



## TOWN OF RENFREW Part Lot Control Exemption

### CHECKLIST OF SUBMISSION REQUIREMENTS

Please check the appropriate box and attach all necessary material to this form:

Attached

- Required Fee:**  
Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
- \$300.00 plus legal for Part Lot Control Exemption
- The *Planning Act* regulations require that the plans, elevations, sketches be to scale and show the following information:
- the boundaries and dimensions of the subject land;
  - the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
  - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - the current uses on land that is adjacent to the subject land;
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
  - if access to the subject land is by water only, the location of the parking and docking facilities to be used;
  - the location and nature of any easement affecting the subject land.
- \*NOTE:** The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.
- This application must be accompanied by a legal description of the property as well.
- Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

The completed application form and supporting documentation may be returned to the Department of Development and Works, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8.



# TOWN OF RENFREW

## Application for PART LOT CONTROL EXEMPTION

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received:

### 1) Contact Information:

Applicant/Owner Information		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (Home) TELEPHONE (Work/Cell) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following:  Name of Owner		(H) -
		(W/C) -
		(E) -
		(F) -
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:  Name: _____ Address: _____		

**2) Provide a Description of the Subject Land:**

DESCRIPTION OF THE SUBJECT LAND	
Street Address:	_____
Municipality _____ Geographic Twp: _____ Concession: _____ Lot: _____	
Registered Plan No.:	_____ Block or Lot No(s). in the Plan: _____
Reference Plan No.:	_____ Part No(s).: _____
Lot Area: _____ Frontage: _____ Depth: _____	

**3) Official Plan & Zoning Information:**

Official Plan & Zoning Information	
<b>1) Current Official Plan Designation of Property:</b>	_____ _____
<b>2) Current Zoning of Property:</b>	_____ _____
<b>3) Nature and extent of the Rezoning Requested:</b>	_____ _____ _____
<b>4) Reason why the Rezoning is requested:</b>	_____ _____
<b>5) Provide the Existing uses of the property:</b>	_____ _____ _____ _____
<b>6) Provide the length of time the Existing Uses have continued on the property:</b>	_____ _____ _____ _____ _____
<b>7) Provide the Proposed Uses of the property:</b>	_____ _____ _____

**4a) Building and Structure information:**

Are there existing buildings or structures on the subject land?

- Yes  No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

EXISTING SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

The date the existing unit, building or structure was constructed on the subject land:

\_\_\_\_\_

\_\_\_\_\_

**b) Are there proposed buildings or structures to be erected on the subject land?**

- Yes  No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

PROPOSED SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

5) Please mark below the access to the subject land: (Check appropriate space(s)):

<input type="checkbox"/> Provincial Highway
<input type="checkbox"/> Municipal Road Maintained Year-round
<input type="checkbox"/> Municipal Road Maintained Seasonally
<input type="checkbox"/> Right of Way
<input type="checkbox"/> Water
<input type="checkbox"/> Other:

6) If the only access is by water, please state below the parking and docking facilities that are to be used, and the distance of these facilities from the subject land and from the nearest public road:

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7) Indicate how water is supplied and how sewage disposal is provided to the subject land: (Check appropriate space(s)):

WATER	SEWAGE
<input type="checkbox"/> Publicly owned and operated piped system	<input type="checkbox"/> Publicly owned and operated piped sanitary sewage system
<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> Privately owned and operated communal septic system
<input type="checkbox"/> Privately owned and operated communal well	<input type="checkbox"/> Privately owned and operated communal individual septic system
<input type="checkbox"/> Lake or other water body	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means:	<input type="checkbox"/> Other means:
<b>How is storm drainage provided? (Check the appropriate space)</b>	
<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches
<input type="checkbox"/> Swales	<input type="checkbox"/> Other Means

8) Is the property subject to an application under the *Planning Act* for approval of a plan of subdivision or a consent?

- Yes       No       Unknown

If Yes and if known, please provide the following:

The Application file number: \_\_\_\_\_

The Status of the application: \_\_\_\_\_

9) Has the land ever been the subject of a previous application under Section 34 of the *Planning Act* (i.e., a rezoning application)?

- Yes       No       Unknown

**10) Consent of Owner:**

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/We \_\_\_\_\_ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be art of the public record and will also be available to the general public.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature

**11) Affidavit** (This affidavit **must** be signed in the presence of a Commissioner):

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
solemnly declare that all of the information and 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**.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Owner or Authorized Agent  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Commissioner

**12) Authorization:**

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

**Authorization of Owner for Agent to make the Application and to provide Personal Information**

I/We \_\_\_\_\_ being the registered owner(s) of the lands subject of

this application for consent hereby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature