



GEORGINA

PART LOT CONTROL EXEMPTION OR EXTENSION APPLICATION GUIDE

PURPOSE OF APPLICATION

This Part Lot Control Exemption or Extension Application Guide sets forth the procedure for processing applications for proposed part lot control exemption by-laws. The information required allows the Municipality to properly evaluate your application. The information you provide will assist the Municipality in expediting this process.

APPLICATION FEES

The applicant must submit the appropriate fee for the processing of the application, in accordance with the Town of Georgina Fee By-law No. 2018-0074 (PL-7), as amended. A copy of the fee schedule can be found on the Town of Georgina website: [2026-planning-fees.pdf](#). The basic application fee, payable to the Town of Georgina, is required to cover normal costs incurred in processing an application.

USING THE APPLICATION FORM

The application must be completed through our [online application portal](#).

It is important to note that your signature on the application forms must be witnessed by a Commissioner. Commissioners are available at the Civic Centre.

INFORMATION REQUIRED

The application must include a legal description of the subject lot(s), together with reference plan prepared by an Ontario Land Surveyor, which shows and describes:

- (a) the subject lot(s) in metric measurements;
- (b) proposed dividing lot lines and parts to be created;
- (c) all roads (named) abutting the subject lots;
- (d) when possible, all existing and proposed buildings.

A copy of a Lot Area & Frontage Certificate.

DEALING WITH THE APPLICATION

After an evaluation of the application, the Planner assigned to the application will prepare a report to be presented to Council.

If the application is approved, a bylaw will be prepared and placed before Council for their approval.

The approved bylaw must be registered with the land registry office. The applicant must arrange for the registration.

PROCESSING TIME

It generally takes about one to two months to complete the above process. This process can take longer if at the outset the applicant lacks the necessary information.