

## PART-LOT CONTROL EXEMPTION APPLICATION

### INSTRUCTIONS

---

**Verify that you are using the most current application form.**

- Section 1: Pre-Submission consultation with a staff Planner is recommended. The staff Planner will determine supporting information, verify the fee payable, and review the Part-Lot Control Exemption process. The staff Planner will sign and date this section.
- Section 2: During Pre-Submission consultation a staff Planner will indicate what supporting information must be submitted with the application. Planning staff co-ordinate with staff of the Office of the Commissioner of Legal & Legislative Services to prepare the legal documents. It is your responsibility to confirm that the subject land complies with the zoning by-law and to ensure that all land transfers are completed before the part-lot control exemption by-law expires
- Section 3: Provide the full name, address, phone number, fax number and email address of the applicant, agent, and registered owner. If any of these are a corporation, provide the full corporate name and the full name of the contact person. All communication regarding the application will be with the agent authorized by the owner to file the application. If there is no agent, all communication will be with the applicant.
- Section 4: Provide information about the subject land. A metes and bound description is not acceptable. All draft reference plans must be in metric.
- Section 5: Complete and sign in the presence of a Commissioner of Taking Affidavits.
- Schedules: Read, complete in full, and sign Schedule A.

Submit application form and supporting information to Senior Steno Clerk at Planning & Development Services, Suite 210, 350 City Hall Square West, Windsor ON N9A 6S1 or [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)

Staff will review the application and may return the application if it is incomplete, if required information is not submitted or if fees are not paid in full. Administration reserves the right to request additional information. An application will be terminated without notice after 60 days of inactivity.

### FEES

---

Fees are subject to change and are not refundable when the application is deemed complete. Payment options will be provided when the application is ready to be deemed complete.

Code 63013	Planning Fee	\$	1,360.50
Code 63024	GIS Fee	+ \$	50.00
Code 25164	E-Permitting Fee	+ \$	40.00
Code 53010	Legal - Base Fee	+ \$	1,233.97
Code 53010	Legal - Per Lot Fee: _____ lots at \$50.00 per lot	+ \$	_____
<b>Total Application Fee</b>		<b>= \$</b>	<b>_____</b>

### CONTACT INFORMATION

---

Planning & Development Services  
Suite 210  
350 City Hall Square West  
Windsor ON N9A 6S1

Phone: 519-255-6543  
Fax: 519-255-6544  
Email: [planningdept@citywindsor.ca](mailto:planningdept@citywindsor.ca)  
Web Site: [www.citywindsor.ca](http://www.citywindsor.ca)

# PART-LOT CONTROL EXEMPTION APPLICATION

## 1. PRE-SUBMISSION CONSULTATION

Pre-submission consultation with a staff Planner is recommended to determine what supporting information is required, verify fee payable, and to review the process. This application is incomplete until a staff Planner signs below.

*Staff Use Only*

Signature of Staff Planner

Date of Consultation

Jim Abbs

Justina Nwaesei

\_\_\_\_\_

## 2. REQUIRED SUPPORTING DOCUMENTATION, PROCESSING, ZONING COMPLIANCE & EXPIRY DATE

### REQUIRED SUPPORTING DOCUMENTATION *(To be completed by a staff Planner)*

Provide two copies of the supporting documentation listed below with this application form.

Deed and/or Offer to Purchase

12R or 12M or Registered Plan

Draft Reference Plan (showing proposed lotting plan with lot dimensions and area in metric)

Other: \_\_\_\_\_

### PROCESSING

To expedite the exemption process, staff from Planning and Legal work together to process the Part-Lot Control Exemption and prepare the by-law exempting the subject land from Part-Lot Control.

It is the responsibility of the property owner to provide accurate information, such as the legal description, about the subject land. Incorrect information will delay approval of the by-law.

### ZONING COMPLIANCE

Approval of a by-law exempting the subject land from Part-Lot Control does not imply compliance with zoning regulations.

It is the responsibility of the property owner to ensure that the proposed lots comply with the requirements of the applicable zoning by-law.

### EXPIRY DATE

The Part-Lot Control Exemption by-law will specify how long the by-law is in effect. The by-law will expire after the specified period. The City of Windsor does not provide reminders regarding the expiry date.

It is the responsibility of the property owner to ensure that all land transfers are completed before the by-law expires.

# PART-LOT CONTROL EXEMPTION APPLICATION

## 3. APPLICANT, REGISTERED OWNER AND AGENT INFORMATION

---

Provide in full the name of the applicant, registered owner and/or agent, the name of the contact person, and address, postal code, phone number, fax number and email address.

If the applicant or registered owner is a numbered company, provide the name of the principals of the company. If there is more than one applicant or registered owner, copy this page, complete in full and submit with this application.

