



CONDITION INFORMATION SHEET

HOW TO SATISFY CONDITIONS IMPOSED BY THE COUNTY OF PERTH LAND DIVISION COMMITTEE FOR APPLICATIONS WITHIN THE MUNICIPALITY OF WEST PERTH

County of Perth Land Division Committee
Michelle Evans, Secretary-Treasurer

1 Huron Street Stratford, Ontario N5A 5S4
Tel: (519) 271-0531 x410 Fax: (519) 273-5967
e-mail: landdivision@perthcounty.ca

All conditions must be fulfilled within the one year period from the date of giving the notice of decision under section 53(17) or (24) of the Planning Act, R.S.O. 1990. If this is not done, the application for consent shall thereupon be deemed to be refused. When there is an appeal to the Local Planning Appeal Tribunal, the one year period to satisfy conditions will commence from the date of the Tribunal Order issued in respect of the appeal or referral.

The owner/applicant will be reminded approximately six months prior to the consent application lapsing (one year period). All conditions must have been fulfilled within the one year period. The Land Division Committee has the ability to change conditions within the one year period, once they have been imposed on a provisional consent. An application in letter form requesting the change and stating the reasons for the request must be made to the Land Division Committee which may be required to circulate it in the same manner as the original application. The fee for this application is \$300.00, payable to the County of Perth. If you feel changes to the imposed conditions are necessary, please contact Michelle Evans, Secretary-Treasurer of the County of Perth Land Division Committee.

Certificate of Official

The Secretary Treasurer will require written confirmation that all imposed conditions have been met. Once all conditions have been met, the Certificate of the Official in long form will be prepared. As a condition of severance, the Land Division Committee requires that the Certificate will be scanned and attached to the electronic registration. An 'in preparation' copy of the transfer should be forwarded to the Secretary-Treasurer.

The following information should be provided:

- the names of the parties to the transaction, if being transferred immediately;
- a description of the land to which the severed land is being added, if lot addition.

The applicant will have two years from the date of the certificate to convey the property.

Return of Public Notice Sign

The sign(s) shall be received by the Perth County Land Division Committee Secretary-Treasurer within 30 days of the decision of the Land Division Committee. If the notice sign is not returned, confirmation must be received that a replacement sign fee of \$100.00 has been paid to the issuing municipality prior to the final consent approval.

Office Use Only:

Land Division Application Number:

Tax Roll Number(s):

POSSIBLE CONDITIONS:	CONTACT:
<p>Zoning By-law Amendment(s) or Minor Variance(s) The applicant is to contact the Municipality of West Perth with respect to making application(s) for Zoning By-law Amendment or Minor Variance. As this can be a long process, it is advisable to proceed as soon as possible in order to satisfy the condition within the one year time limit. A Declaration / Notice of Decision from the Municipality of West Perth indicating that the By-law or Minor Variance is in force must be filed with the Secretary Treasurer. The required application form can be obtained by contacting the Municipality's Building Services Department.</p>	<p>SUSANNA REID Planner Municipality of West Perth 226-921-8490 sreid@perthcounty.ca</p>
<p>Paying Outstanding Taxes Or Any Other Outstanding Financial Obligations to the Municipality Any outstanding taxes and interest (or any other financial obligations) must be paid, prior to the issuance of the certificate. Having your application and tax roll numbers available, please contact the municipality's Treasurer to determine and arrange for this amount to be paid. Once paid to the Municipality of West Perth, confirmation will be forwarded by the municipality to the Secretary-Treasurer.</p>	<p>LORI O'CONNELL Tax and Revenue Clerk Municipality of West Perth (519) 348-8429 ext. 227 loconnell@westperth.com</p>
<p>Obtaining a New Civic (municipal) Address A new civic address may be deemed necessary by the Municipality of West Perth and be required as a condition.</p>	<p>DIANE CHAFFE Administrative Assistant Municipality of West Perth (519) 348-8429 ext. 230 dchaffe@westperth.com</p>
<p>Barn/building Removal and/or Septic Requirements In order to satisfy any condition imposed where building(s) must be removed, said building(s) must be leveled and the foundation buried or removed from the site. Confirmation from the municipal Chief Building Official must be received that this work has been completed to their satisfaction. Please contact the Municipality of West Perth before proceeding if a Demolition Permit is required.</p>	<p>BOB MCLEAN Chief Building Official, Municipality of West Perth (519) 348-8429 Ex 226 bmclean@westperth.com</p>
<p>Meeting MTO/Railway Requirements Please contact the Ministry of Transportation (MTO), Canadian National Railway (CNR), or Goderich-Exeter Railway (GEXR) to clarify what is required. A letter from the agency will be required stating that their requirements have been met.</p>	<p>MTO: (519) 873-4598 CNR: (514) 399-7627 GEXR: (519) 271-4441 Ext. 1</p>
<p>Mortgages For lot additions, any existing mortgages must be changed to cover the whole of the resultant lot, being the severed parcel and the parcel to which it is being added. Under Land Titles, it is necessary to discharge the existing mortgage and register a new mortgage encumbering the new lot.</p>	<p>Your Lawyer / Financial Institution</p>

