



Part Lot Control Application Requirements

Please submit 2 copies of the completed application form, fees and plans to the Planning Division.

1. Applicants must pre-consult with the Planning Division prior to formally submitting an application
2. The City of Burlington collects an application fee for processing part lot control applications. The fee must accompany the application at the time of submission. Separate cheques payable to the City of Burlington and the Region of Halton are required for the amounts noted in the Development Application Fee Schedule.
3. All application fees collected by the City are non-refundable. If the application is withdrawn or if an application file remains inactive for a period of six months, the file, following due notice and warning to the applicant, will be closed.
4. Nine reference plan drawings prepared by an O.L.S. in metric must accompany this application, and shall show all dimensions of the severed and retained lands and any existing buildings and proposed building envelopes.
5. If this application does not conform to Burlington's Zoning By-law, a rezoning or minor variance application may be required before staff can begin to process the part lot control application. Copies of the rezoning and minor variance application form may be obtained from the Planning Division.
6. The Region of Halton requires an Engineer's letter indicating that water and wastewater services do not cross the lot lines created by the part lot control by-law.

NOTE 1: The Part Lot Control provisions of the *Planning Act* can only be used for properties situated in recognized registered plans of subdivision

NOTE 2: Following approval of the application, further fees, disbursements and documentation will be required by the Legal Department to finalize the by-law. Please contact the Legal Department for further information.