**File No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REMOVAL OF PART-LOT CONTROL**

**APPLICATION FORM**

Applying for approval under Section

50 of the Planning Act, R.S.O. 1990.

***THE MUNICIPALITY OF MISSISSIPPI MILLS***

Municipal Office

3131 Old Perth Road, RR 2, P.O. Box 400

Almonte, ON KOA 1 AO

Tel (613) 256-2064

Fax (613)-256-4887

**MUNICIPALITY OF MISSISSIPPI MILLS OFFICE USE ONLY**

**Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No.: \_\_\_\_\_\_\_**

**File Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Complete: Yes \_\_\_\_\_ No \_\_\_\_\_\_**

**Note: Please type or print.**

**See Appendix I for submission requirements/processing procedures. Additional Information may be provided in an accompanying letter.**

**PURSUANT TO THE PLANNING ACT, THE UNDERSIGNED HEREBY APPLIES TO THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS FOR REMOVAL OF PART-LOT CONTROL WITHIN THE MUNICIPALITY OF MISSISSIPPI MILLS.**

**This application is to be completed in all respects and submitted to the Planning Department, Municipality of Mississippi Mills.**

1. **APPLICANT INFORMATION:**

**1.1** Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.2** Registered Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.3** Name of Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.4** Name of Solicitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.5** Name of Ontario Land Surveyor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Please specify to whom all communications should be sent:   
       owner  solicitor  authorized agent
  2. Interest of Applicant in Land (e.g. Owner, Purchaser): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CHARGES AGAINST THE LANDS:  
     
   (If more space is required please attached a list of any additional mortgages, charges or other encumbrances to the application.)**

**2.1** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of interest:  mortgage  charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other (please specify)

**2.2** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: Home (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Work (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Type of interest:  mortgage  charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ other (please specify)

**3. DESCRIPTION OF LAND AND SERVICING INFORMATION:**

**3.1** Location of Land:  
Lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concession: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Plan of Subdivision Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot or Block Nos.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.2** Reference Plan No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.3** Street Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.4** Dimensions of Land Affected:

Frontage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Depth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.5** Are there any easements or restrictive covenants affecting the subject land? **Yes □ No □**

If yes, please describe each easement or covenant and its effect (if insufficient room is provided please add this information on an additional sheet attached to the application).

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

**3.6** Type of access (check appropriate space):

Provincial highway

County road

Township/municipal road, maintained all year

Township/municipal road, seasonally maintained

Other public road (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Right-of-way

Water access

If water access, describe the following:

Parking and docking facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distance of these facilities from the subject land and nearest public road: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.7** Type of water supply (check appropriate space):

**Existing** **Proposed**

Publicly owned and operated piped water system:

Privately owned and operated individual well

Privately owned and operated communal well

Lake or other water body

Other means (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.8** Type of sewage disposal (check appropriate space):

**Existing Proposed**

Publicly owned and operated sanitary sewage system

Privately owned and operated individual septic tank

Privately owned and operated communal septic system

Pit privy

Other means (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.9** Type of storm drainage (check appropriate space):

**Existing Proposed**

Sewers

Ditches

Swales

Other means (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.10**  Description of natural features on the subject lands and within 500 metres of the subject lands:  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**4.0 CURRENT OFFICIAL PLAN DESIGNATION(S**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.0 CURRENT ZONING OF THE LAND:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6.0 REASON FOR APPLICATION**:  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

**7.0** **EXPECTED CLOSING DATE FOR LOTS TO BE CREATED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8.0** **PROPOSED NUMBER OF DWELLING UNITS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9.0** **MISCELLANEOUS REQUIREMENTS**

**9.1** The following Plans or supporting information:

* Three (3) copies of a Reference Plan prepared by an Ontario Land surveyor depicting the proposed new lot(s) or Block(s) and certifying the dimensions and area(s) and locating any buildings
* Five (5) copies of the Reference Plan reduced to 8½" x 14" in size.
* One copy of the Registered Plan of Subdivision
* Supporting Information

**9.2** A processing fee, made payable to the **Municipality of Mississippi Mills** shall be submitted at the time of the application.

**10.** OTHER INFORMATION:

Is there is any other information that you think may be of assistance to the municipality or other agencies reviewing this application? **If** so, explain below or attach a separate sheet if necessary.

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

**11. AFFIDAVIT OR SWORN DECLARATION:**

**11.1** I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information in the documents that accompany this application is true.

Sworn (or Declared) before me at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

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

Commissioner of Oaths (include stamp below) Signature of Applicant/Solicitor of Authorized Agents

Please note that if the applicant is a corporation, the application must be signed by a representative of the corporation and the corporation’s seal must be affixed.)

**12. AUTHORIZATION (if applicable):**

**12.1** 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:

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to make this application on my/our behalf.

