



INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for exemption from Part Lot Control. In the application, "subject land(s)" means the land(s) that is the subject of this application. This application and any attached supporting documentation contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and the Planning Act, as amended, and will be used in the processing of the application exemption from part lot control.

This Guide has been prepared by the Township of King Planning Department to provide a general outline of the procedures involved in the processing and review of an Application for exemption from part lot control in the Township of King. The purpose of the Guide is to familiarize the Applicant of the responsibilities of both the proponent and the Municipality under the provisions of the Planning Act, as amended.

Pre-consultation

Pre-consultation prior to submission of an application is a critical component of the processing of an application. All applicants must pre-consult with Planning Department staff prior to submitting an application to discuss information requirements and clarify any issues related to the processing of the application. Please contact the Planning Department to coordinate your pre-consultation meeting (905-833-5321 or planninginfo@king.ca). The Planning Department may recommend a certain amount of pre-consultation with certain commenting public bodies or agencies which may have jurisdictional interests in the proposal.

Information Requirements and Processing of the Application

The Application must be fully completed by the property owner or authorized agent, and returned to the Township of King Municipal Offices. A "Complete Application" shall constitute all of the information and supporting materials outlined in this application form below, and the accompanying pre-consultation letter (where applicable), resulting from the required pre-consultation meeting with the Township Planning Department. Upon the completion of the Township's evaluation of the Application, the Planning Department will forward the proposal to the Committee of the Whole (of Council) for consideration. If the Application is approved, a by-law exempting the subject lands from part lot control will be brought forward to Township Council. Once adopted, the by-law is registered on title.

Fees: All applicable fees, as detailed in this application and/or as cited in the Township's Fees and Charges By-law, as amended from time to time, must be submitted with the completed application.



Additional Fees

The applicant should be aware that additional Municipal Fees associated with the review process may include the following:

- Township of King peer review fees including independent professional consultants which may be retained at the discretion of the Township to review submissions associated with the application and may include the Township's Engineer, Solicitor or Hydrogeologist, environmental consultants, landscape architects or others. Planning staff will usually be in a position to advise upon submission of the application whether such additional costs are to be anticipated.
- Township of King legal fees. The by-law exempting the subject lands from part lot control will be registered on the title of the lands. The Owner/Applicant is responsible for all costs associated with the processing of this Application and the registration on title of the resulting by-law.
- In the event that the proposed Draft Plan of Subdivision or Condominium Application is supported and approved by Township Council, the application form requires the proponent to acknowledge and agree to cover all Municipal costs associated with an Ontario Municipal Board appeal where such decision is challenged.

Conformity with Statutes, Regulations, and By-laws

The application must demonstrate conformity with all applicable statutes, regulations, by-laws, and requirements of any government authority or agency. The proposed development must conform to the Ontario Building Code, and all relevant regulations, and the Township of King accepts no responsibility for any lack of compliance therewith.

Development Charges

Owners/applicants are advised that Development Charges payable to King Township, the Region of York, and both the Public and Separate School Boards are required upon application for a Building Permit in accordance with King Township's current Development Charges By-law, as amended from time to time. Contact the Building Department (905-833-5321) to determine the Township rate/cost prevailing at such time. For Regional and School Board rates, please contact the individual agencies.

These Guidelines may be Detached from the Application Form and Retained by the Applicant.



SUBMISSION OF APPLICATION

Submission of this application constitutes consent for the Township of King, and circulated agency representatives to inspect the subject lands or premises, and to carry out any inspections, tests, and investigations as may be required.

Completeness of this Application Form: When this application form is submitted, ALL of the following must be provided by the applicant for the application to be considered complete:

- One (1) original copy of this application form, including all the information requested herein with original signatures;
- One (1) original copy and five (5) copies of the Pre-consultation Letter (where applicable) and submission of all requested items from the pre-consultation meeting, with original signatures;
- Six (6) copies of the legal survey prepared by a qualified Ontario Land Surveyor (O.L.S.);
- Ontario Land Surveyor's Certificate, indicating:
 - a) Frontage at the street line and at the appropriate front setback from the street line;
 - b) Area of each part shown on the reference plan; and
 - c) Use of each part (i.e. easement, right-of-way etc.);
- Six (6) copies of draft reference plan, indicating:
 - a) All existing and proposed easements;
 - b) Lot lines;
 - c) All roads abutting the subject lands;
 - d) Setbacks to buildings and structures;
 - e) Poured concrete foundations (if applicable); and
 - f) All other appropriate measurements, in metric;
- Six (6) copies each of all other plans/drawings of the subject lands, where applicable;
- One (1) Disks with digital/electronic copies of the entire submission (including surveys, plans, drawings, and copies of technical studies/reports etc.);
- A non-refundable Planning Department Application Fee, in accordance with the current Township of King Fees & Charges By-law, as amended from time to time, payable to the Township of King;
- A non-refundable Application Fee, in accordance with and the current Township of King Fees & Charges By-law, as amended from time to time, where the proposal requires private servicing;



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- A non-refundable Application Processing fee payable to the Region of York, where applicable; and
- A non-refundable Application Processing fee payable to the applicable Conservation Authority, where applicable.

