



**COUNTY OF BRUCE  
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

**APPLICATION FORM FOR THE APPROVAL OF  
A PART LOT CONTROL EXEMPTION BY-LAW**

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**Note to Municipalities**

This form is to be used by Municipalities for the approval of a Part Lot Control Exemption By-law where the County of Bruce is the approval authority. In this form, the term “subject land” means the land which is the subject of the proposed By-law.

**Instructions**

Section 50(5) of the Planning Act, 1990 prevents parts of lots or blocks on a registered plan of subdivision from being conveyed, mortgaged or entered into an agreement of purchase, and sale without municipal approval if abutting land is being retained.

The two mechanisms available under the Planning Act which permit a landowner to sell part of a lot or block on a registered plan are through Section (53) dealing with Consents (severances) or Section 50(7) dealing with Exemption from Part Lot Control.

An application for exemption from Part Lot Control will generally only be considered appropriate when it has been deemed that an application for consent is not necessary.

**Application Requirements:**

The following information is to be submitted when filing a request for exemption from part-lot control with the County of Bruce:

- 1 copy of the completed Application Form.
- Application Fee: \$670 per lot or block created/enlarged payable to Treasurer, County of Bruce.
- 2 copies of a Registered Reference Plan showing each new lot or block.
- 2 copies of a surveyors sketch showing:
  - a) all existing buildings and all setbacks if applicable;
  - b) frontage at the street line and at the front yard setback line of the zoning by-law;
  - c) area of each part shown on the reference plan;
  - d) use of each part (i.e., easements, right of way etc.).
- Certification from a surveyor indicating that the proposed new lot lines do not conflict with the location of lateral services, drainage/stormwater management plans or proposed site plans.
- 2 copies of a site plan if applicable.
- When serviced by private septic, verification from the Bruce Grey Health Unit that the new lots or blocks are appropriate for the proposed development.
- 1 copy of the full scale plan of the registered plan of subdivision showing the lots or blocks to be subject to the proposed By-law outlined in red

Additional information may be required by the County of Bruce Planning Department before an application can be processed or finalized. The applicant will be notified should this be the case.

**General Information**

If this application does not conform to the Municipal Zoning By-law and/or Official Plan, an Official Plan Amendment, rezoning or minor variance application must be submitted, approved and finalized prior to the County of Bruce approving a Part Lot Control Exemption By-law.

**For Help You May Contact:**

County of Bruce  
Planning & Economic Development Department  
30 Park Street, Box 848  
Walkerton, ON N0G 2V0  
Tel: 519- 881-1782  
Fax: 519-507-3030



FILE NO: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_

**APPLICATION FORM FOR THE APPROVAL OF A  
PART LOT CONTROL EXEMPTION BY-LAW**

**1. Purpose of Application (please check appropriate box)**

- Minor redesign to lots or blocks in a Registered Plan of Subdivision  
 Sale of a part lot that was created due to a road widening where abutting land is retained  
 Creation of new individual lot(s) for single, semi-detached or row houses  
 Creation of servicing easements in a Registered Plan of Subdivision  
 Long term lease for land in a shopping center on a Registered Plan  
 Other – describe \_\_\_\_\_

**2. Registered Owner(s) (as registered on title)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**3. Applicant**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**4. Solicitor/Agent (if any)**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**5. Send Correspondence To? (Correspondence will be forwarded to only one selection)**

Registered Owner [ ]      Applicant [ ]      Solicitor/Agent [ ]

**6. List of any mortgage, charge or encumbrance on the property**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Postal Code: \_\_\_\_\_

**7. Legal Description of Property:**

Municipality: \_\_\_\_\_ Former Municipality: \_\_\_\_\_  
Lot Number(s): \_\_\_\_\_ Registered Plan No: \_\_\_\_\_ Year Registered: \_\_\_\_\_  
Part Number(s): \_\_\_\_\_ Reference Plan Number: \_\_\_\_\_  
Street/911 Address: \_\_\_\_\_ Assessment Roll #: \_\_\_\_\_

**8. Official Plan designation of the subject property:**

\_\_\_\_\_

**9. Zoning By-Law designation of the subject property:**

\_\_\_\_\_

**10. Proposed use of land and buildings**

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

**11. Site Information** (attach separate sheet if more than one lot) **A survey is required.**

Lot Frontage (m) \_\_\_\_\_ Interior Side Yard (m) \_\_\_\_\_

Lot Depth (m) \_\_\_\_\_ Exterior Side Yard (m) (corner lot) \_\_\_\_\_

Lot Area (m<sup>2</sup>) \_\_\_\_\_ Landscaped Open Space (%) \_\_\_\_\_

Lot Coverage (%) \_\_\_\_\_ No. of Parking Spaces \_\_\_\_\_

Front Yard (m) \_\_\_\_\_ Width of Planting Strip (m) \_\_\_\_\_

Rear Yard (m) \_\_\_\_\_ Driveway width (m) \_\_\_\_\_

**12. Status of Other Applications Under the Planning Act**

Are there any other applications under the Planning Act, including applications before the Ontario Municipal Board, for approval of an official plan amendment, a zoning by-law amendment, Minister's zoning order amendment, a minor variance, a plan of subdivision, a consent, or a site plan control agreement?

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

**13. Current and Previous Use of the Subject Land**

What is the current use and previous use of the subject land?

Current use(s): \_\_\_\_\_

All previous known uses: \_\_\_\_\_

**14. Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_, in the \_\_\_\_\_, hereby solemnly declare that the statements made herein are to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_

**OR** Signature of Agent or Applicant: \_\_\_\_\_

Sworn (or declared) before me at the \_\_\_\_\_  
in the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Deponent (or Declarant)

**CORPORATION OF THE COUNTY OF BRUCE  
IN THE MATTER OF AN APPLICATION FOR PART LOT CONTROL EXEMPTION**

I, \_\_\_\_\_ being the ( ) Registered Owner(s), ( ) Executor/Executrix, ( ) Signing  
Corporate Officer(s) of the lands for which application is to be made, hereby authorize and direct  
\_\_\_\_\_ to act as my agent and on my behalf to apply to the Corporation of  
the County of Bruce for a Part Lot Control By-law Exemption for the lands herein described as:

Municipality: \_\_\_\_\_ Former Municipality: \_\_\_\_\_  
Lot Number(s): \_\_\_\_\_ Registered Plan No: \_\_\_\_\_ Year Registered: \_\_\_\_\_  
Part Number(s): \_\_\_\_\_ Reference Plan Number: \_\_\_\_\_  
Street/911 Address: \_\_\_\_\_ Assessment Roll #: \_\_\_\_\_

SIGNED, SEALED AND DELIVERED  
in the presence of

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date