

Part Lot Control Exemption Manual: Submission Package



March 2015



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

Table of Contents

Application for Exemption from Part Lot Control	3
Overall Application Package Checklist	6
Contact List	7

Copies of the Part Lot Control Manual (Information Package), are available on our website at www.caledon.ca or at the Development Approval & Planning Policy Department, Development Section counter



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1. Project Name

2. Property Information

Municipal Address: _____

Legal Description: _____

Roll Number: _____

PIN Number: _____

Property Size: _____ Hectares Acres

3. Proposal Information (General Description of Property and Intent of Application)

4. Applicant Information

Applicant Name: _____

Applicant is: Agent Owner

Full Mailing Address: _____

(Number) (Street) (City/Town) (Postal Code)

Email: _____

Telephone: _____ Fax: _____

Note: All correspondence, notices etc. initiated by the Town in respect of this application will, unless otherwise required by law, be directed to the applicant noted above, except where no applicant is employed, in which case it will be directed to the owner. Where the registered owner is a numbered company, please indicate a project or development name.



5. Registered Owner's Information

Owner Name: _____
Full Mailing Address: _____
(Number) (Street) (City/Town) (Postal Code)
Email: _____
Telephone: _____ Fax: _____

6. Owner's Lawyer Information

Lawyer Name/
Law Firm: _____
Full Mailing Address: _____
(Number) (Street) (City/Town) (Postal Code)
Email: _____
Telephone: _____ Fax: _____

7. Ontario Land Surveyor Information

Name/
Company: _____
Full Mailing Address: _____
(Number) (Street) (City/Town) (Postal Code)
Email: _____
Telephone: _____ Fax: _____

8. Lots or Blocks Proposed for Exemption:

9. Description of Existing Easements:

10. Description of Proposed Easements:

11. Corresponding Subdivision/Condominium File Number(s):



12. Type and Purpose of Proposed Request:

Residential

- Semi-Detached Dwellings
Townhouse Dwellings
Creation of a New Lot
Addition to a Lot
Correction of Title
Creation of Easement
Other:

Non-Residential

- Exemption of Entire Subdivision
Creation of New Lot
Addition to a Lot
Correction of Title
Creation of Easement
Other:

13. Affidavit of Owner or Authorized Agent

I (full name) of the (city/town) in the (municipality)

Solemnly declare that all the above statements contained within the application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of The Canada Evidence Act.

Declared before me at the (city/town) in the (municipality)

This (date) date of (month) month, 20 (year).

A Commissioner of Oaths

Signature

14. Registered Owner's Authorization

I (full name) the (title, if applicable) (corporate registered owner, if applicable) of the (city/town) in the (municipality) confirm that I, or the Corporation,

am the registered owner and hereby authorize (applicant name) to prepare and submit an application for exemption from part lot control.

(Name of Corporation, if applicable)

Signature

Date



Prior to submitting an application for exemption from the Part Lot Control provisions of the *Planning Act*, please ensure that the following information has been reviewed and is included in the submission.

Application Submission Packages

The submission is to be sorted into ten (10) packages with one (1) copy of each of the following in each package:

1. Cover Letter containing a detailed description of the proposed development
2. Completed Application Form and Overall Application Package Checklist
3. Current legal survey for each proposed lot
4. A draft reference plan showing:
 - a. All existing and proposed easements;
 - b. All lot lines;
 - c. Setbacks to all buildings and structures (if applicable);
 - d. Poured concrete foundation (if applicable); and,
 - e. All other appropriate measurements
5. Ontario Land Surveyor's Certificate indicating:
 - a. Frontage at the street line and at the appropriate setback from the street line;
 - b. Area of each part shown on the reference plan; and,
 - c. Use of each part (i.e. easements, rights of ways, etc.)
6. Certification from a Consulting Engineer indicating that the proposed lot lines, and/or easements do not conflict with:
 - a. Location of lateral services;
 - b. Drainage plans; and,
 - c. Proposed site plan items
7. Site Plan (if applicable).

Application Fee

1. Payable to the "Town of Caledon" in accordance with the Fee By-law.



Town of Caledon	905-584-2272
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6311 Old Church Road, Caledon, ON, L7C 3J6	
General Planning Inquiries	ext. 4291
General Zoning Inquiries	ext. 4104
General Building Inquiries	ext. 2233
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Region of Peel	905-791-7800
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10 Peel Centre Drive, Brampton, ON, L6T 4B9	
Jennifer Maestre, Planner	ext. 4645
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Ministry of Transportation	416-235-4592
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1201 Wilson Avenue, 7 th Floor, Building 'D', Downsview, ON, M3M 1J8	
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Toronto Region Conservation Authority	416-661-6600
<hr/>	
5 Shoreham Drive, Downsview, ON, M3N 1S4	
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Credit Valley Conservation	905-670-1615
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1255 Old Derry Road, Mississauga, ON, L5N 6R4	
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Lake Simcoe Region Conservation Authority	905-895-1281
<hr/>	
120 Bayview Parkway, Box 282, Newmarket, ON, L3Y 4X1	
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Nottawasaga Valley Conservation Authority	705-424-1479
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John Hix Conservation Administration Centre, 8195 8 th Line, Utopia, ON, L0M 1T0	



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