



Application Form: Deeming By-Law – Part Lot Control

File Number: _____ **Date Received:** _____

Property Tax Roll: _____ **Application Fee:** _____

Staff Member initials: _____ **Fee Paid:** **Yes** **No**

Payment Method: **Cash** **Cheque** **Interac** **FIN Code:** _____

The submission of an application to Champlain Township for a Deeming By-law/Part Lot Control is being carried out under the *Planning Act, RSO, 1990*, as amended.

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of the *Planning Act, R.S.O. 1990 C. P.13*. Personal information on this form is collected under the Authority of the *Planning Act* and will be used to process this application.

In addition to completing this form, the Applicant may be required to submit supplementary information and materials. Consultation is not mandatory but is strongly recommended.

As per the Township of Champlain’s current User Fee By-law, the following costs associated with the processing of planning applications are payable by the applicant:

- Legal costs related to the preparation and registration of agreements and by-laws to be registered on title;
- Engineering costs; and
- All other technical review costs as may be required by Champlain Township.

I/we acknowledge and understand that I/we am/are responsible for all applicable legal, engineering, and technical review costs as determined by the Township of Champlain.

I/we acknowledge that, Dormant Planning Files that have remained inactive for three years for Committee of Adjustment applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any fees paid in the past.



Additionally,

I/We acknowledge that, with respect to this application, it is the responsibility of the applicant to determine whether the United Counties of Prescott and Russell require any additional review processes. Furthermore, I/We understand that all applicable costs associated with such reviews are the sole responsibility of the applicant.

Section 1: Property Owner(s) / Authorized Agent Information

Property Owner(s) Information:

List ALL registered property owners (First and Last Names):

Corporation Name or Partnership (if applicable):

Contact Name:

Title:

Property Address:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Have you consulted with Champlain Township's Planning Department? Yes No

If yes, please indicate the date of the consultation meeting:

For all previously approved, and concurrent development application(s), please list application numbers:



Authorized Agent Information:

(Only complete this section if the applicant is NOT the registered property owner)

Authorized Agent Last Name:

First Name:

Corporation Name:

Title:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Please indicate how you would like to receive notification: Phone

Email

What language would you prefer to receive correspondence in: English

French

Who should the correspondence be sent to (check all that apply):

Authorized Agent

Property Owner(s)

Section 2: Property Information

Civic Address of Subject Property:

Legal Description of Subject Property:

Land Use Designation:

Zoning Category:

Describe the current use of the property:

Are there any easements or restrictive covenants affecting the subject land? Yes

No



If yes, provide details:

Section 3: Proposal Details

Which application type are you submitting?

Deeming By-law

Part Lot Control

Reference Plan Number:

Survey Plan:

If you are applying to have the time limit extended on a previous Part Lot Control Exemption, please indicate the By-law number and the date it was passed:

By-law Number:

Date passed:

Provide the reasons why this application is being sought?



Section 4: Supporting Information

The following information and materials are required to be submitted alongside this application form, or at the time of submission as required by the Township.

Information and Materials:

- Reference Plan
- Survey Plan

Additional information and materials may be required by Champlain Township to support the application. The application may not be considered a complete application unless this information and these materials have been completed.



Section 6: Authorization of Property Owner(s) (to name Authorized Agent)

If someone other than the registered owner(s) of the property are making this application, then this section must be completed. Each registered owner shall sign this section of the application form. Authorization is required from each individual or corporation.

I/We (name(s))

the undersigned, hereby authorize,

(Full name, including company, if any), to submit the enclosed application to Champlain Township, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by Champlain Township relevant to the application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:



Section 7: Permission and Disclosure

Permission is hereby granted to Champlain Township staff and consultants to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

I/we (Name(s)) _____,

the undersigned, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed: