



Part Lot Control By-law Exemption Application Form

Development Planning Section
Community Development Department
50 Dickson Street, 3rd Floor, P.O. Box 669
Cambridge, Ontario N1R 5W8
Tel: 519-623-1340
TTY: 519-623-6691

Application for Part Lot Control By-law Exemption under subsection 50(7) of the Planning Act, R.S.O. 1990 Chapter P.13, as amended.

CHECKLIST FOR THE APPLICANT

- One (1) original and one (1) hard copy** of the completed application form;
- The application fee as indicated in the fee schedule;
- Notice of Source Protection Plan Compliance (Section 59 Notice), if applicable. Notices can be obtained from the [Region's TAPS Website](#);
- A completed and signed Acknowledgement and Permission to Enter Property Form;
- A completed and signed Authorization of Owner(s) for Agent to Make the Application Form;
- Any other required information identified by the Region of Waterloo and the City of Cambridge.

NOTE TO APPLICANTS:

Submission of this application constitutes consent for authorized municipal staff to inspect the subject land.

In this form, the term “subject land” means the land that is the subject of the proposed Part Lot Control Exemption By-law.

The applicant grants the City permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

COMPLETENESS OF THE APPLICATION:

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 50(7) of the Planning Act. If the information, including copies of the required plans and the applicable fees are not provided, the City will return the application or refuse to consider the application further until receipt of all the required information and fees have been provided.

This application form also sets out information (i.e. technical information or reports) that will assist the City, the Region and others in the planning evaluation of the proposed amendment. To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

USING THE APPLICATION FORM:

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

It is the responsibility of the applicant to research and evaluate the site and the proposal to ensure that the development will conform to the interests of the health, safety and welfare of the public. Sufficient studies for the completion of the application should be carried out prior to submission and should be included with the application.

SUBMISSION REQUIREMENTS:

To assist in the review of the proposal, the City of Cambridge, Region of Waterloo and other public bodies may require that certain types of studies or reports be prepared in support of the proposal. These may include: lot grading and drainage; traffic impact; noise; archaeological; heritage; environmental; hydrogeological; etc. The need for and the timing of these studies, if required, will be identified during the review of the application.

HELP:

If you require assistance in completing this application form, please call the City of Cambridge Community Development Department, Development Planning Section at 519-623-1340 and ask to speak to a planner.

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- Page 8 of the Application Form includes several declarations and authorizations that **MUST** be signed by the owner of the “subject lands” to which this application applies. If there is more than ONE owner, an additional copy of Page 8 must be completed and attached to the application for each additional owner.
- It is the responsibility of the owner(s)/applicant(s) to advise the City of Cambridge of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that you are advised of all matters pertaining to this application.



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City use only

Date received:	Date accepted:	Fee paid:	File No.
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Is this a resubmission of an earlier application?

Yes (File No. _____) No Unknown

Is this application associated with a subdivision application?

Yes (File No. _____) No Unknown

Please briefly describe the proposal:

1.0 General Information

Municipal Address: _____

Lot: _____ Concession: _____

Registered Plan No. _____ Lot(s): _____

Reference Plan No. _____ Part(s): _____

Have there been any previous pre-consultation or development applications submitted for the subject property? Yes No

File No. _____

Date Assigned: _____

1.1 Registered Owner* (Applicant)

Name: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____
Email: (required): _____

*If a numbered company, also give the name and address of the principal owner. If more than one owner, complete an additional page for each owner

1.2 Agent or Consultant

Name: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____
Email (required): _____

1.3 Primary Contact

All contact with the City of Cambridge regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner

Agent/Consultant

1.4 All Persons or Institutions who have Mortgage, Charge or Encumbrance on the Subject Property

Name: _____
Address: _____
City: _____ Postal Code: _____
Phone: _____ Ext. _____
Email: (required): _____

