



## **SUDBURY EAST PLANNING BOARD**

### **EXEMPTION FROM PART LOT CONTROL APPLICATION**

The fee for an exemption from part-lot control application to the Sudbury East Planning Board

for lands within the Sudbury East Planning Area,

shall be determined as follows:

**\$500.00**

**(For the first part/lot)**

**\$100.00**

**(per additional part/lot to a maximum of \$1000.00)**

**all lots/parts must be exempted under one by-law**

payable at the time a ***complete application*** is submitted.

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

**"Sudbury East Planning Board"**

## APPLICATION FOR CONSENT TO THE SUDBURY EAST PLANNING BOARD

*Submission of an application must be complete and shall consist of the following:*

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. One (1) original application form. ***All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of a draft reference plan or survey sketch (8-1/2" x 11") to scale is required. ***Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units.*** The plan or survey sketch must indicate the following:
  - (a) the boundaries and dimensions of any land abutting the subject lands that is owned by the owner of the subject lands;
  - (b) the boundaries and dimensions of the subject lands;
  - (c) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks);
  - (d) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
  - (e) if access to the subject lands is by water only, the location of the parking and boat docking facilities to be used; and
  - (f) the location and nature of any easement affecting the subject lands.
5. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) ***all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street*** (the street number referred to herein shall be the same as in Section 7 of the Consent Application Form); or
  - (b) ***all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street*** (the 911 street number referred to herein shall be the same as in Section 7 of the Consent Application Form).
6. ***Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.***
7. ***If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) copy of a draft reference plan or survey sketch, one (1) copy of the each of the applicable pre-consultation reports, and the applicable application fee) is not provided, the application will be returned until it is complete.***

***Prior to the passing of the exempting By-law a deposited reference plan must be submitted***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE SUDBURY EAST  
PLANNING BOARD**