POSSIBLE CONDITIONS:	CONTACT:
<p>Description that is Consistent with the Application The applicant must provide the Secretary Treasurer with 2 paper copies of the Registered Reference Plan prepared by a qualified surveyor or a Certificate of Exemption issued by the Registry Office. This condition is completed by the applicant's surveyor, being a licensed or certified individual entitled to use the designation "Ontario Land Surveyor" (O.L.S.) and/or "Ontario Land Information Professional" (O.L.I.P.). General questions related to this condition can be directed to the Secretary-Treasurer, and it is recommended that a draft plan be submitted to the Secretary-Treasurer for approval prior to registering.</p>	<p>Your Lawyer / Agent</p>
<p>Conveying Parcels to Abutting Land Owner ("Lot Addition") For any lands required to be deeded in the same manner as those of another parcel to create a lot addition, a solicitor's undertaking stating that at the time of registration, the resultant lot (severed portion and the lands to which they are being joined) will be in the same name is required and if possible, a copy of the purchaser's present deed or abstract, showing the manner in which they hold title. If the parcels are in Land Titles, a lawyer's undertaking to register an Application to Consolidate the parcels will be required.</p>	<p>Your Lawyer / Agent</p>
<p>Road Widening / Reserves A deed in registerable form must be prepared transferring such dedications to the MTO, County or Municipality of West Perth and duly registered at the Land Registry Office. A copy of the deed is to be filed with the Secretary-Treasurer. The duplicate registered copy, together with a copy of the Reference Plan, should be forwarded to the transferee.</p> <p>Obtaining an Access Permit Obtaining an access/entrance permit will depend on the jurisdiction of the road (local or county road, or provincial highway), and confirmation from the applicable authority will be forwarded by the Municipality of West Perth to the Secretary-Treasurer.</p> <p>Municipality of West Perth Road: Please visit the "BUILDING & ZONING SERVICES" page on the Municipality's website for full details about the access permit and process: http://www.westperth.com/municipal-services/building-zoning-services/</p> <p>County of Perth Road: Please visit the County's "Forms and Permits" page for full details (fees, etc.) and to download an "Access to County Roads Permit Application Form": http://www.perthcounty.ca/forms</p> <p>MTO Highway: Please visit the MTO's "Corridor Management Permit Applications" page for full details on satisfying this condition: http://www.mto.gov.on.ca/english/service-commitment/corridor-mgmnt-permit-appln.shtml</p> <p>Confirmation from the applicable authority (or authorities) shall be forwarded to the Secretary-Treasurer in order to satisfy the condition.</p>	<p>Please contact the applicable road authority from the list below:</p> <p>DIANE CHAFFE Administrative Assistant Municipality of West Perth (519) 348-8429 ext. 230 dchaffe@westperth.com</p> <p>CALANA HINNEGAN Public Works Administration Clerk County of Perth (519) 271-0531 Ex 311</p> <p>MINISTRY OF TRANSPORTATION (MTO) (519) 873-4598</p>

POSSIBLE CONDITIONS:	CONTACT:
<p>Apportionment Schedule for Municipal Drains If the lot you are creating is within a 'Drainage Assessment Area', the allocation toward drain assessment is readjusted with a reassignment of part of the drainage assessment to the newly created lot. (The assessment applicable to the original parcel is reduced). This may also apply to Lot Addition applications. Having your application number and tax roll numbers available, please contact the Municipal Clerk to initiate the review. In the Municipality of West Perth the review is conducted by the Municipality's drainage engineering consultant. The fee for a drainage apportionment report/assessment can vary depending on the number of drains affected. (approximately \$300.00 - \$600.00 + HST)</p>	<p>LJUBICA BLAZEVIC Deputy Clerk Municipality of West Perth (519) 348-8429 ext. 223 lblazevic@westperth.com</p>
<p>Cash in Lieu of Parkland and Other Financial Requirements These monies are to be paid to the Municipality of West Perth and a letter from the Municipality's Treasurer, confirming such payment, must be filed with the Secretary-Treasurer. The amount of cash in lieu of parkland is dependent upon the size of lot created, and is often stipulated within the condition. If no amount is specified, please contact the Treasurer to determine this amount.</p> <p>Once the amount is determined, it will need to be paid to the Municipality; having your application and tax roll numbers available, please contact the Municipality's Treasurer to confirm receipt of payment to the Secretary-Treasurer in order to satisfy this condition.</p>	<p>Wendy McMurray Treasurer Municipality of West Perth (519) 348-8429 ext. 228 wmcmurray@westperth.com</p>
<p>Agreement(s) A condition requiring the execution of a development agreement is typically imposed when site alteration involving grading and drainage is involved and/or the installation of "hard" services, such as roads, sewers, water mains, etc., is required by the Municipality. It is advisable that discussions with the Municipal Clerk take place early following the decision by the Land Division Committee, as this process can take some time to complete depending on the development.</p>	<p>DANIEL HOBSON Municipal Clerk Municipality of West Perth (519) 348-8429 ext. 224 dhobson@westperth.com</p>