



**7. BUILDING STATISTICS – EXISTING BUILDINGS**

Building Type	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks (Int/Ext)	Lot Coverage	Building Height	Gross Floor Area
Townhouse						
Semi-detached						
Linked Home						
Other						

**8. BUILDING STATISTICS – PROPOSED BUILDINGS**

Building Type	Front Yard Setback	Rear Yard Setback	Side Yard Setbacks (Int/Ext)	Lot Coverage	Building Height	Gross Floor Area
Townhouse						
Semi-detached						
Linked Home						
Other						

**9. DESCRIPTION OF PARTS TO BE SUBJECT TO PART LOT CONTROL BY-LAW**  
 Additional sheets may be necessary to include all Parts.

Lot and Part Number	PIN (Property Id. Num.)	Width (m) at setback	Purpose:				
			Part Without Easement	Utility Easement (specify)	Rear Yard Access Easement	Maintenance Easement	Eave Encroachment Easement
Example							
Lot 33 Pt. 1			X				
Lot 33 Pt. 2				Overland Flow			
Lot 33 Pt. 3							X

**10. EXISTING OR PREVIOUS APPLICATIONS**

Are there any existing or previous applications (e.g. Official Plan Amendment, Zoning By-law Amendment, Plan of Subdivision, Minor Variance, Severance, Site Plan) associated with the subject lands? Please state application type and file number below:

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

**11. AUTHORIZATION OF USING AN AGENT BY OWNER**

If the Agent is not the owner of the land that is subject to this application, the written authorization of the owner that the Agent 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 registered owner(s) of the land that is the subject of this application for Part Lot Control Exemption.

I authorize \_\_\_\_\_ to make this application on my behalf. Furthermore, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by disclosure to any person or public body of any information collected under the Planning Act for the purpose of processing this application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature (Owner)

\_\_\_\_\_  
Date

**12. AFFIDAVIT OR SWORN DECLARATION**

This page must be completed by the Applicant under Commissioner of Oath's at the municipal office or by the applicant's solicitor.

I, \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that all statements contained in this application are true and conscientiously believing to be true the information contained in the documents that accompany this application. Furthermore, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), I authorize and consent to the use by or the disclosure to any person or public body of any information collected under the Planning Act for the purposes of processing this application.

Sworn or declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Applicant

**13. APPLICATION SUBMISSION CHECK LIST**

In order to ensure that you have submitted a complete application, please ensure that the following have been included:

- 1 digital copy of this completed and signed application form
- 1 digital copy of the Cover Letter of the Proposal
- 1 digital copy of the Registered Plan with all applicable blocks/lots highlighted in colour
- 1 digital copy of each block's/lot's full-sized reference plan f
- 1 digital copy of an Ontario Land Surveyor (OLS) certificate confirming the blocks/lots meet minimum lot area and minimum lot frontage requirements of the Zoning By-law
- PDF copies of all of the above mentioned plans and documents uploaded using our OneDrive

**14. APPLICATION FEE (2019)**

Please refer to the Town of Innisfil Fees & Charges Bylaw 088-20 Schedule "I" - Planning Services for details.

Part Lot Control Fee (Per Block/Lot)	Number of Proposed Blocks/Lots	Application Fee
\$1,350.00 (No HST)	x	= \$



## **Submitting Digital Files How-to-Guide**

Submitting digital files is made easy by uploading all required documents using the Town's One Drive. As an important part of the Town's application process, your files need to be easily accessible to our Planners, Development Coordinators and External Agencies for review. Failure to upload your files using the naming convention as specified below, may delay your application process. Please review the instructions below before uploading any files or documents to the One Drive.

## **Submitting Digital Files in 4 easy steps**

Naming your uploads using the following naming convention:

**[Date] [Site Plan Number] [Address] [Description of Document]**

### **Definitions:**

#### **Date**

- The date of the drawing/report/Survey etc. in Year/Month/Day Format
  - Example: 2020.03.24

#### **Site Plan Number**

- If not known, the Site Plan number will appear in the link sent by the Development Coordinator.
  - Ex. SP-2020-123

#### **Address**

- The Address of the property for the application
  - Ex. 2101 Innisfil Beach Road

#### **Description**

- The description should identify which type of Document you are uploading
  - Ex. Insurance Documents or Topographical Plan

### **Examples:**

2020.01.01 SP-2020-XXX 2101 Innisfil Beach Road Survey

2020.02.23 SP-2020-XXX 2101 Innisfil Beach Road Landscaping Plan

2020.03.13 SP-2020-XXX 2101 Innisfil Beach Road Hydrogeological Study

2020.02.02 SP-2020-XXX 2101 Innisfil Beach Road Architectural Drawings

2020.05.17 SP-2020-XXX 2101 Innisfil Beach Road Legal Correspondence

2020.05.31 SP-2020-XXX 2101 Innisfil Beach Road Grading Plan & Sedimentation Plan

2020.01.11 SP-2020-XXX 2101 Innisfil Beach Road Elevation Drawings