



2025 PART LOT CONTROL APPLICATION

****FOR OFFICE USE ONLY****

Date Received:	Date Accepted:	Pre-Con Record Date:	Fee Paid:	File Number:

PURPOSE

Where land is within a registered plan of subdivision and the owner wishes to subdivide a lot or a block within such registered plan for the purpose of selling, conveying, leasing or mortgaging such part lots of part blocks, an owner may request the Municipality to pass a Part Lot Control Exemption By-law under Section 50 (7) of the *Planning Act*.

This provision establishes that subsection 5 (Part Lot Control) does not apply to land that is contained within the lands subject to a Part Lot Control By-law. The Township of North Dumfries will give consideration to using this method of severance of land for development fronting an existing or dedicated road. For example, the division of lots and blocks for semi-detached dwellings or linear townhouses or single detached dwellings within a lotless block. No part lot control exemption by-law can be approved if the municipality requires conditions to be applied to the division of the subject lands.

The final passing and registration of a Part Lot Control Exemption By-law eliminates the need for an owner to receive approval of an application for Consent from the Committee of Adjustment.

Pre-Consultation

Consultation with Township Staff and External Government Agencies prior to the submission of a formal application is strongly encouraged to determine submission requirements. Please review the Pre-Consultation Application Form at the following link: <https://www.northdumfries.ca/en/doing-business/planning-application-forms.aspx>

2025 Part Lot Control Application Fees

Please see Township Fee By-law for details. The following is a summary of application fees.

Type	Fee
For the 1 st Lot/Unit Created	\$1,100/Lot or Unit
Each Additional Lot/Unit Created in the Same Block	\$350/Lot or Unit
Registration Fee of By-law (where undertaken by Municipality)	\$1,500/Lot or Unit
Extension of Application Fee	\$1,000



Completed applications and drawings must be submitted by email to planning@northdumfries.ca. For larger files, please provide a link to a shared Dropbox with your email submission.

Submission Checklist for Application

- ☐ Pre-Consultation (If completed).
- ☐ Digital copy of covering letter outlining the nature of the requested Removal of Part Lot Control.
- ☐ Digital copy of completed application form.
 - ☐ Agent Authorization: If the applicant is not the owner, the owner's written authorization to the applicant to make the application is required.
 - ☐ Affidavit or sworn declaration by the applicant that the information provided by the applicant is accurate.
- ☐ The applicable application fee(s) in accordance with the current Fee Schedule.
- ☐ Digital copy of the deed of subject property to current registered owner.
- ☐ Digital copy of a Reference Plan (40R-Plan) illustrating the lot(s)/block(s) that are requested for Exemption from Part Lot Control.
- ☐ Digital copy of the Registered Plan (40M-Plan) with the proposed area for Part Lot Control Exemption clearly highlighted in red.
- ☐ Digital copy of a site location map, or key map.
- ☐ Digital copy of the proposed Building Siting Plan for any proposed semi-detached and townhouse dwelling lots request for Exemption from Part Lot Control.
- ☐ Name, address, and phone number of applicant's lawyer, who will handle the Township's inquiries on this application.
- ☐ Name, address, and phone number of lawyer for the Transferee of the correcting Transfer (if Part Lot Control By-law is enacted).

Drawing Requirements

The following information is required to be shown on the draft reference plan/building location plan:

- ☐ Legal description of the subject lands
- ☐ The true dimensions and bearings of the property
- ☐ The location of all new lot lines proposed to be created with corresponding lot areas and lot widths indicated thereon.
- ☐ The location, dimensions and setbacks of all residential buildings or foundations thereof, as well as accessory buildings.
- ☐ The existing or proposed height and number of storeys of all residential buildings.
- ☐ The location of driveways and parking areas including garages (specify when garages are attached).

Procedure

1. Applications should be submitted at least 4-5 weeks prior to a scheduled Council meeting. Please consult with staff to determine the appropriate timelines.
2. Applications are reviewed for zoning compliance and circulated to Township staff and outside utilities for compliance with servicing plans.



3. Applicants are required to **deposit the reference plan** once the plan is deemed to comply with zoning requirements and confirmation is given that it is consistent with any approved servicing plans. **The subdivision plan must be registered** at this point.
4. All current outstanding taxes must have been paid for the subject lands.
5. The Township planner makes a recommendation on the application and the By-law is prepared approximately one week prior to Council's consideration of the By-law.
6. Once approved by Council, a signed By-law is issued, and the By-law is now ready to be registered on title by the Applicant's lawyers.