All communication is with the Agent authorized by the Owner to file the application. If there is no Agent, all communication is with the Applicant.

### Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Registered Owner Same as Applicant

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Agent Authorized by the Owner to File the Application (Also complete Section A1 of Schedule A)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
*Name of Contact Person*

Address: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

# PART-LOT CONTROL EXEMPTION APPLICATION

## 4. SUBJECT LAND INFORMATION

---

Municipal  
Address/  
Location

\_\_\_\_\_  
\_\_\_\_\_

Legal  
Description

See Attached Sheet \_\_\_\_\_  
\_\_\_\_\_

Assessment  
Roll Number

\_\_\_\_\_  
\_\_\_\_\_

Present Use of Subject Land \_\_\_\_\_

Proposed Use of Subject Land \_\_\_\_\_

Utilities and Services Available to Subject Land:

Municipal Water: NO  YES

Sanitary Sewer: NO  YES

Storm Water Sewer: NO  YES

## 5. SWORN DECLARATION OF APPLICANT

---

Complete in the presence of a Commissioner for Taking Affidavits. If the declaration is to be administered remotely, you must be able to see, hear and communicate with the Commissioner and show documentation that confirms your identity.

I, \_\_\_\_\_, solemnly declare that the information required by the Planning Act and the City of Windsor and provided by the applicant is accurate and that the information contained in the documents that accompany this application is accurate, that if this declaration was administered remotely that it was in accordance with Ontario Regulation 431/20, and I 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Location of Applicant at time of declaration

*Sign in the presence of a Commissioner for Taking Affidavits*

This declaration was administered remotely in accordance with Ontario Regulation 431/20

Declared before me \_\_\_\_\_ at the \_\_\_\_\_

*Signature of Commissioner  
for Taking Affidavits*

*Location of Commissioner*

*PLACE AN IMPRINT OF YOUR STAMP BELOW*

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
day month year

**COMPLETE SCHEDULE A ON THE NEXT PAGE**

# PART-LOT CONTROL EXEMPTION APPLICATION

## SCHEDULE A – Authorizations and Acknowledgement

---

### A1. Authorization of Registered Owner for Agent to Make the Application

If the applicant is not the registered owner of the land that is the subject of this application, the written authorization of the registered owner that the agent is authorized to make the application must be included with this application form or the authorization below must be completed.

I, \_\_\_\_\_, am the registered owner of the land that is  
*name of registered owner*

subject of this application for part-lot control exemption and I authorize

\_\_\_\_\_ to make this application on my behalf.  
*name of agent*

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation - I have authority to bind the corporation

### A2. Consent to Enter Upon the Subject Lands and Premises

I, \_\_\_\_\_, hereby authorize the members of the Development and Heritage Standing Committee or their successor, City Council, and staff of The Corporation of the City of Windsor to enter upon the subject lands and premises described in Section 4 of the application form for the purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

If Corporation – I have authority to bind the corporation

**SCHEDULE A CONTINUES ON NEXT PAGE**

# PART-LOT CONTROL EXEMPTION APPLICATION

## SCHEDULE A – Authorizations & Acknowledgements - Continued

---

### A3. Acknowledgements

#### Receipt, Fees, Termination, Zoning Compliance, Expiry Date, and Freedom of information

I acknowledge that receipt of this application by the City of Windsor does not guarantee it to be a complete application, that further review of the application will occur, and that I may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted.

I further acknowledge that once the application is deemed complete, fees are not refundable, additional information may be requested, and that after 60 days of inactivity the City of Windsor may terminate the application without notice.

I further acknowledge that approval of a by-law exempting the subject land from Part-Lot Control does not imply compliance with zoning provisions and that it is my responsibility to ensure that the proposed lots comply with the provisions of the applicable zoning by-law.

I further acknowledge that the Part-Lot Control Exemption by-law will specify how long the by-law is in effect, that the by-law will expire after the specified date, and that it is my responsibility to ensure that all land transfers are completed prior to the expiry of the by-law.

I further acknowledge that pursuant to the provisions of the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, this application and all material and information provided with this application are made available to the public.

#### Species at Risk

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledge that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act, 2007, S. O. c.6*. This could require me to register an activity, get a permit or other authorization from the Ministry of the Environment, Conservation and Parks (MECP) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act, R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MECP prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat.

Additional information can be found at:

<https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species> or by contacting MECP at [SAROntario@ontario.ca](mailto:SAROntario@ontario.ca)

#### Acknowledgement

I acknowledge that I have read and understand the above statements:

---

Signature of Applicant or Agent

Date

**END OF SCHEDULE A  
THIS IS THE LAST PAGE OF THE APPLICATION**