



THE CORPORATION OF THE TOWN OF LINCOLN
APPLICATION FOR EXEMPTION FROM PART-LOT CONTROL

FOR OFFICE USE ONLY
CN: 3-5-02-05
Application: \_\_\_\_\_

APPLICATION IS HEREBY MADE TO: The Town of Lincoln
4800 South Service Road
Beamsville ON L0R 1B1
Tel: (905)-563-8205
Fax: (905)-563-6566
Email: info@lincoln.ca

The undersigned hereby requests the Council of the Corporation of the Town of Lincoln to consider this application for Exemption from Part Lot Control as it affects the lands and/or premises hereinafter described to the extent and upon the terms and conditions set forth in this application, including Appendices hereto.

NOTE: REFER TO APPENDIX "A" GUIDE TO APPLICANTS, ATTACHED HERETO

1. FEE

This application must be filed with the Planning and Development Department together with the Application Fee found under Fees and Charges on the Town's website.

2. OWNER, APPLICANT AND/OR AGENT

(a) Owner's Name (Please Print) \_\_\_\_\_
Owner's Email (Please Print) \_\_\_\_\_
Mailing Address \_\_\_\_\_
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
Date \_\_\_\_\_ Signature \_\_\_\_\_

(b) Applicant's Name (Please Print) \_\_\_\_\_
Applicant's Email (Please Print) \_\_\_\_\_
Mailing Address \_\_\_\_\_
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
Date \_\_\_\_\_ Signature \_\_\_\_\_

(c) Agent's Name (Please Print) \_\_\_\_\_
Agent's Email (Please Print) \_\_\_\_\_
Mailing Address \_\_\_\_\_
Postal Code \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_
Date \_\_\_\_\_ Signature \_\_\_\_\_

Note: ALL CORRESPONDANCE WILL BE SENT TO THE APPLICANT EXCEPT WHERE AN AGENT IS EMPLOYED, IN WHICH CASE IT WILL BE SENT TO THE AGENT.

3. OWNER'S ACKNOWLEDGEMENT

If the applicant is other than the registered owner of the lands subject to this application, the following affidavit must be completed by the owner.

I/We, (Please Print) \_\_\_\_\_
being the registered owner (s) of the lands described herein, am (are) aware of this application and have no objection to it being submitted.

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

Note: If application involves two or more separate properties under separate ownership, separate authorization must be provided from each registered owner and be attached hereto. The application must include original signatures.

**4. MORTGAGES, RESTRICTIONS, COVENANTS, ZONING**

(a) Names and addresses of all mortgages, holders of charges or other encumbrances with respect to the subject lands:

Name (Please Print) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_

**Note:** If more space is required, attach a separate sheet hereto.

(b) Are there any easements, rights-of-way, restrictions, or other covenants applicable to the subject lands? Yes [ ] No [ ] If yes, describe what they are below:

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

(c) Does the proposed development conform to the Zoning By-law requirements if effect? Yes [ ] No [ ]

If no, describe what the deficiency(s) is and what action is being taken to resolve it:

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

**5. LOCATION OF THE LANDS SUBJECT TO THIS APPLICATION (SUBJECT LANDS)**

Lot(s) \_\_\_\_\_ Block(s) \_\_\_\_\_ Reg. Plan \_\_\_\_\_

Part(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_

**6. PLANS**

This application must be accompanied by a draft Reference Plan prepared by an Ontario Land Surveyor, illustrating the proposed lot(s).

The applicant hereby agrees to prepare and deposit at the Land Registry Office a Reference Plan(s) showing all parcels (parts) created as a result of part-lot control being removed from the subject lands.

**APPENDIX "A"**  
**GUIDE TO APPLICANT**  
**TOWN OF LINCOLN**  
**APPLICATIONS FOR**  
**EXEMPTION FROM PART-LOT CONTROL**

**Purpose**

Part-lot control is a method of controlling indiscriminate division of property. The two primary ways of dividing land are by Plan of Subdivision or Consent to Sever. A third way is for lands (within a Plan of Subdivision) to be exempted from part-lot control. The passing of such a by-law allows individual lots or blocks to be further subdivided. This process is most often approved for the creation of lots within an industrial plan of subdivision and for semi-detached and street townhouse lots.

**Application Process**

**1. Preliminary Discussion**

Prior to submission of an application, the Applicant should contact the Planning and Development Department for a preliminary review of the proposal. This can answer any questions the Applicant may have and ensure accuracy of the application which can reduce the possibility of future delays in processing.

**2. Submission of Application**

It is the responsibility of the Applicant (or duty authorized agent) to complete, sign and submit an application to the Planning and Development Department. Applications must include the required information, the applicable fee and draft Reference Plan prepared by an Ontario Land Surveyor. Any submission lacking the required information or fee shall not be considered further.

**3. Review of Application**

Upon the receipt of the application, a review is undertaken by Town Staff. Upon completion of the review by Staff a by-law is prepared for consideration by Council.

**NOTE:** If the application does not conform with Town's Zoning By-law, a Zoning By-law Amendment application or Minor Variance application may be required before Staff can begin to process the part lot control application.

**NOTE:** if the new lotting pattern triggers amendments to the subdivision agreement the amendments must be approved prior to processing the part lot control application.

**4. Council Decision**

If Council approves the proposal, a by-law is adopted by Council. Upon adoption by Council, the by-law is forwarded to the Town's Solicitor, who then registers the by-law on title.

**5. Reinstitution of Part-Lot Control**

The By-law will normally have a 3 year time limit unless a longer time frame is requested by the applicant and approved by Council.

**Processing Time Frame**

The application process generally takes from 1 to 3 weeks if no other planning approvals are required (as outlined in Section 3 above).