

**Instructions:**

Prior to making an application a proponent is encouraged to pre-consult with the Municipality of West Perth Planning staff to determine the appropriateness of the request and review submission requirements. Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Municipality of West Perth. **A Draft Reference Plan of the proposal must also be submitted with the application.** The County of Perth may also have a separate processing fee; proponents are advised to contact the County of Perth Planning and Development Department at (519) 271-0531.

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant/agent to act on behalf of the owner as it relates to the subject application must accompany the application (See Section 8.0).

Additional information and studies may be required by the municipality to evaluate the proposal. The type and scope of studies that are required will be determined through the required pre-consultation process with West Perth Building/Planning staff. If the required additional information is not provided the application cannot be deemed to be complete and will not be processed.

**Application Checklist:**

- 1 Original Copy of Completed Application Form (including the Letter of Undertaking);
- 3 Copies of the Draft Reference Plan (2 full size, 1 letter/legal size reduction);
- A digital copy of the Draft Reference Plan (AutoCAD .dxf and Acrobat .pdf formats);
- Application fees, payable to the Municipality of West Perth and the County of Perth; and,
- One copy of the Parcel Register (“PIN”) (available through the Land Registry Office) for the subject property (not mandatory).

**For Help:** For general assistance completing this form, please contact:

- the West Perth Building and Zoning Administrator, Diane Chaffe, at (519) 348-8429 Ext. 230 or [dchaffe@westperth.com](mailto:dchaffe@westperth.com); or,
- the West Perth Planner, Adam Betteridge, MCIP, RPP, at (519) 348-8429 Ext. 259 or [abetteridge@westperth.com](mailto:abetteridge@westperth.com)

Detailed mapping information for your property is available at:  
[www.perthcounty.ca/en/living-here/maps.aspx](http://www.perthcounty.ca/en/living-here/maps.aspx)

The County and Mitchell Ward Official Plans can be found at:  
[www.perthcounty.ca/en/county-of-perth-official-plan.aspx](http://www.perthcounty.ca/en/county-of-perth-official-plan.aspx)  
<https://www.westperth.com/en/municipal-office/resources/Official-Plan-for-the-Mitchell-Ward-Text-and-Maps.pdf>

West Perth planning documents can be found at:  
<https://www.westperth.com/en/business/Planning-and-Development.aspx>

**Application for Exemption from  
Part Lot Control**

**Municipality of West Perth**  
Application #:

|   |             |  |            |
|---|-------------|--|------------|
| <b>FOR OFFICE USE ONLY</b>  |             | Date Received:   |            |
| Pre-Con Yes <input type="checkbox"/> No <input type="checkbox"/> Roll: 3130 - ____ - ____ - ____ - ____ |             |  |            |
| Fee Amount Paid: Yes <input type="checkbox"/> No <input type="checkbox"/>                               |             |  |            |
| Fee Received Date:  |             | Fee Receipt No.:   |            |
| Lot Types:  |             | No. New Lots: Associated planning application(s):  |            |
| <b>1.0 Applicant Information</b>  |             |  |            |
| <b>Registered Owner(s)</b>  |             | <b>correspondence to be sent: Yes <input type="checkbox"/> No <input type="checkbox"/></b> |            |
| Name(s):  |             |  |            |
| Address:  |             |  |            |
| Postal Code:  |             | Phone:   |            |
| Email:  |             |  |            |
| <b>Applicant / Agent</b><br>(complete if not the owner; see Section 8.0)                                |             | <b>correspondence to be sent: Yes <input type="checkbox"/> No <input type="checkbox"/></b> |            |
| Name:   |             |  |            |
| Address:  |             |  |            |
| Postal Code:  |             | Phone:   |            |
| Email:  |             |  |            |
| <b>2.0 Location of the Subject Land</b>   |             |  |            |
| Local Municipality: West Perth  |             | Ward:  |            |
| Lot:  | Concession: | Reg. Plan:   | Lot/Block: |
| Ref. Plan:  | Part:       | Street Address:  |            |
| <b>2.1 Name and address of mortgages or charges: (if applicable)</b>                                    |             |  |            |
|   |             |  |            |
| <b>2.2 Description of any easements or covenants and their effects: (if applicable)</b>                 |             |  |            |
|   |             |  |            |
| <b>2.3 Date the subject lands were acquired by the current owner:</b>                                   |             |  |            |
|   |             |  |            |

