



**Application for the Removal of Part Lot Control**

Township of Scugog  
181 Perry Street, P.O. Box 780  
Port Perry, ON L9L 1A7  
(905) 985-7346

Office Use only	
File Number	Date of Receipt

Submission of this application constitutes tacit consent for authorized Township and agency staff representatives to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.

**Completeness of the Application:**

The information in this form must be provided by the applicant. This information must be provided with the appropriate fee(s) and technical information or reports in order for the application to be deemed complete under the Planning Act. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, if the required information is not provided, the application may be returned until these materials are submitted.

**Submission Requirements (Please check items included in your submission):**

- One (1) electronic copy and one (1) paper copy of a fully completed application form is submitted
- Lot Area and Frontage Certificate(s) from Ontario Land Surveyor
- Registered 40M Plan(s)
- Registered 40R Plan(s)
- Part Lot Control Exemption By-law Approval Fee:  
See Planning Fees By-law



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1. Contacts:

Registered Owner:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

Agent:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Work \_\_\_\_\_ Cell \_\_\_\_\_ Home \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

Matters related to this application should be sent to (please select one):

Registered Owner      Applicant      Agent

The applicant is (please select one):

Registered Owner      Lessee of land/tenant      Prospective Owner      Agent

2. Description of Subject Lands:

Location of Land:

Area Municipality \_\_\_\_\_ Area (Hectares) \_\_\_\_\_  
Municipal Address \_\_\_\_\_

Description:

Former Township \_\_\_\_\_ Lot(s) \_\_\_\_\_ Concession(s) \_\_\_\_\_

Legal Description:

Registered Plan Number \_\_\_\_\_ Reference Plan Number \_\_\_\_\_  
Assessment Roll Number \_\_\_\_\_  
Lot(s) / Block(s) \_\_\_\_\_ Part Number(s) \_\_\_\_\_

Site Dimensions:

Frontage (metres) \_\_\_\_\_ Average Depth (metres) \_\_\_\_\_  
Average Width (metres) \_\_\_\_\_ Area (square metres per hectare) \_\_\_\_\_

**Other Details:**

Date the site was acquired by the current Registered Owner, if known	Unknown
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Date(s) existing buildings and structures were constructed on the property, if known	Unknown
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Length of time the existing uses on the site have continued, if known	Unknown
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**3. Interests and Encumbrances:**

Are there any existing easements, rights-of-way or restrictive covenants affecting the subject lands? If Yes, please describe and its effect:	Yes	No
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Are there any Aboriginal land claims negotiations affecting the subject lands or is the subject land covered by a Provincial/Aboriginal co-management agreement? If Yes, please describe:	Yes	No
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Does the Registered Owner have an interest in nearby or adjoining lands? If Yes, please indicate the location and area of nearby or adjoining lands which the Registered Owner has an interest:	Yes	No
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**4. Existing and Proposed Use of the Subject Land:**

Existing use:

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Proposed use:

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5. Current Land Designations:

Regional Official Plan designation: \_\_\_\_\_

Township Official Plan designation: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

6. Lands Subject to Other Applications

Please indicate if the subject land was ever subject of an application for approval for any of the following applications as applicable:

Type of Application	Submitted	File Number	Purpose and Effect of Application	Status of Application
Durham Regional Official Plan Amendment	Yes No			
Plan of Subdivision / Condominium	Yes No			
Zoning By-law Amendment	Yes No			
Township Official Plan Amendment	Yes No			
Application for Minor Variance	Yes No			
Application for Consent	Yes No			
Application for Site Plan Approval	Yes No			
Other	Yes No			

7. Purpose of Application:

Purpose:  
\_\_\_\_\_  
\_\_\_\_\_

Why is the removal of Part Lot Control being requested:  
\_\_\_\_\_  
\_\_\_\_\_

For how long do you need Part Lot Control lifted:  
\_\_\_\_\_  
\_\_\_\_\_

8. Servicing and Infrastructure:

Water Service:

Existing type of water service:

- A municipal piped water system
- A privately owned and operated individual or communal well

Proposed type of water service:

- A municipal piped water system
- A privately owned and operated individual or communal well
- A lake or other water body
- Other means (specify) \_\_\_\_\_

