

# Part Lot Control Exemption Application Form

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The part lot control provisions under Section 50(7) of the *Planning Act*, allow a municipality to pass a by-law removing or “lifting” part lot control from all or part of a registered plan of subdivision. Such a by-law has the effect of allowing the conveyance of a portion of a lot without requiring the approval of the Committee of Adjustment, or the submission of a new plan of subdivision.

This application is appropriate when a number of land transactions are involved, but the resulting changes will not affect the nature or character of the subdivision (i.e. dividing blocks for townhouses).

Exemption from part lot control cannot be used to re-align lots within existing residential plans of subdivision which will create additional building lots.

It is recommended that the applicant review the [Part Lot Control Exemption Manual](#) and consult with Planning staff prior to submitting an application.

To submit a Part Lot Control Exemption application, the applicant must submit this application form together with the following information to Planning staff in accordance with the [Electronic Submission Standards](#):

A Cover Letter containing a detailed description of the proposed development

Current Legal Survey for each proposed lot

A Draft Reference Plan showing:

- All lot lines;
- All existing and proposed easements;
- Setbacks to all buildings and structures (if applicable);
- Poured concrete foundation (if applicable); and,
- All other appropriate measurements.

Ontario Land Surveyor’s Certificate indicating:

- Frontage at each street line and at the appropriate setback from the street line;
- Area of each part shown on the reference plan; and,
- Use of each part (i.e. easements, rights of ways, etc.)

Certification from a Consulting Engineer indicating that the proposed lot lines:

- Location of lateral services;
- Drainage plans; and,
- Proposed site plan items.

(Optional) Site Plan

Application fee payment in accordance with the applicable Town of Caledon Fee By-law; and,

Any other information that may be pertinent.

List the Supporting Material:

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Please note that the above-noted documents are to be submitted electronically (preferably in pdf format) and they must be readable/scalable when printed on maximum 11 x 17 format.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[www.caledon.ca](http://www.caledon.ca)

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325

# Part Lot Control Exemption Application Form

## APPLICANT CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street  
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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OWNER CONTACT INFORMATION

SAME AS APPLICANT

Organization/Corporation Name

Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street  
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type



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## LAWYER CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street  
Direction

Unit Type

Unit Number

City/Town

Province

Country

Postal Code

Email Address

Phone Number and Extension

Phone Type

Primary Phone

Phone Number and Extension

Phone Type

Phone Number and Extension

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Phone Type



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## ONTARIO LAND SURVEYOR CONTACT INFORMATION

Organization/Corporation Name

Contact First Name

Contact Middle Name  
(Optional)

Contact Last Name

First Name

Middle Name (Optional)

Last Name

Address Prefix (Optional)

Street Number

Street Name

Street Type

Street  
Direction

Unit Type

Unit Number

City/Town

Province

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Email Address

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Phone Type

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Phone Number and Extension

Phone Type

Phone Number and Extension

Phone Type

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Phone Type

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## PROPERTY INFORMATION

Street Number	Street Name	Street Type	Street Direction
Unit Type	Unit Number		
Roll Number			
Legal Description			
Site Area (hectare or square metres)	Frontage (metres)	Depth (metres)	

There any easements or restrictive covenants affecting the subject land.

Please specify/describe the easement or restrictive covenant which applies to the land.

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## APPLICATION DETAILS

Project Name

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**Please Select the Type and Purpose of the Proposed Request (*Select All That Apply*)**

## **Residential Uses**

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

## **Non-Residential Uses**

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

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**If an Easement is Proposed, Describe the Purpose of the Proposed Easement**

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**Please Explain the General Description of the Proposal.**



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**Please Identify the Number of Units/Lots Proposed to be Affected or Created by the Application.**

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**Please Specify the Closing Date of the Property.**

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Personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of submitting and processing this Part Lot Control Exemption Application. Questions about this collection should be directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272

## **PROPERTY OWNER PERMISSON TO ENTER PROPERTY**

The Town will complete a site visit of the property to understand and review the proposed development and associated impacts (if any). Where the property is regulated by a Conservation Authority, Town staff will coordinate the site visit with Conservation Authority staff.

I understand and hereby authorize and consent to Town of Caledon staff and the appropriate Conservation Authority staff to enter upon the above-noted property at any reasonable time for the purpose of evaluating the merits of the application.



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## AFFIDAVIT OF OWNER OR AUTHORIZED AGENT

I \_\_\_\_\_ of the \_\_\_\_\_  
(Full Name) (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 \_\_\_\_\_ in the \_\_\_\_\_  
(City/Town) (Municipality)

This \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.  
(Date) (Month) (Year)

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Signature



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## REGISTERED OWNER'S AUTHORIZATION

I \_\_\_\_\_ in the \_\_\_\_\_  
(Full Name) (Title, If Applicable)

of \_\_\_\_\_ of the \_\_\_\_\_  
(Corporate Registered Owner, if Applicable) (City/Town)

in the \_\_\_\_\_ confirm that I, or the Corporation, am  
(Municipality)

the registered owner and hereby authorize \_\_\_\_\_  
(Full Name)

to prepare and submit an application for exemption from part lot control.

\_\_\_\_\_  
(Name of Corporation, If Applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## SUBMISSION OF THE APPLICATION FORM

Please use the Town's online application form, or print, scan and submit the completed Part Lot Control Exemption Application Form and required information in person or by e-mail to:

Planning and Development Services  
Community Services Department  
Town of Caledon  
T.: 905-584-2272 x. 7338  
Email: [planning@caledon.ca](mailto:planning@caledon.ca)

## PART LOT CONTROL EXEMPTION APPLICATION PROCESS OVERVIEW

Once the applicant has submitted the application form, supporting material and required fee, a Lead Planner will be assigned to the application. The application will be circulated for a typical period of 2 weeks. Once all comments are received, the Lead Planner will contact you with a further update.



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