ **8.1 Complete the consent of the owner(s) concerning personal information and granting of permission to enter property.**

Consent of the Owner(s) to the Use and Disclosure of Personal Information and to Enter Property

I (we), _____, am (are) the owner of the land that is the subject of this application for approval of a Part Lot Control By-law and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

Furthermore, I (we) hereby authorize Council members and members of the staff of the Corporation of the Municipality of North Perth to enter upon the subject lands for the purpose of evaluating the merits of the subject application and conduct any inspections on the subject land that may be required to perform this duty.

Signature of Owner

Date

Signature of Owner

9. Acknowledgement

➤ **9.1 Complete the acknowledgement concerning third party appeal costs.**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Municipality of North Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Municipality of North Perth for legal counsel and other associated costs to represent the Corporation of the Municipality of North Perth in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the _____

in the County/Region of _____

this _____ day of _____, _____

Signature of Applicant

Signature of Applicant

The Municipality will assign a File Number for complete applications and this should be used in all communications with the Municipality.

Applicant's Checklist: Have you remembered to attach:

- | | Yes | | Yes |
|--|-----|---|-----|
| • 1 original of the completed application form? (Ensure you have a copy for yourself) | | 5 copies of the information/reports as Indicated in the application form? (Ensure you have a copy for yourself) | |
| • 5 copies of the draft reference plan? (Ensure you have a copy for yourself) | | | |
| • 1 copy of the draft plan on letter sized paper? | | The required fee, either as a cheque or money order, payable to the Municipality of North Perth? | |
| • <u>Digital Mapping Information</u> - Submit 1 computer disk containing the digital plotting of the draft plan, including the textual description of file format, map standards used, scale, contact person and location information such as Lot & Registered Plan No. (Autocad .dxf). | | | |

¹ All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others. If any other registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.

Municipality of North Perth
330 Wallace Avenue, North
Listowel, Ontario N4W 1L3
Telephone: (519) 292-2062
FAX (519) 291-1804
Email: PBERfelz@northperth.ca

Letter of Undertaking

The Corporation of The Municipality of North Perth
330 Wallace Avenue, North
Listowel, Ontario N4W 1L3

In consideration of The Corporation of The Municipality of North Perth enacting a By-law pursuant to Section 50 of the Planning Act RSO, 1990, as amended, to exempt the following land from Part Lot Control.

I (we), _____, being the registered owner(s) of _____
(name) (description of subject land)

hereby undertake as follows:

1) To subdivide the said lands only in accordance with the attached draft reference plan prepared by _____
(name of Ontario Land Surveyor)

Dated _____ and described as project number/drawing number _____;

2) To deliver 5 copies of the attached plan as deposited to the Clerk's Department of the Corporation of The Municipality of North Perth within 14 days of its being deposited in the Perth Land Registry Office No. 44.