Collection of Personal Information

Personal information on the following forms and any supporting documentation is collected under the authority of the *Planning Act* and will be used by the Planning Department in the processing of the application. The information may be used by other departments and agencies for the purpose of assessing the proposed consent. This information may also be released to the public.

STAFF USE ONLY – COMPLETE APPLICATION REVIEW

- ☐ Original, signed application form received and reviewed
- ☐ Applicable fees submitted
- ☐ "Staff Use Only" fields completed on form
- ☐ Signed Record of Pre-submission Consultation attached
- ☐ Any additional information provided as required by Pre-submission Consultation Record (confirm that information meets submission criteria as requested by department/agency)
- ☐ Confirmation of ownership, address and legal description
- ☐ Affidavit completed and signed by applicant and commissioned
- ☐ Authorization provided, if required

Deemed as a complete application by: _____ Date: _____



2025 PART LOT CONTROL APPLICATION FORM

Date of Application

PART A – SITE ADDRESS AND LEGAL DESCRIPTION

Civic Address

Assessment Roll Number(s)

Lot/Block and Concession

Registered Plan

Reference Plan

PART B – APPLICANT INFORMATION

	Name and Address		Phone / E-mail	
Registered Owner	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Applicant/ Agent	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Lawyer (for handling Township inquiries)	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Lawyer (for the Transferee of the correcting transfer if enacted)	Name:		Phone:	
	Address:		E-mail:	
	City/Province:			
	Postal Code:			
Ontario Land Surveyor	Name:		Phone:	
	Company:		E-mail:	
	Address:			
	City/Province:			



PART C – TYPE AND PURPOSE OF TRANSACTION

Select all that apply:

- ☐ Creation of new lot(s) involving change to lot lines shown on registered plan of subdivision
- ☐ Creation of Part Lots from Whole Lots or Blocks
- ☐ Creation of maintenance easements for zero side yard development
- ☐ Creation of easement for rear yard access for street townhouse dwellings
- ☐ Revision to lot line of previously approved PLC By-law Number _____
- ☐ Re-application for expired approved PLC By-law Number _____
- ☐ Mortgage or Charge
- ☐ Other (specify)

Total number of lots to be created: _____



**PART D – DESCRIPTION OF PARTS TO BE SUBJECT TO PART LOT CONTROL
BY-LAW**

(list all Parts which are the subject of this application; attach additional sheets as necessary)

Part No.	PIN	Width (m) at setback	Part without easement	Utility Easement (specify)	Rear Yard Easement (specify)	Maintenance Easement	Eave Encroachment Easement



PART E – INTENDED LOTTING FABRIC

(Attach additional sheets as necessary)

All Parts Comprising a Lot	Combined Lot Width	Combined Lot Area	Type of Dwelling	Attached Garage? Y or N



PART F – AUTHORIZATION

Registered Owner's Authorization

The registered owner must complete the following if the owner is not the applicant:

I, we,

being the Registered Owners of the subject lands, hereby authorize,

to prepare and submit this application.

Signature(s): _____

Date: _____

Note: If the owner is an incorporated company, Articles of Incorporation shall be required.

ACKNOWLEDGEMENT

I understand that this application will be reviewed, and I may be contacted to provide additional information and/or resolve any discrepancies or issues that had been identified. Once all the required information and fee have been submitted, the application will be processed.

Signature of Owner/Applicant: _____ Date: _____



PART G – AFFADAVIT OR SWORN DECLARATION

Affidavit

I hereby authorize the members of the Township of North Dumfries Council, staff and circulated agencies to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application.

I, _____ of the _____
(owner, applicant, agent) (township, city)

of _____ in the Province of Ontario

Solemnly declare that:

All of the statements outlined 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 and by virtue of the *Canada Evidence Act*.

Declared before me at the _____ of _____
(township, city)

in the Province of Ontario this _____ day of _____ 2025.



Stamp

Signature of Owner or Authorized Agent

a Commissioner, etc.

Sworn Declaration

I hereby solemnly declare that all of the information provided in this application is true.

Date Submitted

Signature of Owner(s)/Applicant