



Note to Applicants: This form is the only acceptable form to be used if the Town of St. Marys is the approval authority 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 Town's Building and Zoning 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 Separated Town of St. Marys. 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 Town will return the application and refuse to further consider the application.

The application form also sets out other information (eg. technical information or reports) that will assist the Town 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 Town of St. Marys requires:

- 1 original copy of the completed application form, and
- 4 photocopies of the completed application form, and
5 copies of the draft reference plan, and
1 copy of the draft reference plan on 8 1/2" x 11" 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 Town's Fee Schedule.

For Help

To answer your question when completing the application form, please consult the Building and Zoning Department in the Municipal Operations Centre at (519) 284-2340 Ext. 243.

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
1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner.

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?
2.3 Is a copy of deed or the PIN description for the subject land attached?

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

3.1 Subdivision Plan No. (44-M)
3.2 Condominium Plan No (CD-)
3.3 Official Plan Designation
3.4 Zoning By-law Classification
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 Semi-detached Dwelling Lot
4.2 Creation of a Townhouse/Row House Lot
4.3 Other

5. Other Information

Is there any other information that may be useful to the Town 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, _____ of the _____ in the County/Region of
(name) (name of place of residents)

_____ 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 _____

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 for Agent to Make the Application

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

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 for Agent to Provide Personal Information

I, _____ am 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 _____, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

8. Consent of the Owner

> 8.1 Complete the consent of the owner concerning personal information set out below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am 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.

_____ Date

_____ Signature of Owner

> 8.2 Complete the consent of the owner concerning permission to enter property.

Consent of the Owner to Enter upon Property

I, _____, am the owner of _____
(name) (description of subject land)

that is the subject of this application for approval of a Part Lot Control By-law and I hereby authorize Council members and members of the staff of the Corporation of the Town of St. Marys 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.

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 Town of St. Marys regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the St. Marys for legal counsel and other associated costs to represent the Corporation of the St. Marys 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

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

Applicant's Checklist: Have you remembered to attach:

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------|
| • 1 original of the completed application form?
(Ensure you have a copy for yourself) | Yes
<input type="checkbox"/> | 5 copies of the information/reports as
Indicated in the application form? | Yes
<input type="checkbox"/> |
| • 4 copies of the completed application form?
(Ensure you have a copy for yourself) | <input type="checkbox"/> | 5 copies of the draft reference plan? | <input type="checkbox"/> |
| • 1 copy of the draft plan on 8½" by 11" paper? | <input type="checkbox"/> | The required fee, either as a cheque or money
order, payable to the Corporation of the Town of St. Marys? | <input type="checkbox"/> |
| • <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). | | | <input type="checkbox"/> |

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.

St. Marys Town Hall
175 Queen Street East
PO Box 998
St. Marys, Ontario N4X 1B6
Telephone (519) 284-2340 FAX (519) 284-2881

St. Marys Building and Zoning Department
408 James Street South
PO Box 998
St. Marys, Ontario N4X 1B6
Telephone (519) 284-2340 FAX (519) 284-0902

Letter of Undertaking

The Corporation of the Town of St. Marys
175 Queen Street East
PO Box 998
St, Marys, Ontario N4X 1B6

In consideration of The Corporation of the Town of St. Marys 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, _____, being the registered owner 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 Building and Zoning Department of the Corporation of the Town of St. Marys within 14 days of its being deposited in the Perth Land Registry Office No. 44.

