



Growing stronger together

County of Oxford
Application Guide: Exemption from Part Lot Control
under section 50(5) of the Planning Act

PLEASE READ CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM.

Section 50(5) of the Planning Act, 1990 prevents parts of lots or blocks on a registered plan from being conveyed, mortgaged or entered into an agreement of purchase and sale without municipal approval if abutting land is being retained.

The two mechanisms available under the Planning Act which permit a landowner to sell part of a lot or block on a registered plan are through Section (53) dealing with Consents (severances) or Section 50(7) dealing with Exemption from Part-Lot Control. An application for exemption from Part Lot Control will generally only be considered appropriate when it has been deemed that an application for consent is not necessary.

The County of Oxford Official Plan states that applications for Part Lot Control Exemption (Section 10.3.3 "will only be permitted when no further conditions for development are required.")

A. COMPLETING THE APPLICATION

1. Applicants are encouraged to discuss the nature of their proposal with representatives of the County of Oxford Community Planning Office to determine whether an application for Exemption from Part Lot Control is appropriate given their particular circumstance.
2. The application shall be completed by the property owner or their authorized agent. Where the application is being made by an agent, the written authorization of the owner shall accompany the application. For convenience, an authorization form has been included in the attached application.

B. REFERENCE PLAN AND LOT DETAILS

1. All Part Lot Control application submission must be accompanied by a draft reference plan. DO NOT have the plan deposited with the Land Registry Office before submitting the application. Once the plan has been reviewed by the Planner, you will be instructed to deposit the plan and provide a registered copy.
2. A list describing which parts make up which lots must be submitted with the application.

C. SUBMISSION OF THE APPLICATION and FEES

1. The attached, ORIGINAL application form should be submitted to: Community Planning
County of Oxford
21 Reeve Street, PO Box 1614
Woodstock ON N4S 7Y3

The application must be accompanied by the appropriate planning fee paid by credit card, cash or cheque payable to the "Treasurer, County of Oxford". For the most current fee schedule, please visit:

<https://www.oxfordcounty.ca/media/jboe5ffp/application-fees-combined-web.pdf>

2. Please review the application submission checklist on the following page, before submitting your application.

D. PROCESSING THE APPLICATION

1. Application is submitted and reviewed for completeness.
2. Once deemed complete, the application is circulated to required parties, who are given approximately one week to provide comments. Additional review time may be required for larger developments or more complex draft reference plans.
3. When the Planner is satisfied that all comments have been addressed, our office will contact you to deposit the draft reference plan. Once the plan has been deposited, please provide our office with an electronic copy of the registered plan.
4. After we have received the registered plan, our office will prepare the Part Lot Control by-law. This by-law will be sent to your lawyer for review. Once the lawyer has deemed the by-law to be satisfactory, we will schedule the by-law to be raised at a County Council meeting.
5. A copy of the certified by-law is provided to the owner/applicant and solicitor for registration. Lots cannot be transferred until the by-law is registered.
6. Please be aware that many factors can affect the length of time it takes to process a Part Lot Control application. Factors such as application volumes, application complexity, surveyor availability and County Council meeting schedules can all play a role in the amount of time it takes to fully process the application. As such, Part Lot Control applications can take anywhere from 60-90 days to be fully processed, including the passing of the required by-law. Lots may not be transferred until the by-law lifting Part Lot Control has been registered. Please plan accordingly.

F. CHECKLIST

- Complete application form including:
 - Owner name, as it appears on title
 - Application is signed AND Commissioned
- Authorization form or letter, signed by registered owner, authorizing Applicant to make the application, if required.
- Draft Reference Plan (11" x 17" copy)**
- List of lots, including which parts make up each lot
- Appropriate fee (please see previous page for link to fee schedule)

COUNTY OF OXFORD

APPLICATION FOR EXEMPTION FROM PART LOT CONTROL

The undersigned hereby requests the County of Oxford to consider an application for exemption from Part Lot Control pursuant to Section 50(7) of the Planning Act, R.S.O. 1990, on the lands hereinafter described.

1. Purpose of Application:

2. a) Registered Owner(s): (AS REGISTERED ON TITLE)

Name _____ Telephone: _____

Address _____ Fax No. _____

Postal Code _____ Email: _____

b) Applicant:

Name _____ Telephone: _____

Address _____ Fax No. _____

Postal Code _____ Email: _____

c) Solicitor or Agent: (if any)

Name _____ Telephone: _____

Address _____ Fax No. _____

Postal Code _____ Email: _____

d) List of any mortgage, charge or encumbrance on the property

Name _____ Telephone: _____

Address _____ Postal Code: _____

e) Location of Subject Land:

Lot Number(s) _____ Reg. Plan No. _____ Year Registered _____

Part Number(s) _____ Reference Plan No. _____

Municipality _____ Former Municipality _____

Street/911 Civic Address _____

The subject land is located on the _____ side of the Street, lying between
_____ (St./Rd./Ave./Line) and _____ St./Rd./Ave./Line)

OFFICE USE ONLY

Date Application Received Date

Prescribed Information Complete

PIN

f) Specific indication of uses of land and buildings: _____

g) Number of proposed lots: _____

h) Official Plan Designation: _____

Zoning: _____

3. Site Information: (attach separate sheet if more than one lot.) A draft reference plan is required.

Lot Frontage	ft/m	Interior Side Yard	ft/m
Lot Depth	ft/m	Exterior Side Yard (corner lot)	ft/m
Lot Area	ft ² /m ²	Landscaped Open Space	%
Lot Coverage	%	No. of Parking Spaces	
Front Yard	ft/m	Width of Planting Strip	ft/m
Rear Yard	ft/m	Driveway Width	ft/m

4. First Closing Date (if known):

THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true.

DECLARED before me at the _____
of _____ in the _____
of _____
this _____ day of _____ 20____.

Owner / Applicant

Owner / Applicant

A Commissioner for Taking Affidavits

AUTHORIZATION OF OWNER(S) FOR AGENT/APPLICANT TO MAKE AN APPLICATION

I/We, _____ of _____,
(name(s) of owner/signing authority)

_____,
(name of company, if applicable),

am/are the owner(s) of the land that is the subject of this/these application(s), and I/We hereby authorize

_____,
(name of applicant)

_____,
(name of company, if applicable),

to make this/these development application(s) on my/our behalf.

Signature: _____
(signature of owner/signing authority)

Date: _____

NOTE:

Authorization must be provided by ALL parties that appear on title, or by a designated signing officer for a business or organization. Names of individual persons signing must be listed on the authorization form.