

INFORMATION PACKAGE FOR EXEMPTION FROM PART LOT CONTROL

Part Lot Control is a provision under Section 50 of the Planning Act, R.S.O. 1990, c.p.13, that regulates the transfer or sale of part of a lot or block within a registered plan of subdivision. An Exemption from Part Lot Control temporarily removes part-lot control from all or any part of a registered plan of subdivision to:

- facilitate the division of blocks on registered plans of subdivision into townhouse, or semi-detached dwelling unit lots,
- facilitate the subdivision of commercial and industrial blocks on registered plans of subdivision, or,
- facilitate the creation of maintenance easements.

For requests, other than these common types of applications (e.g., correction of title, a charge, a lease or a lot addition) the Applicant should consult with Planning and Development Services at the City of Brampton before filing an application.

An Exemption from Part Lot Control requires City Council to approve a By-law to allow the exemption. The process of reviewing an application for exemption, preparing the By-law and presenting it to Council typically takes about 6 weeks after confirmation of a complete application. As City Council meeting dates are subject to change or cancellation, it is highly recommended that applications for exemption be submitted as far in advance as possible to ensure the By-law is in effect prior to any pending closing dates.

IMPORTANT NOTICES

1. Planning and Development Services will not accept any applications for exemption from Part Lot Control which:
 - Have the effect of creating additional lots within existing neighbourhoods or development areas unless the development proposed has been subject to a planning application under the Planning Act which clearly indicates the proposed changes to the lot configuration and which involved public participation;
 - Do not conform to the City of Brampton Official Plan and Zoning By-law and/or Minor Variance Application prior to City Council enacting the exemption from part lot control By-law;
 - Are submitted prior to obtaining Site Plan approval, if Site Plan approval is required;
 - Are submitted prior to the registration of the subdivision and/or condominium plan;
 - Or if it is deemed to be in the public interest to proceed through either the consent to sever or subdivision approval process.
2. A proposed By-law for Exemption from Part Lot Control will not be presented at a City Council meeting for approval until the City confirms that:
 - The application is complete; and
 - All taxes owing (as of the date of approval of the By-law) on the subject property are fully paid. Tax status can be reviewed at: [My Property Tax](#)
3. All By-laws passed which exempt lands from Part Lot Control, will expire three (3) years after the date the By-law is passed. Ensure that all land transfers occur within three (3) years from the date of the passage of the By-law.

APPLICATION PROCESS STEPS

The Applicant consults with Planning and Development Services to learn about the process, the application requirements and to confirm that the Exemption process is appropriate for their needs.

Prior to submitting an application, the Applicant shall confirm that all taxes owing (as of the date of approval of the Exemption By-law) on the subject lands have been paid and that any required insurance is up to date.

The Applicant then assembles their application per the requirements in Schedule A and submits it to Planning and Development Services with the appropriate fee.

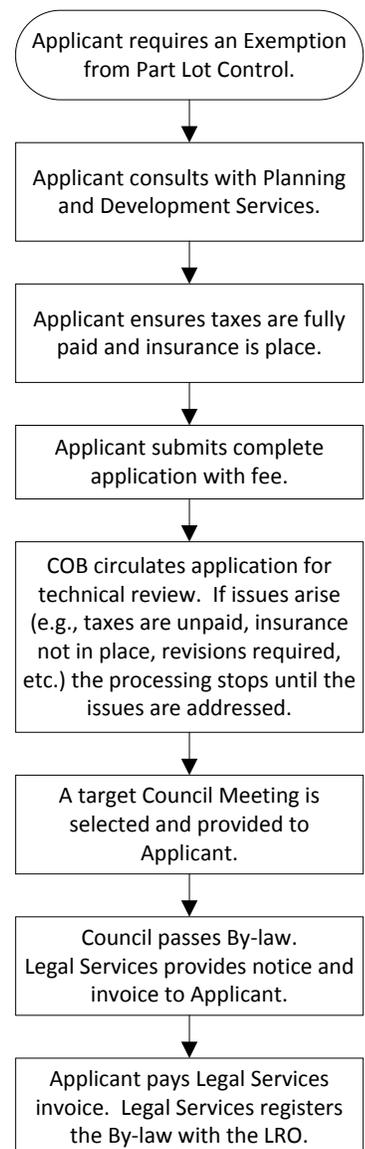
The assigned Planner confirms whether the application is complete and/or advises the Applicant if additional documents or revisions are needed.

If the application is complete, then the assigned Planner will circulate it for technical review by City divisions. If any issues are identified during the review (such as unpaid taxes owing, missing insurance, required revisions, etc.) then processing of the application will stop until the Applicant addresses the issues. If the issues are not addressed promptly, then a later City Council meeting date may need to be selected for presentation of the By-law.

If there are no issues with the application, then a City Council meeting date will be selected for presentation of the proposed By-law. From the time of receiving a complete application to a selected Council meeting date, the processing time is typically 6 weeks.

Once the City's Legal Services Division approves the form of the proposed By-law, it is sent to the City Clerk's office for inclusion on the selected Council Meeting Agenda and consideration for approval by City Council.

Once the By-law is approved, the City's Legal Services Division will register the By-law with the Land Registry Office approximately 6 days after the Applicant has paid the invoice for applicable fees and charges for the registration of the By-law.



Note: As an Exemption By-law only remains in force for three (3) years from the date of the passage of the By-law, the Applicant must finalize all land transactions before it expires.

APPLICATION REQUIREMENTS

Schedule A is a submission checklist that provides a detailed list of required items to submit with an application. Applications cannot be accepted unless all required items are provided. Fees are payable at time of application and are based on the number of units or lots being created.

BY-LAW REGISTRATION

An invoice from Legal Services to register the By-law will be sent to the Applicant after the By-law has been approved. The approved By-law will be registered within six (6) days after receipt of payment for the invoice. The By-law comes into effect once it is registered.