**3.0 Status**

County Official Plan Designation(s):

Mitchell Ward Official Plan Designation(s):

Current Zone(s):

**4.0 Status of Other Applications under the Planning Act**

Is the subject land also the subject of an application for:

|                                 |  |                             |
|---------------------------------|--|-----------------------------|
| Official Plan Amendment         | Yes <input type="checkbox"/> - File #: | No <input type="checkbox"/> |
| Plan of Subdivision/Condominium | Yes <input type="checkbox"/> - File #: | No <input type="checkbox"/> |
| Zoning By-law Amendment         | Yes <input type="checkbox"/> - File #: | No <input type="checkbox"/> |
| Minor Variance                  | Yes <input type="checkbox"/> - File #: | No <input type="checkbox"/> |
| Site Plan Approval              | Yes <input type="checkbox"/> - File #: | No <input type="checkbox"/> |

**5.0 Wellhead Protection Area (WHPA)**

Is any part of the subject lands within a WHPA? Yes  No

**6.0 Type of By-law Requested**

|  |   |                             |
|--|---|-----------------------------|
| Creation of a Semi-detached Dwelling Lot/s | Yes <input type="checkbox"/> Number of new lot/s: | No <input type="checkbox"/> |
| Creation of a Townhouse/Row House Lot/s    | Yes <input type="checkbox"/> Number of new lot/s: | No <input type="checkbox"/> |
| Other                                      | Yes <input type="checkbox"/>                      | No <input type="checkbox"/> |

**7.0 Other Information**

Is there any other information that may be useful in reviewing this development proposal (e.g. efforts made to resolve outstanding objections or concerns)? If so, explain below or attach on a separate page.

**8.0 Authorization of Owner for Agent to Make the Application**

I/We, \_\_\_\_\_  
of the \_\_\_\_\_ in the County/Region of  
\_\_\_\_\_ am/are the owner(s) of the land that is the subject of this  
application and I/we hereby authorize \_\_\_\_\_  
to act as my/our agent in the application.

\_\_\_\_\_  
Name of Owner

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

\_\_\_\_\_  
Name of Owner

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

\_\_\_\_\_  
Name of Owner

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

**9.0 Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Municipality of West Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Municipality of West Perth for legal counsel and other associated costs to represent the Municipality in defending the decision before the Local Planning Appeal Tribunal (LPAT) will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County/Region of  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

**10.0 Consent to Use and Disclose Personal Information**

I/We acknowledge that all information provided on this form (name, address, phone number, e-mail address, etc.), including supporting documentation, is collected under the authority of the Planning Act, and will be accessible to the public and governmental and technical agencies for review. The owner(s)/applicant(s)/authorized agent authorize and consent to the use by or the 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.

Furthermore, I/We hereby authorize Council members and members of the staff of the Corporation of the Municipality of West Perth and/or technical review agencies to enter upon the subject lands for the purpose of evaluating the merits of the subject application and conduct any inspections on the subject land that may be required to perform this duty.

\_\_\_\_\_  
Signature(s)

**11.0 Owner/Applicant Affidavit or Sworn Declaration**

I/We, \_\_\_\_\_

of the \_\_\_\_\_ in the County/Region  
of \_\_\_\_\_

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

Sworn (or declared)

before me at the \_\_\_\_\_ in the County/Region of

\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Owner / Applicant

\_\_\_\_\_  
Owner / Applicant

## **Letter of Undertaking**

The Municipality of West Perth  
169 St. David St., PO Box 609  
Mitchell, ON  
N0K 1N0

In consideration of Municipality of West Perth enacting a By-law pursuant to Section 50 of the Planning Act RSO, 1990, as amended, to exempt the following land from Part Lot Control.

I (we), \_\_\_\_\_ ,

being the registered owner(s) of:

\_\_\_\_\_  
(description of subject land)

hereby undertake as follows:

- 1) To subdivide the said lands only in accordance with the attached draft reference plan prepared by

\_\_\_\_\_  
(name of Ontario Land Surveyor)

Dated \_\_\_\_\_ and described as project number/drawing number \_\_\_\_\_;  
and,

- 2) To deliver 5 copies of the attached plan as deposited to the Clerk's Department of the Municipality of West Perth within 14 days of its being deposited in the Perth Land Registry Office No. 44.

**12.0 Other Information** (Use this page if additional space is needed to provide information)