



**LANARK COUNTY**  
99 Christie Lake Road  
Perth, ON K7H 3C6  
Tel: 1-613-267-4200 Ext. 1520  
Fax: 1-613-267-2964

**APPLICATION FOR PART-LOT CONTROL**

(Office Use Only)

FILE NO. 09-P-

Date Received:

A copy of this application form is to be completed and submitted to the local municipality for inclusion with the information package to be sent to Lanark County for approval

**PART 1: GENERAL INFORMATION**

**1. OWNER INFORMATION**

Name(s):

Address:

Telephone:

E-mail Address:

**2. AGENT INFORMATION**

Name(s):

Address:

Telephone:

E-mail Address:

**3. ONTARIO LAND SURVEYOR INFORMATION**

Name(s):

Address:

Telephone:

E-mail Address:



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#### 4. SITE LOCATION INFORMATION

Street Address:

Legal Description:

Registered Plan Number:

#### PART 2: PROPOSAL

1. **PROPOSAL:** Provide a brief description of the proposal including land use.

#### 2. NUMBER OF LOTS TO BE CREATED BY TYPE

Semi-detached Units:

Townhouses:

Other (please specify):

#### 3. BUILDING PERMITS

Please list any Building Permit Numbers:

#### PART 3: SUBMISSION REQUIREMENTS

1. Section 50 of the *Planning Act* grants the local municipality the authority to pass a by-law to exempt lands within a Plan of Subdivision from the Part Lot Control provisions of the Act. Part Lot Control Exemption is an alternative form of land division to Plans of Subdivision and Consents and is used to lift Part Lot Control restrictions from lands within a registered Plan of Subdivision in order to create parcels for sale, conveyance, lease and mortgage. Typical examples of



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the use of Part Lot Control Exemption would include the division of semi-detached and street townhouse units.

In order for the boundary between the units to be determined more accurately, Part Lot Control Exemption is usually applied for after construction has commenced and the building foundations have been surveyed. Once a Part Lot Control Exemption By-law is enacted by Council, the by-law remains in place for two (2) years, after which the by-law will expire and the Part Lot Control provisions of the **Planning Act** come back into force and effect.

2. Once the by-law to exempt the lands within a Plan of Subdivision from the Part Lot Control provisions of the Act has been adopted by the local municipality, the by-law and supporting documentation is submitted to Lanark County (the approval authority) for review and approval.
3. The following documentation is required to be submitted to Lanark County:
  - a. Copy of the Registered M-Plan.
  - b. Copy of the Registered Reference Plan.
  - c. One original and two certified copies of the By-law of the local municipality. (The original and one copy will be returned to the local municipality).
  - d. Copy of the application for Part Lot Control submitted to the local municipality.
  - e. Application Fee - \$ 750.00 made payable to Lanark County.  
Completed Lanark County application form.

**PART 4: OWNER’S AUTHORIZATION & DECLARATION**

**1. AUTHORIZATION**

I/we hereby authorize \_\_\_\_\_ to act on my / our behalf in the  
matter of this application for Part Lot Control.

Signature of Owner

Signature of Agent



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**DECLARATION**

I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_  
solemnly declare that all the statements contained in this application are true  
and I/we 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.

Dated at:

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Commissioner Signature

Print Name: