



File No:	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Operations Fee (\$):
Other Fee (\$):	Other Fee (\$):

(Office Use Only)

Application for Part-lot Control Exemption or Deeming By-law
Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Planning, Building and Development Services Department.

All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.

1. Application Type			
<input type="checkbox"/> Part-lot Control Exemption		<input type="checkbox"/> Deeming By-law	
2. Details of the Subject Lands			
Municipal Address		Assessment Roll Number(s)	
Registered Plan Number	Lot Number(s)	Date the Plan was registered	
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable):			
3. Registered Owner (as shown on the deed and title of the property)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
4. Authorized Agent (if one has been authorized)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
Contact for all future correspondence (select one): <input type="checkbox"/> Registered Owner <input type="checkbox"/> Authorized Agent			
5. Solicitor (if different from Authorized Agent)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
6. Mortgages, Charges, and Other Encumbrances (if applicable)			
Name		Company Name	Municipality
Mailing Address		Unit Number	Postal Code
Province	Email	Telephone	
7. Existing and Proposed Uses			
Identify the existing use of the subject lands:			
Identify the proposed use of the subject lands:			

8. Reason for the Proposal

Explain the reason for the proposed Part-lot Control Exemption or Deeming By-law:

9. Official Plan and Zoning Information

Existing Niagara Regional Official Plan designation(s) of the subject lands:

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:

10. Concurrent Applications (if applicable)

Application Type	File Number	Status of the Application

11. Requirements for Complete Application (all boxes must be checked)

The following plans, reports and information must accompany this application form:

☐ All applicable application fees (payable by cash, cheque, or debit);

☐ Property Index Map(s) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;

☐ Parcel Register(s) (including all PIN printouts and Legal Instruments) of the subject lands from the Land Registry Office, dated within one (1) month of receipt of this application;

☐ Two (2) folded hardcopies of the Registered Plan included in the legal description of the subject lands, to scale (unfolded copies will not be accepted);

☐ Two (2) folded hardcopies of a draft Reference Plan (30R-Plan) illustrating the proposed subdivision of the subject lands (unfolded copies will not be accepted);

☐ For all large-format plans, two (2) sets of reduced plans on 11' X 17' paper; and

☐ One (1) digital copy, in PDF format, of all required materials.

Planning, Building and Development Services Staff may request that additional information be provided in the plans, reports and information that accompany this application, based on the scope and nature of the proposal.

12. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1			
2			
3			
4			
5			
6			

13. Acknowledgement and Agreement of Registered Owner

I, _____ AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND

(Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

(Signature of Registered Owner)

(Date)

14. Authorization of Registered Owner

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, _____ **AM THE REGISTERED OWNER OF THE SUBJECT LANDS**
(Name of Registered Owner/Company)

AND HEREBY AUTHORIZE _____
(Name of Authorized Agent/Company)

TO SUBMIT THIS APPLICATION to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

I UNDERSTAND that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

(Signature of Registered Owner)

(Date)

15. Sworn Declaration

I, _____ **OF THE** _____
(Name of Registered Owner/Company or Authorized Agent/Company) *(Name of City, Town, Township, etc.)*

IN THE _____
(Name of Regional Municipality or Province)

DO SOLEMNLY DECLARE that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

Declared before me in _____ in the _____
(Name of City, Town, Township, etc.) *(Name of Regional Municipality or Province)*

on this _____ day of _____, 20____.
(Month) *(Year)*

(Signature of Registered Owner/Authorized Agent)

(Signature of Commissioner of Oath)

THIS APPLICATION MUST BE SUBMITTED TO:

Town of Niagara-on-the-Lake
Planning, Building and Development Services
1593 Four Mile Creek Road
PO Box 100
Virgil, ON L0S 1T0

Phone: (905) 468-3266
Fax: (905) 468-0301
Website: www.notl.org