

# TOWN OF GEORGINA

## APPLICATION FOR PART LOT CONTROL EXEMPTION

### APPLICATION GUIDE

#### **Planning and Building Department**

26557 Civic Centre Rd., RR#2

Keswick, Ontario

L4P 3G1

Attention: Planning Division

#### **Telephone:**

(905) 476-4301

(905) 722-6516

(705) 437-2210

#### **Facsimile:**

(905) 476-4394

### **PURPOSE OF APPLICATION**

1. This PART LOT CONTROL EXEMPTION APPLICATION GUIDE sets forth the procedure for processing applications for proposed part lot control exemption by-laws. The information required allows the Municipality to properly evaluate your application. The information you provide will assist the Municipality in expediting this process.
2. This application must be filed with the Planning and Building Department at the above address.

### **APPLICATION FEES**

Council has adopted an application fee of \$300.00 plus \$75.00 per lot. This fee is required to cover the normal municipal costs incurred in processing a part lot control exemption by-law application.

### **USING THE APPLICATION**

The application should be completed by the property owner or authorized agent and returned to the Town of Georgina at the above address. When an agent is making application, the written authorization of the owner must accompany the application. For your convenience, an authorization form has been included in the attached application. It is important to note that a Commissioner must witness the signature of the owner, solicitor or authorized agent on the application form.

### **INFORMATION REQUIRED**

1. The application must include a legal description of the subject lot(s), together with reference plan prepared by an Ontario Land Surveyor, which shows and describes:
  - (a) the subject lot(s) in metric measurements;
  - (b) proposed dividing lot lines and parts to be created;
  - (c) all roads (named) abutting the subject lots;
  - (d) when possible, all existing and proposed buildings.
2. Two (2) full sized copies of reference plan.  
One (1) reduced copy of reference plan.
3. Lot Area & Frontage Certificate.

## **DEALING WITH THE APPLICATION**

1. If the application form is incomplete or seems inaccurate, the application will be returned for completion, correction or clarification prior to processing.
2. After an evaluation of the application, the Planning and Building Department will prepare a report for the consideration of Committee of the Whole of Council.
3. If the application is approved, a By-law will be prepared and placed before Council for their approval.
4. The approved by-law must be registered with the land registry office. The **applicant may arrange for the registration** or the Town, at the applicant's expense, will complete the registration.

## **PROCESSING TIME**

It generally takes about one to two months to complete the above process. This process can take longer if at the outset the applicant lacks the necessary information.