Sewage Disposal:

Existing type of sewage disposal:

- A municipal sanitary sewage system
- A privately owned and operated individual or communal septic system
- Other means (specify) \_\_\_\_\_

Proposed type of sewage disposal:

- A municipal sanitary sewage system
- A privately owned and operated individual or communal septic system
- Other means (specify) \_\_\_\_\_

Storm Drainage:

Existing method of storm drainage:

- Storm Sewers
- Ditches
- Drainage Swales
- Other means (specify) \_\_\_\_\_

Proposed method of storm drainage:

- Storm Sewers
- Ditches
- Drainage Swales
- Other means (specify) \_\_\_\_\_

9. Access to the Subject Property:

Existing access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-way
- Water
- Other (specify) \_\_\_\_\_

**Proposed** access to the subject property is by:

- Provincial Highway
- Municipal Road that is maintained all year or seasonally
- Right-of-way
- Water
- Other (specify) \_\_\_\_\_

**10. Soil and Groundwater Assessment:**

Has the Township's Site Screening Questionnaire, which is attached to this application, been completed for this site, and submitted with your application?

Yes                      No

Has the Phase 1 or Phase 2 Environmental Site Assessment (ESA), Remedial Work Plan (RWP) or Record of Site Condition (RSC) in accordance with the Ministry of the Environment, Conservation and Parks Guideline been completed and provided for this site?

Yes                      No

**11. Woodlots / Woodlands:**

Does the subject property contain one or more woodlots as defined below?

Yes                      No

For the purposes of defining a woodlot, the diameter of a tree is measured at a point which is 1.4 metres (4.5 feet) above the highest point of the undisturbed ground at the base of the tree. With that in mind, a "woodlot" is defined as any area which has a minimum of:

- (a) 1,000 trees per hectare (400 trees/acre) of any size;
- (b) 750 trees per hectare (300 trees/acre) which measure more than 5 centimetres (2 inches) in diameter;
- (c) 500 trees per hectare (200 trees/acre) which measure more than 12.5 centimetres (5 inches) in diameter; or
- (d) 250 trees per hectare (100 trees/acre) which measure more than 20 centimetres (8 inches) in diameter.

**12. Minimum Distance Separation from Existing Livestock Facilities:**

Are there one or more livestock barns or manure storage facilities located within 750 metres of the subject land for a Type A land use\* and 1,500 metres for a Type B?

Yes                      No

\* The Ontario Ministry of Agriculture, Food and Rural Affairs, in their MDS Implementation Guidelines states that Type A land uses are characterized by uses that have a lower density of human occupancy, habitation or activity, such as residential dwellings on lots zoned agriculture and Type B land uses are characterized by uses that have a higher density of human occupancy, habitation or activity, such as residential subdivisions or major recreational uses.

**13. Peer Review Invoices:**

The Township engages peer review consultants where the invoices will be charged back to the applicant.

Peer Review Invoices to be sent to:

Owner                      Applicant                      Agent / Primary Consultant

**14. Authorization of Property Owner for Agent to Make the Application:**

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Part Lot Control Exemption Application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**15. Authorization of Property Owner for Disclosure of Personal Information**

I/We \_\_\_\_\_ am/are the Owner(s) of the property that is the subject of this Part Lot Control Exemption Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**16. Affidavit to be Signed in the Present of a Commissioner**

I/We \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Land Tribunal or awarded by the Tribunal arising as a result of this application; and

All above statements contained within and any information submitted with this application are

true and I/We make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of "*The Canada Evidence Act*".

before me at the

\_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.      Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.



## Site Screening Questionnaire Form



Township of Scugog  
181 Perry Street, P.O. Box 780  
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(905) 985-7346

### Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in the Township of Scugog

This form must be completed for all planning applications unless two original copies and a digital copy of the applicable Environmental Site Assessment (ESA) work prepared in accordance with Ontario Regulation (O.Reg.) 153/04, as amended, is submitted to the approval authority in support of this development proposal. If you have any questions about this questionnaire, please contact the Township of Scugog as identified above.

