



Information Guide and Application Form

	Application	Fee
<input type="checkbox"/>	Part Lot Control Exemption	\$1115.00 (\$1000 + \$115 ERCA)
<input type="checkbox"/>	Extension of Part Lot Control Exemption Approval	\$750.00

Att: Heather (Ross) Jablonski, Planner
hjablonski@leamington.ca
 111 Erie Street North
 Leamington, Ontario N8H 2Z9
 Phone: (519) 326-5761 ext. 1415
 Fax: (519) 326-2481

Personal information on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P. 13, Sections 34, 50 and 53 and will be used for contacting the applicant(s) and for processing of the Application. Please note that personal information contained in this application may be included in Council minutes and become part of the public record and posted on our municipal website. Questions about this collection should be directed to the Manager of Legislative Services/Clerk for The Corporation of the Municipality of Leamington.

OFFICE USE ONLY

File Number: _____
 Date Pre-consultation Initiated: _____
 Date Application Received: _____ Amount Paid: _____
 Date Application Deemed Complete: _____

Concurrent Applications Filed

- ZBA/H Removal File No. _____
- Other (Specify) _____

Application for Plan of Subdivision/Condominium

**This Application Package
Must Be Submitted To:**

Department of Community and
Development Services,
Corporation of the Municipality of
Leamington,
111 Erie Street North
Leamington, Ontario
N8H 2Z9

A Complete Application includes the information listed below. If this information, which is needed to review the application is not submitted with the application form, ***it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.***

Drawings: All applications for must include an accurate to scale drawing, preferably by a qualified professional, showing the items listed below:

- a. Registered M-Plan (One Copy 11" x 17")
- b. Proposed Lot Plan including the boundaries and dimensions of the subject properties (5 copies 11" x 17" paper and electronic copy .pdf or .dwg format)
- c. Registered / Draft Reference 12R-Plan (5 paper copies 11" x 17" and electronic copy .pdf or .dwg format)

Fees: Application Fee(s) made payable to the Municipality of Leamington.

Supporting Information: Additional information may be required by the Municipality in order to evaluate the application. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

Note:

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1.0 Applicant Information		
1.1 Name of Owner(s). An owner's authorization is required <i>if the applicant is not the owner.</i>		
Name of Registered Owner(s)	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	
1.2 Agent/Applicant: Name of the person who is to be contacted about the application. <i>If different than the owner.</i>		
Name of Contact Person/ Authorized Agent	Home Telephone No.	Business Telephone No.
Mailing Address	Postal Code	Fax No.
Email:	Cell No.	
1.3 Please specify to whom all communications should be sent:		
<input type="checkbox"/> Registered Owner	<input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Solicitor
2.0 Purpose of Application		
2.1 <input type="checkbox"/> Creation of Semi-detached Units	Number of Total dwelling Units: _____	
<input type="checkbox"/> Creation of Townhouse Units	Number of Total dwelling Units: _____	
<input type="checkbox"/> Other: _____	Number of Total dwelling Units: _____	
3.0 Description of the Land Subject to Application:		
3.1 Plan of Subdivision: 37-T-_____ Common Name: _____		

Lots: _____ Registered Plan: _____ 12M- _____		

4.0 Details of Development Control Agreement:		
4.1 Is the property subject to an approved Development Agreement:		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, Approval Date: _____		
Registration Instrument Number: _____		
4.2 Are the proposed units acknowledged in the approved Development Agreement?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes, Section: _____ Schedule: _____		

4.3 Are the proposed units acknowledged in an approved Storm Water Management Report?
 No Yes
 If yes, Prepared by: _____ Date: _____

4.4 Are the proposed units individually serviced:
 Water Yes No
 Sanitary Yes No
 Storm Yes No

4.5 Access (*Check appropriate box and state road name*):
 Provincial Highway (#) _____
 Municipal road, maintained year round _____
 County Road (#) _____
 Private Road/ Right of way _____

4.6 Driveway Access:
 Shared Driveways Individual Driveways

4.7 Have Municipal Numbers been assigned to the individual units (attach additional sheet if necessary):
 Lot/Block:: _____ Municipal Number: _____
 Lot/Block:: _____ Municipal Number: _____
 Lot/Block:: _____ Municipal Number: _____
 Lot/Block:: _____ Municipal Number: _____
 Lot/Block:: _____ Municipal Number: _____
 Lot/Block:: _____ Municipal Number: _____

5 Planning Information

5.1 Official Plan Land Use designation(s) of subject land _____

5.2 Zoning of subject land _____

6 Part Lot Control Approval (If Applicable)

6.1 Date of Part Lot Control Approval:
 Municipal Approval Date _____ Municipal By-law Number: _____
 County Approval Date: _____
 By-law Registration Date : _____

6.0 Declaration of Owner/Authorized Agent

6.1

I / We _____ of the _____ of _____ in the County / District / Regional Municipality of _____ solemnly declare that all the statements contained in this application and any supporting documentation are true, 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 and by virtue of the Canada Evidence Act.

DECLARED before me at the Municipality of Leamington, in the County of Essex, this ____ day of _____ 20__.

A Commissioner, etc.

Signature of Registered Owner, or Authorized Solicitor or Agent

A Commissioner, etc.

Signature of Registered Owner, or Authorized Solicitor or Agent

6.2 Consent of the Owner

Complete the consent of the owner concerning personal information below.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner 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 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.

Date

Signature of Owner

7.0 Authorization

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

Authorization or Owner for Agent to Make the Application

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

Date

Signature of Owner

Date

Signature of Owner