When the above noted information has been received, this submission will be evaluated in order to determine if it is complete. If a pre-consultation meeting has not been held, or if any of the prescribed information and/or processing fee(s) is not provided, King Township Planning Department may return the application form, or refuse to consider the application, until such time as the above noted information has been provided.



APPLICANT'S ACKNOWLEDGEMENTS:

The Applicant hereby acknowledges:

- That this application and the attached supporting documentation and materials contains information collected and maintained for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- That personal information on this application form is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and will be used for the purpose of processing this application;
- That conceptual development plans and/or drawings submitted within this application are not reviewed for compliance with the Ontario Building Code and/or related regulations;
- That all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- That additional approvals from King Township and/or other agencies may be required;
- Additional fees and/or charges (including but not limited to building permit fees, sign permit fees, parkland dedication fees, development charges, sanitary sewer capital charges) associated with any development approved in conjunction with this application may be required;
- That the applicant may be required to pay reasonable legal fees associated with the processing of this application and the preparation and registration of agreements when such agreements are required;
- That additional costs associated with the processing of this application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Township but retained where expertise is required in a certain area of study (e.g. environmental, servicing, marketing, noise); and
- That additional information, and/or materials may be required, and therefore the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted;
- That there are no outstanding orders, infractions or violations of any kind on the lands subject to this application; and
- That no site works shall be commenced until the required approvals have been granted, and all other applicable permits and/or approvals have been obtained, and all required fees, invoices, levies, and securities have been paid or posted.



**APPLICATION FOR EXEMPTION FROM
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SHADED AREAS FOR OFFICE USE ONLY	
FILE NUMBER	PLC-
RELATED APPLICATIONS	
DATE RECEIVED	

1. CONTACT INFORMATION

Name & Company	Mailing Address & Postal Code	Contact Information
Registered Owner ¹ :		Phone 1:
		Phone 2:
		Email:
		Fax:
Applicant ² :		Phone 1:
		Phone 2:
		Email:
		Fax:
Agent (Consultant/Solicitor):		Phone 1:
		Phone 2:
		Email:
		Fax:
Ontario Land Surveyor		Phone 1:
		Phone 2:
		Email:
		Fax:
Legal Counsel		Phone 1:
		Phone 2:
		Email:
		Fax:

1.1 Please indicate to whom all correspondence relating to the application should be sent (select one only). This person will act as the Application Coordinator.

- Owner
 Applicant
 Agent

¹ If there is more than one Owner, please attach a separate page with the required information. If the Owner is a numbered company, provide the name and address of the principal Owner.

² Owner's authorization if required if the Applicant is not the Owner.



2. SUBJECT LANDS INFORMATION

Municipal Address (Street # & Name)			
Registered Plan(s)	Lot(s)/Block(s)	Reference Plan(s)	Part(s)
Assessment Roll #(s)	Lot(s)	Concession(s)	
Statistics for Subject Lands:	Area (m ² or ha)	Frontage (m)	Depth (m)
Date Subject Lands Acquired:			

2.1 Identify the Lot(s) or Block(s) proposed for exemption

2.2 Identify the first Closing Date for any Units/Lots

2.3 Are there any existing easements, rights-of-way, restrictive covenants, etc. affecting the subject lands?

YES No

If YES, please identify below, and indicate on a survey and all accompanying plans the nature of the easement, right-of-way, restrictive covenant etc.

2.4 Are there any proposed easements, rights-of-way, etc. affecting the subject lands?

YES No

If YES, please identify below, and indicate on a survey and all accompanying plans the nature of the easement, right-of-way, restrictive covenant etc.



3. APPLICATIONS

3.1 Please indicate whether this land, or land within 120 metres of this land, is or has been the subject of any other applications under the Planning Act.

OTHER APPLICATIONS	SUBJECT LANDS			ADJACENT LANDS		
	YES	NO	FILE NO.	YES	NO	FILE NO.
Amendment to Local Official Plan						
Amendment to Regional Official Plan						
Zoning By-law Amendment						
Consent						
Site Plan Approval						
Minor Variance						
Minister's Zoning Order						
Functional Servicing/Development Area Study						

3.2 If YES has been answered one or more times in Section 3.3 above, please specify the lands affected, the name of the approval authority considering the application, the purpose of the application, the status of the application, and the effect of the application on the proposed amendment on a separate page. Is the separate page attached?

