



**CORPORATION
de la Cité de / of the City of
CLARENCE-ROCKLAND**

APPLICATION FOR LIFTING OF PART-LOT CONTROL

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Individual Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed in writing to the Freedom of Information and Privacy Coordinator of the City of Clarence-Rockland.

APPLICANT'S GUIDE

The following notes are for the assistance of the applicant(s) and should not be regarded as complete or exhaustive. Reference should be made to the Planning Act, the Official Plan and Zoning By-Law of the City of Clarence-Rockland as well as the Official Plan of the United Counties of Prescott-Russell. In case of doubt or difficulty, enquiries should be directed to the:

Infrastructure & Planning Department
City of Clarence-Rockland
1560 Laurier Street
Rockland, Ontario
K4K 1P7

Telephone: (613) 446-6022
Fax: (613) 446-1497

GENERAL INFORMATION

1. **This application is to be fully completed** and submitted to the Infrastructure & Planning Department of the Corporation of the City of Clarence-Rockland, signed by the applicant(s) of the affected lands, and accompanied by:

- i) Fees for the amount indicated on the attached Schedule “B”.

The fees for the application represent a portion of the anticipated costs for the processing of the application(s). The following are also required to ensure that an application can be deemed complete:

- i) 2 copies of a recent survey plan and reference plan.

2. If, in the opinion of the Director of Infrastructure & Planning, the application is not complete (*as described in the Planning Act of Ontario, R.S.O. 1990, as amended*), the necessary approval will be delayed until a complete application is submitted.

3. Once the application has been deemed complete, the Infrastructure & Planning Department will ultimately bring forward a report with a recommendation to the municipal Council who will then make a decision.

1.0 Owner/applicant and application information

1.1 Name of owner/applicant. (An authorization is required in Item 4, if applicant is not the owner.)

Registered Owner:		
Name of representative (if the owner is a company):		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

Name of applicant or agent:		
Address:	City/Province:	Postal Code:
Telephone: Home ()	Work ()	Fax ()
Email Address:		

1.2 Send correspondence to: Owner Applicant Other _____1.3 Which official language would you prefer French English
for any correspondence?1.4 Have you had a pre-consultation meeting with the City's Yes No
Infrastructure & Planning Department?

If yes, with whom and when? _____

2.0 Location of the subject land

2.1 Provide a description of the entire subject property:

Municipal Address:					
Lot:		Concession:		Reference Plan No.: 50R-	
Subdivision Plan No(s): 50M-			Block/Lot No(s):		
Area:	acres	Depth:	metres	Frontage (width):	metres
	hectares		feet		feet

3.0 Proposal

3.1 Briefly describe the proposal and type of construction:

	Yes	No	Unknown
3.2 Has the proposal received Site Plan Control approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 What is the building permit number?	<hr/>		
3.4 What is the closing date?	<hr/>		

4.0 Owner's authorization, if the owner is not the applicant

I (we) _____ of
Owner(s)
_____ in the
village / town
_____ do
County / Region hereby

authorize _____
Name of agent

to act as my agent in this application.

Signature of Owner _____

Signature of Owner _____

Date _____

Signature of Applicant _____

Date _____

SCHEDULE A – APPLICANT’S CHECKLIST

Applicant’s Checklist:

Have you remembered to attach:	Yes
▪ 1 original copy of the completed application form	<input type="checkbox"/>
▪ The required fees, either cash, Interac, cheque or money order, payable to the City of Clarence-Rockland	<input type="checkbox"/>
▪ 2 copies of a survey plan and reference plan	<input type="checkbox"/>

SCHEDULE B

1. PART-LOT CONTROL

\$550.00 / File