Landowner Name: \_\_\_\_\_

Mailing Address (Street No. and Name): \_\_\_\_\_

Location of Subject Lands (Municipal Address): \_\_\_\_\_

Lot(s): \_\_\_\_\_ Concession(s): \_\_\_\_\_ Registered Plan #: \_\_\_\_\_

Former Township: \_\_\_\_\_ Municipality: \_\_\_\_\_

Related Planning Application(s) and File Number(s)

\_\_\_\_\_ 1. What is the current use of the property?

Check the appropriate use(s):

Category 1:	Industrial	Commercial	Community
Category 2:	Residential	Institutional	Parkland
Category 3:	Agricultural	Other	

Note: daycare facilities and a property that contains a religious building(s) are considered institutional uses. See Ontario Regulation 153/04, as amended, for definitions.

2. Does this development proposal require a change in property use that is prescribed under the *Environmental Protection Act* and O.Reg. 153/04 (e.g. a change to a more sensitive use from Category 1 to 2; 2 to 3; or 1 to 3 as identified under Question 1)?

Yes

No

If yes to Question 2, a Record of Site Condition must be filed on the Provincial Environmental Site Registry.

3. Has the property or any adjacent lands ever been used as an Enhanced Investigation Property (e.g. industrial uses; chemical warehousing; automotive repair garage; bulk liquid dispensing facility, including a gasoline outlet and/or a dry-cleaning equipment)?

Yes

No

4. Has fill (earth materials used to fill in holes) ever been placed on the property?

Yes

No

5. Is the property or any adjacent lands identified as a wellhead protection zone? (Please review the Ministry of the Environment, Conservation and Parks [Source Protection Information Atlas](#) to confirm)

Yes

No

6. Is the property within 250 metres from an active or decommissioned landfill/dump, waste transfer station or Polychlorinated Biphenyl (PCB) storage site?

Yes

No

7. Has the property ever stored/generated/accepted hazardous materials requiring Hazardous Waste Information Network (HWIN) registration or other permits?

Yes

No

8. Does the subject lands or lands abutting it previously or currently support one or more of the Potentially Contaminating Activities identified in Table 2 of Schedule D of O.Reg 153/04, as amended (see attachment)?

Yes

No

If Yes was selected in any of the questions above, a Phase One ESA (and possibly a Phase Two ESA) at a minimum prepared in accordance with O.Reg. 153/04, is required. Please submit two hard copies and a digital copy of the Phase One and/or a Phase Two ESA that satisfies the requirements of O.Reg 153/04, as amended.

ESA's may be waived at the Township's discretion provided that the Applicant/Qualified Person (QP) can demonstrate that the response(s) does not pose a risk to human health and the environment to the Township's satisfaction (e.g. consent applications relating to easements, leases, mortgages, correction of title as well as location of off-site Potentially Contaminated Activities; and direction of surface and groundwater flow etc.).

The Township must be granted third party reliance on all ESA work through the completion of its Reliance Letter and Certificate of Insurance. Township third-party reliance is not required if a Record of Site Condition is filed on the Environmental Site Registry for the proposed property use and/or the Ministry of the Environment, Conservation and Parks (MECP) issues a notice of a Certificate of Property Use where applicable.

Note: The Township may scope the Environmental Site Assessment requirements for minor development proposals on Enhanced Investigation Properties (e.g. accessory structures) or determine if additional environmental work is required.

#### **Declarations:**

This form must be completed and signed by both a Qualified Person and the property Owner(s) or Authorized Agent for all development applications made under the Planning Act and reviewed by the Township of Scugog Planning Department.

A QP sign-off may be waived by the Township for the following Committee of Adjustment application types: leases; mortgages; title corrections; re-establishment of lot lines (where title inadvertently merged); minor lot line adjustments (at the discretion of the Township); as well as minor variances; minor zoning by-law amendments (e.g. where there is no physical development, the addition of a new non-sensitive land use), and/or part lot control applications where site contamination was recently addressed by a related planning application. For a full list of QP exemptions, please see the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

Where a QP sign-off is required on this form, the completion of a Township Reliance Letter and Certificate of Insurance may be waived.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject property contains contaminants at a level that would interfere with the proposed property use. I am a Qualified Person in accordance with Ontario Regulation 153/04 and carry the required liability insurance in accordance with the Regional Municipality of Durham's Soil and Groundwater Assessment Protocol.

