

Corporation of the City of St. Thomas

APPLICATION FOR PART LOT CONTROL

Consultation Process

Consultation on Planning Applications

Applicants are required by By-law No. 30-2015 to consult with the Planning & Building Services Department prior to submitting one or more of the following planning applications:

- Official Plan Amendment
- Zoning By-law Amendment
- Consent
- Draft Plan of Subdivision/Condominium
- Site Plan Control
- Minor Variance

These applications are also subject to policies and requirements of the City's Official Plan.

What is Consultation?

A consultation meeting is designed to facilitate the exchange of information between the applicant and City staff to identify critical development considerations early in the planning process. Consultation will ensure that both the applicant and the City have a clear understanding of the purpose of the application and that an application submission is supported by the required information and materials for it to be considered "complete" by the City. Consultation will also assist the applicant in understanding the administration of the planning process in St. Thomas.

The consultation process is advisory and a consultation meeting does not imply or suggest any decision to either support or refuse an application. The comments provided are preliminary and based on the information submitted for review at that time.

There is **no fee** charged for the consultation meeting.

Complete Application Requirements

All planning applications, with the exception of Site Plan Control and Minor Variance, are subject to complete application requirements under the Planning Act, as amended, and the City's Official Plan. The consultation process will identify the information and material that may be required to support an application submission.

Failure to Consult

In the event a consultation meeting does not take place prior to the filing of an application, a consultation meeting will be arranged as soon as possible thereafter. The application will not be formally received, nor will it be processed and the legislated timelines for processing a planning application will not begin until the requirements for a consultation meeting, and the submission of a complete application have been fulfilled.

Contact Information

The consultation meetings are hosted by the Planning & Building Services Department and will include representatives from City departments and from external agencies as required. For more information regarding the consultation process, and to submit a completed Consultation Request Form, please contact the Planning & Building Services Department.

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APPLICATION FOR PART LOT CONTROL

Pursuant to Section 50 of the Planning Act, as amended

SUBMISSION REQUIREMENTS:

The following must accompany the filing of an Application for Removal of Part Lot Control:

- 1 hard copy of a completed application, including all required authorizations/declaration(s)
- Hard copies of 1 full sized and 1 reduced copy of the approved and registered Plan of Subdivision (11M plan) showing the location of the lots proposed to be removed from part lot control
- 1 hard copy of any supporting documentation, as identified at the time of consultation
- Applicable fee (cheque made payable to the City of St. Thomas)
- All documents sent electronically in addition to hard copies

CURRENT APPLICATION FEES:

Type	Fee
Application Processing Fee	\$300.00 + \$10.00 per lot created
Administration Fee	\$20.00 per lot created, covers ongoing monitoring due to conveyances under the by-law, receipt and filing of reference plans – due upon completion of all conveyances
Legal Fee	The applicant is responsible for all legal fees associated with the registration and repeal of the by-law.



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APPLICATION FOR PART LOT CONTROL

Pursuant to Section 50 of the Planning Act, as amended

OFFICE USE:	Date Application Received: _____	Total # Lots Being Created: _____
	Date Application Deemed Complete: _____	File Number: _____

OWNER/APPLICANT

1. Property Owner
 Name: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____
 Email: _____

2. Agent/Applicant
 Name: _____
 Company: _____
 Address: _____
 Postal Code: _____ Phone: _____ Fax: _____
 Email: _____

Who is the primary contact?

- Registered Owner
- Applicant/Agent

*Note: Unless otherwise requested all communications will be sent to the Applicant.

*Please indicate the method of communication you would like to be contacted by.

- Phone
- Email
- Fax
- Mail

DESCRIPTION OF SUBJECT LAND

1. 11M Plan Number: 11M-_____
2. Subdivision File No.: 34T-_____
3. Total # of lots being created: _____
4. Please identify the lots within the above noted 11M Plan, subject to application to remove part lot control:

5. What is the estimated time frame for the conveyance of lots subject to this application?

APPLICANT DECLARATION

By making this application, permission is hereby granted to any Municipal staff members and Municipal Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act, and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application (**Appendix A**). If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13. In accordance with that Act, it is the policy of the City of St. Thomas to provide public access to all Planning Act applications and supporting documentation submitted to the City.

I _____, the Owner or Authorized Agent, hereby agree and acknowledge that the

(Print name of Owner or Authorized Agent)

information contained in this application and any documentation, including reports, studies and drawings, provided in support of the application, by myself, my agents, consultants and solicitors, constitutes public information and will become part of the public record. As such, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, I hereby consent to the City of St. Thomas making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

Collection of Personal Information:

Personal information on this form is collected under the authority of Section 41 of the *Planning Act*, R.S.O. 1990 and Sections 8 (1) and 10 of the *Municipal Act*, 2001, as amended, and will be used to contact the owner, applicant and/or agent regarding the Part Lot Control Application. Questions about this collection should be directed to the Director of Planning and Building Services, 9 Mondamin Street, St. Thomas, Ontario, N5P 2T9, (519) 633-2560.

AFFIDAVIT OR SWORN DECLARATION

I, _____ of _____ in the province of _____,
name of applicant City

make oath and say (or solemnly declare) that the information required by the City and provided by the applicant in this application is accurate, and that the information contained in the documents that accompany this application is accurate.

Sworn (or declared) before me at the _____ on this _____ day of _____, 20____.
City Day Month Year

Signature of Owner or Authorized Agent

Date

Signature of Commissioner of Oaths, etc.

Date

APPENDIX A – AUTHORIZATION OF OWNER

If the applicant is not the owner of the subject lands, please complete the owner authorization concerning personal information as set out below.

I, _____, am the owner of the subject lands, and I authorize
_____, to act on our behalf as the agent for the submissions required for all matters relating to the subject lands, and to provide any of my personal information that will be included in this application or collected during the planning process.

Date

Signature of Owner



APPENDIX B – ACKNOWLEDGEMENT OF LEGAL AND PLANNING FEES

In addition to the application fees listed in this application package, please note that where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all fees incurred by the City.

***Please note, Appendix B must be completed by the owner, not the authorized agent.**

I, _____, am the **owner** of the subject lands, and I understand that further fees may be incurred by the City throughout the planning process and that I am responsible for reimbursing all fees.

Date

Signature of Owner