YES NO Not Applicable

4. DETAILS OF APPLICATION

4.1 What are the current uses of the subject lands?

4.2 What are the proposed uses of the subject lands?



4.3 What is the purpose of the proposed request for exemption from Part Lot Control (reason for requiring a Part Lot Control Exemption By-law)?

5. AUTHORIZATIONS

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 authorizations set out below must be complete.

5.1 Authorization of Owner for Agent to make Application

I, _____, am the Owner of the land that is the subject of this planning document and I authorize _____ to make this application on my behalf, and for the purpose of the Municipal Freedom of Information and Protection of Private Act to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date

Signature of Owner

5.2 Consent of the Owner

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

I, _____ am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I also agree to allow the Township, its employees and agents to enter upon the subject property for the purposes of conducting survey, inspection, and tests that may be necessary to the application.

Date

Signature of Owner



5.3 Payment of Fees

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any external consulting fees and expenses (e.g. legal, engineering, landscape architectural, planning etc.) incurred by the Township of King during the processing of this application, in addition to all applicable application fees set by the Township of King.

Date

Signature of Owner

NOTE: All invoices will be sent to the person indicated in Section 1 of this application identified as the primary contact for correspondence, unless otherwise requested.

5.4 Acknowledgement of the Owner for Ontario Municipal Board Appeals

The Owner acknowledges and agrees, in the event Council approves the application and it is appealed to the Ontario Municipal Board (OMB) by a third party, the Owner agrees to reimburse the Township for all costs incurred by the Township, including any municipal cost and disbursements for legal counsel and external consultants, for preparation and attendance at an OMB hearing, where the Township is requested to defend the decision of Council. The Owner further acknowledges and agrees to provide a cash security deposit to the Township upon notice of appeal of the application to the OMB by a third party.

Date

Signature of Owner



6. AFFIDAVIT

The following affidavit must be completed prior to submitting this application.

I, _____, of the _____
in the Regional Municipality of/City of _____
solemnly declare that the information contained in this application, attachments, and
accompanying reports are true, and I make this solemn declaration conscientiously believing
it to be true and knowing that it is the same force and effect as if made under oath, and by
virtue of "The Canada Evidence Act".

Declared before me at the _____ in
the Regional Municipality of/City of _____
this _____ day of _____, _____.

WITNESS

REGISTERED OWNER(S) OR AGENT



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

SITE SCREENING QUESTIONNAIRE

TO BE COMPLETED WITH ALL DEVELOPMENT APPLICATIONS SUBMITTED TO THE TOWNSHIP OF KING PLANNING DEPARTMENT

This form must be completed for all development applications where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment and Energy's Guideline for Use at Contaminated Sites in Ontario **is not provided.**

SUBJECT LANDS:

Registered Owner: _____

Municipal Address: _____

Township Lot: _____ Concession: _____

Part/Lot: _____ Registered/Reference Plan: _____

Tax Roll No.: _____

SITE AND PROPERTY HISTORY:

Condition	Yes	No
Is the application on lands or adjacent to lands previously used for Industrial uses?		
Is the application on lands or adjacent to lands previously used for commercial uses where there is a potential for site contamination, e.g., a gas station or a dry-cleaning plant?		
Is the application on lands or adjacent to lands where filling has occurred?		
Is the application on lands or adjacent to lands where there may have been underground storage tanks or buried waste on the property?		
Is the application on lands or adjacent to lands that have been used as an orchard, and where cyanide products may have been used as pesticides?		
Is the application on lands or adjacent to lands previously used as a weapons firing range?		
Is the nearest boundary of the application within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump?		
If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g. asbestos, PCB's etc.)?		
Is there any other reason to believe that the lands may have been contaminated based on previous land use?		



**SITE SCREENING QUESTIONNAIRE
KING TOWNSHIP
PLANNING DEPARTMENT**

If the answer to any of the above Questions was Yes, a Phase 1 and Phase 2 Environmental Site Assessment, in accordance with the Ministry of Environment and Energy’s Guideline for Use at Contaminated Sites in Ontario, is required. PLEASE SUBMIT TWO COPIES WITH YOUR APPLICATION.

Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site? If Yes, please submit two copies of the Phase 1 Assessment with the application.	Yes	No
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DECLARATION:

The Township of King Planning Department strongly encourages property owners to consult with a Professional Engineer prior to the completion of the Site Screening Questionnaire. Further, the Township of King will not accept any responsibility or assume any liability for damages to the subject property or adjacent properties as a result of the provision of incorrect information.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

Consulting Engineer:

Name (PleasePrint): _____

Signature: _____ Date: _____

Name of Firm: _____

Address: _____

Telephone: _____ Fax: _____

Property Owner, or Authorized Officer:

Name (Please Print): _____

Signature: _____ Date: _____

Name of Company (If Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____