2.0 Particulars of Property		
Frontage (m):	Depth (m):	Area (m ²):

3.0 Type and Purpose of Proposal	
Please check all that apply.	
<input type="checkbox"/>	Creation of new lot(s) involving change to lot lines shown on registered Plan of Subdivision
<input type="checkbox"/>	Creation of Part Lots from Whole Lots or Blocks for semi-detached dwellings or street townhouse dwellings.
<input type="checkbox"/>	Creation of Part Lots from Whole Lots or Blocks for single detached dwellings.
<input type="checkbox"/>	Creation of easements for zero side yard development (may not require Part Lot Control if Subdivision Agreement contains granting condition).
<input type="checkbox"/>	Creation of easement for rear yard access for street townhouse dwellings.
<input type="checkbox"/>	Revision to lot line of previously approved Part Lot Control By-Law No. _____
<input type="checkbox"/>	Re-application for expired approved Part Lot Control By-Law No. _____
<input type="checkbox"/>	Mortgage or Charge

4.0 Total Number of Lots
Please indicate the total number of lots to be created: _____

7.0 Source Water Protection Area

Is the subject site located within a Source Water Protection Area? Please see the [Region's TAPS Website](#); to confirm.

Yes No

If **yes**, has the following information been provided?

Notice of Source Protection Plan Compliance (Section 59 Notice)

8.0 Other Information

Is there any other information that may be useful to the Region, public bodies or other agencies in reviewing this application (i.e. efforts made to resolve outstanding objections or concerns)? If so, please explain below or attach on a separate sheet.

Completeness of Application

I/we understand that receipt of this application by the City of Cambridge does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

Reproduction and Distribution of Documents

The applicant/owner grants the City of Cambridge permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

If the applicant believes there may be a security risk by allowing the public to access any portion of their submission, they must provide documentation to support their concerns and indicate the sensitive documents. The Deputy City Manager of Community Development (or designate) will consider any concerns and may agree to restrict reproduction of applicable documents for internal use or public distribution.

Acknowledgement and Permission to Enter Property

Submission of this application constitutes consent for authorized staff and committee members of the Corporation of the City of Cambridge to enter upon the subject land and premises during normal business hours for the purpose of conducting site visits, including photographs, which are necessary for evaluating the merits of this application. Should there be a need for the accompanying of staff or a committee member on a site inspection due to the operations of the business (security/health and safety), please confirm this by checking the box below and indicating who to arrange a site visit with.

- City Staff and committee members are welcome to enter the property.
- Due to security/health and safety reasons City Staff will need to be accompanied while on site by trained personnel. To schedule a site visit please contact the applicant/owner.

Signature of Agent/Owner

Date

Affidavit or sworn declaration:

I, _____ of the _____
(Name of Owner) (City/Town or Township)

in the _____
(Region or County)

make oath and say (or solemnly declare) that the information contained in this application is true and accurate, the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has unconditional ownership of the subject lands and has disclosed any agreements or encumbrances that apply to the subject lands.

Signature of Owner

This _____ day of _____, 20_____.

Authorization of Owner(s) for Agent to Make the Application

If the applicant is not the owner of the subject land, the written authorization of the owner that the applicant is authorized to make the application must be completed by the owner.

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

Signature of Owner

Date

The personal information contained on this form is collected pursuant to the Planning Act, R.S.O., 1990, Chapter 13, as amended. This information is required in order to process this development application and forms part of the public record. If you have any questions on the gathering of personal information, please contact the City's Deputy City Clerk/Manager of Information Management and Archives, who can be reached through the Clerk's Division of Corporate Services Department at 519-623-1340 ext. 4583.

Fee Schedule

Please list all fees that apply to your application submission. The current fee schedule for applications can be accessed at <https://www.cambridge.ca/en/build-invest-grow/Planning-Process.aspx>.

Part Lot Control Exemption Per Unit or Lot Fee \$ _____	
	Total \$ _____

Please be advised that the Regional Municipality of Waterloo requires additional fees for the processing of your application. If applicable, these fees may be submitted along with this application form (separate cheque payable to the Region of Waterloo is required), which will be forwarded on your behalf. The Grand River Conservation Authority may require additional fees that must be paid directly to them.

Accepted methods of payment for fees include: cash, debit card, credit card, and personal or company cheques. All cheques should be made payable to the Corporation of the City of Cambridge. Debit card and credit card payments must be made in person at the Community Development counter, 3rd floor, 50 Dickson Street, Cambridge, ON. Please note additional service charges may apply to credit card payments.