

Office Use Only

Application Number: _____ Ward Number: _____ Fee Received: \$

Application Received (dd/mm/yyyy): _____

Client Service Centre Staff: _____



Application Form
The Planning Act, RSO 1990

Lifting Part Lot Control or Part Lot Control Extension

* Please select which type you are applying for:

- Lifting of Part Lot Control Extension of Part Lot Control

Notice of Public Record

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of *The Planning Act*, R.S.O. 1990, C.P.13.

Municipal Freedom of Information and Protection Act

Personal information on this form is collected under the authority the Planning Act, RSO 1990, c. P. 13 and will be used to process this application. Questions about this collection may be directed by mail to Manager, Business and Technical Support Services, Planning, Development and Building Services Department, 110 Laurier Avenue West, Ottawa, K1P 1J1, or by phone at (613) 580-2424, ext. 52815

Section 1: Background Information

* Mandatory Field

*Site Address or Location:

Have you discussed this proposal with City Staff? Yes No

If **Yes**, please indicate the date (dd/mm/yyyy):

For any and all previously approved or concurrent development applications, please list application numbers:

Application Type	Application Number
Plan of Subdivision	
Site Plan Control	
Previously-approved Part Lot Control Exemption	
Plan of Condominium	
Other (specify): _____	

If you are applying to have the time limit extended on a previous Part Lot Control Exemption, please indicate the by-law number and the date it was passed:

By-law number:

Date passed:

Applicant/Agent Information

Company name:

Contact name:

Mailing Address:

Telephone: Email Address:

Registered Property Owner Information: Same as above

Name:

Mailing Address:

Telephone: Email Address:

Site Details

Please describe the lands from which you wish to lift Part Lot Control.

Legal Description:

What is the land currently used for?

Proposal Details

Why are you applying to lift part lot control? Please check the option that best describes your project:

- We are creating new single-detached, semi-detached or townhouse dwellings or lots, all of which front on a public street. We would like to subdivide the property in order to create freehold units or lots.
- We are creating new single-detached, semi-detached or townhouse dwellings or lots, some or all of which do not front on a public street. We would like to subdivide the property in order to create freehold units or lots.
- This is an application to extend a previous Part Lot Control Exemption.
- Other (please describe):

If this application is to create freehold townhouses, were these townhouses approved through the Plan of Subdivision process or through a separate Site Plan Control application?

- Approved through Plan of Subdivision
- Approved through Site Plan Control
- Not Applicable

Has the proposal received Site Plan Control approval?

- Yes
- No
- Unknown
- Proposal did not require Site Plan Control approval

Is this a request for conveyance of existing rental dwellings?

- Yes
- No
- Unknown

Identify any easements or rights of way that will be required:

Section 2: Application Type and Fees

Please visit the City's website for additional information on Lifting Part Lot Control.

Fees must be paid in full at the time of application submission.

Please select and fill in only one of the two options for fee payment below.

Lifting of Part Lot Control

- Lifting of Part Lot Control (New Application) \$12,630.84
- PLUS Initial Conservation Authority Fee \$125.00

OR

Extension of Time Limit

- Part Lot Control Fee \$2,834.78

Committee of Adjustment, Conservation Authority, and Engineering Design Review and Inspection fees are not subject to this reduction.

Fees Total:

Section 3: Submission Requirements

Standard Plans (mandatory submission requirements)

Please Note: The submission requirements for Lifting Part Lot Control have changed. Please read the following requirements carefully. Applicants are strongly encouraged to contact the Planning, Development and Building Services Department before submitting an application. If you fail to consult with staff, the City cannot guarantee the completeness or accuracy of your application submission, which may result in processing delays. A [help guide](#) can be viewed in order to prepare studies and plans, as well as gather information on general development considerations.

Required documents for a complete application:

A. *New applications to lift Part Lot Control:*

1. Completed application form.
2. Description of the lands from which Part Lot Control is to be lifted:
 - Lands must be identified by reference to blocks and/or lots on a registered or draft 4M Plan.
 - If the application is to lift Part Lot Control from part of a block(s) or lot(s), lands must also be identified by reference to parts on the relevant draft or deposited 4R Plan.
3. One of the following document applying to the lands from which Part Lot Control is to be lifted:
 - A registered Plan of Subdivision (4M Plan) ; or
 - An executed Early Servicing Agreement and acceptable draft 4M Plan;
4. Site Plan approved under the City of Ottawa Site Plan Control By-law, if applicable.
5. Electronic copies of all plans in Adobe .PDF format. All PDF submitted documents are to be unlocked, flattened and not saved as a portfolio file..

Note: Where applications to lift Part Lot Control are being made at the same time as applications for Plan of Subdivision and/or Site Plan Control, the Part Lot Control application will be accepted and the 10% fee discount granted. However, in such cases, the Part Lot Control application will automatically be deemed incomplete until the above documents are submitted.

B. *Applications to extend the time limit on a previously-enacted Part Lot Control Exemption By-law:*

1. Completed Application Form.
2. Deposited Reference Plan (4R Plan) showing the affected parcels of land.
3. A current list of Property Identification Numbers, municipal addresses and legal descriptions of the affected parcels of land. Please list only the unconveyed properties for which the Part Lot Control Exemption is to be extended. DO NOT include any lands from the original Part Lot Control Exemption that have already been conveyed.

Legal Requirements:

- A registered Plan of Subdivision (4M Plan) or a deposited Reference Plan (4R Plan), and the corresponding property identification numbers (PINs) must be submitted prior to an exemption by-law being enacted and registered.
- If the development is subject to Site Plan Control, Council may enact the exemption by-law before the Site Plan Agreement is registered. However, registration of the exemption by-law will be conditional upon registration of the Site Plan Agreement and any easements.

Part Lot Control Extension: Legal Description of Lands

To be completed ONLY for an application to extend a previous Part Lot Control Extension.

1. Part Lot Control Exemption By-law to be extended:

By-law Number

Date enacted (dd/mm/yyyy)

Original Application File number

Original Application Registration Date(dd/mm/yyyy)

2. Description of affected properties

Please list all unconveyed properties for which the Part Lot Control Exemption is to be extended. DO NOT include any lands from the original Part Lot Control Exemption that have already been conveyed.

Property Identification Number (PIN)	Municipal Address	Legal Description

3. Solicitor Information:

Name:

Mailing Address:

Telephone: Email Address:

Section 4: Declarations

Affidavit or Sworn Declaration that the Information is Accurate

I, , of the City of solemnly declare that all of the above statements contained in the 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.

SWORN (or Declared) BEFORE ME

At , this day of , .

Commissioner of Oaths

Signature of Applicant/Owner

(Please print Name)

(Please print Name)

Authorization of Owner for Agent to make the Application

If the application is to be signed by an applicant/agent/solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.

I, am the owner of the land that is subject of this application and I authorize to make this application on my behalf.

Signature of Applicant/Owner (Please print Name) Date (dd/mm/yyyy):