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

Date

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

Signature(s) of Owner(s)

Personal information on this form is collected under authority of the Planning Act, and will be used to assist in processing this application.

**APPENDIX I**

**THE MUNICIPALITY OF MISSISSIPPI MILLS**

**SUBMISSION REQUIREMENTS/PROCESSING PRODCEDURES**

**A. SUBMISSION**

1. The application fee for removal of part-lot control exemption is **$1,000.00** for the division of one or more lots and is non-refundable (By-law #13-124). The processing fees should be made payable to The Municipality of Mississippi Mills and shall be submitted at the time of application.
2. Three (3) copies of a Reference Plan prepared by an Ontario Land Surveyor depicting the proposed new lot(s) or Block(s) and certifying the dimensions and area(s) thereof and locating any buildings thereon shall be submitted when deemed necessary to the Municipality.
3. The Municipality of Mississippi Mills reserves the right to limit the number of lots to be created and applied for under one application to a number that can reasonably be built in a two year period. The part-lot control by-law will include a two year "sunset" clause whereby the by-law will be deemed "expired" two years from passing and lots not transferred within that time will require a new part-lot control application.
4. Part-lot control shall only be lifted where blocks/lots are within a registered plan of subdivision. Blocks on registered plans to be subdivided through the lifting of part-lot control should accommodate no more than approximately 25 lots/dwelling units.
5. Part-lot control by-laws for townhouses must be supported by a site plan approved by The Municipality of Mississippi Mills and reference plan, if requested.

**B. PROCESSING PROCEDURES**

1. Submission of the completed application form, fee and plans, as required, to the Municipal Planner of The Municipality of Mississippi Mills.
2. Pursuant to Section 50 of the Planning Act, R.S.O. 1990, a by-law is enacted by The Corporation of the MUNICIPALITY of Mississippi Mills stipulating that part-lot control does not apply to the subject lot(s) or block(s).
3. The Municipality of Mississippi Mills forwards the by-law to the County of Lanark, Planning and Development Approvals Department, for approval. The applicant must submit the applicable fee for processing to the County of Lanark (refer to Section C.1 Associated Fees).
4. Following approval of the by-law by the County of Lanark, the Municipality of Mississippi Mills Solicitor will register it on title.   
     
   Under special circumstances, the owner's solicitor may handle the registration of the by-law provided the MUNICIPALITY Planner of The Municipality of Mississippi Mills is provided with a duplicate original of the registered by-law.

**C. ASSOCIATED FEES**

1. The County of Lanark Planning and Development approvals Department fee for the review and processing of a part lot control application is **$750.00.** This fee is payable to the County and is required to be submitted prior to the county's approval of the by-law.  
   **PART LOT CONTROL BY-LAW – REVIEW CHECKLIST**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MUNICIPALITY** | | |  | | | | |
| **MUNICIPALITY FILE NO.** | | |  | | | | |
| **COUNTY FILE NO.:** | | |  | | | | |
| **BY-LAW NUMBER** | | |  | | | | |
| **TO BE COMPLETED BY THE LOCAL MUNICIPALILTY** | | | | | | | |
| **OWNER’S NAME/APPLICANT** | | |  | | | | |
| **SITE LOCATION** | | |  | | | | |
| **LOT(S)/BLOCK(S)** | | |  | | | | |
| **REGISTERED PLAN #(S)** | | |  | | | | |
|  | | | | | | **YES** | **NO** |
| **1.** | Is the by-law within a registered plan of subdivision? | | | | |  |  |
| **2.** | Do the proposed uses and density conform to an approved zoning by-law? | | | | |  |  |
|  | (a) If yes, specify zoning by-law number: | | | | |  |  |
|  | (b) If it does not conform to a zoning by-law, was a minor variance previously  granted? | | | | |  |  |
| **3.** | Has an approved site plan been submitted to the County? | | | | |  |  |
|  | 1. If yes, has an 8½ x 14 inch reduction been submitted on PMT? | | | | |  |  |
| **4.** | Has a reference plan been submitted to the County? | | | | |  |  |
|  | (a) If yes, has an 8½ x 14 inch reduction been submitted on PMT? | | | | |  |  |
| **5.** | Are any private roads being created? | | | | |  |  |
|  | 1. If yes will a local private service agreement be registered on title? | | | | |  |  |
| **6.** | Are local services in place and of sufficient capacity to handle the proposed development? | | | | |  |  |
| **7.** | Is this a conversion of an existing rental unit? | | | | |  |  |
|  | 1. If yes, explain how the local Municipality has addressed conversion issue re the Rental Housing Protection Act. 1989. | | | | |  |  |
| **8.** | Are there more than 25 units/blocks? If yes explain: | | | | |  |  |
| **9.** | Specify the number and type of units created. | | | | |  |  |
| Municipal Planner’s Signature | |  | | Date: |  | | |