**Qualified Person:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Professional Seal:**

**Property Owner, or Authorized Officer:**

Name (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Company (if Applicable): \_\_\_\_\_

Title of Authorized Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

Regional File Number: \_\_\_\_\_

Area Municipal File Number: \_\_\_\_\_

## List of Potentially Contaminating Activities

**Table 2 – Ontario Regulation 153/04**

**Records of Site Condition – Part XV.1 of the *Environmental Protection Act***

**Ministry of the Environment, Conservation and Parks**

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
1.	Acid and Alkali Manufacturing, Processing and Bulk Storage
2.	Adhesives and Resins Manufacturing, Processing and Bulk Storage
3.	Airstrips and Hangars Operation
4.	Antifreeze and De-icing Manufacturing and Bulk Storage
5.	Asphalt and Bitumen Manufacturing
6.	Battery Manufacturing, Recycling and Bulk Storage
7.	Boat Manufacturing
8.	Chemical Manufacturing, Processing and Bulk Storage
9.	Coal Gasification
10.	Commercial Autobody Shops
11.	Commercial Trucking and Container Terminals
12.	Concrete, Cement and Lime Manufacturing
13.	Cosmetics Manufacturing, Processing and Bulk Storage
14.	Crude Oil Refining, Processing and Bulk Storage
15.	Discharge of Brine related to oil and gas production
16.	Drum and Barrel and Tank Reconditioning and Recycling
17.	Dye Manufacturing, Processing and Bulk Storage
18.	Electricity Generation, Transformation and Power Stations
19.	Electronic and Computer Equipment Manufacturing
20.	Explosives and Ammunition Manufacturing, Production and Bulk Storage
21.	Explosives and Firing Range

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
22.	Fertilizer Manufacturing, Processing and Bulk Storage
23.	Fire Retardant Manufacturing, Processing and Bulk Storage
24.	Fire Training
25.	Flocculants Manufacturing, Processing and Bulk Storage
26.	Foam and Expanded Foam Manufacturing and Processing
27.	Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles
28.	Gasoline and Associated Products Storage in Fixed Tanks
29.	Glass Manufacturing
30.	Importation of Fill Material of Unknown Quality
31.	Ink Manufacturing, Processing and Bulk Storage
32.	Iron and Steel Manufacturing and Processing
33.	Metal Treatment, Coating, Plating and Finishing
34.	Metal Fabrication
35.	Mining, Smelting and Refining; Ore Processing; Tailings Storage
36.	Oil Production
37.	Operation of Dry-Cleaning Equipment (where chemicals are used)
38.	Ordnance Use
39.	Paints Manufacturing, Processing and Bulk Storage
40.	Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications
41.	Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage
42.	Pharmaceutical Manufacturing and Processing
43.	Plastics (including Fibreglass) Manufacturing and Processing
44.	Port Activities, including Operation and Maintenance of Wharves and Docks
45.	Pulp, Paper and Paperboard Manufacturing and Processing
46.	Rail Yards, Tracks and Spurs

<b>Item</b>	<b>Potentially Contaminating Activity (PCAs)</b>
47.	Rubber Manufacturing and Processing
48.	Salt Manufacturing, Processing and Bulk Storage
49.	Salvage Yard, including automobile wrecking
50.	Soap and Detergent Manufacturing, Processing and Bulk Storage
51.	Solvent Manufacturing, Processing and Bulk Storage
52.	Storage, Maintenance, Fueling and Repair of Equipment, Vehicles, and Material used to Maintain Transportation Systems.
53.	Tannery
54.	Textile Manufacturing and Processing
55.	Transformer Manufacturing, Processing and Use
56.	Treatment of Sewage equal to or greater than 10,000 litres per day
57.	Vehicles and Associated Parts Manufacturing
58.	Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners
59.	Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products

Note: the above-noted PCAs may change from time-to-time. Please refer to the Provincial Brownfields Regulation O.Reg.153/04 for the official list of PCAs.