

**CASH-IN-LIEU OF PARKING APPLICATION**  
 Under Section 39 of the *Planning Act*

**1. APPLICANT INFORMATION**

NAME	ADDRESS	CONTACT INFORMATION
Registered Owner*		Phone:
		Email:
Applicant (if different from Owner)		Phone:
		Email:
Agent		Phone:
		Email:
<b>All correspondence should be sent to (check one):</b> <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent		

\* If a numbered company, provide name and address of principal Owner(s).

**2. PROPERTY INFORMATION**

2.1 Legal Description of the subject lands.

Municipal Address			
Former Municipality			
Lot		Concession	
Registered Plan Number		Lot(s) / Block(s)	
Reference Plan Number(s)		Part(s)	

2.2 Property details.

Frontage (metres)	Depth (metres)	Area (hectares)

2.3 The date the subject lands were acquired by current owner:

2.4 Current Zoning of the subject lands?

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2.5 Existing use of the subject lands.

- Residential    Industrial    Commercial    Agricultural    Vacant  
 Other(s) \_\_\_\_\_

2.6 How long has this existing use continued?

2.7 Existing uses on abutting lands.

North		East	
South		West	

2.8 Particulars of all existing buildings / structures on the subject lands.

Existing Building or Structure	Date of Construction	Building Dimensions	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Building Height and No. of storeys
1.					
2.					
3.					

2.9 Particulars of all proposed buildings / structures on the subject lands.

Proposed Building or Structure	Building Dimensions	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Building Height and No. of storeys
1.				
2.				
3.				

**3. PURPOSE OF THE APPLICATION**

3.1 Indicate the number of parking spaces the Applicant is seeking Cash-in-Lieu for.

3.2 Indicate the required number of parking spaces under the Zoning By-law provisions?

3.3 Why is it not possible to comply with the provisions of the by-law?

3.4 Indicate any associated Planning Applications related to this request.

3.5 Has the owner previously applied for cash-in-lieu in respect of the subject property?

Yes       No

If yes, provide details.

**4. AFFIDAVIT OR SWORN DECLARATIONS**

This declaration must be sworn before a Commissioner of Oaths. A Commissioner is available at the following Departments:

- Planning Division, City Hall, 5th Floor
- Building Division, City Hall, 3rd Floor
- City Clerk’s Division, City Hall, 1st Floor

I, \_\_\_\_\_, of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that to the best of my knowledge and belief that the particulars given in this application are correct and in accordance with the requirements of Section 41 of the *Planning Act*, R.S.O., 1990 for site plan control.

Sworn (or declared) before me  
at the \_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Owner / Applicant

## APPLICATION FOR CASH-IN-LIEU OF PARKING SUBMISSION REQUIREMENTS AND INFORMATION

### APPLICATION SUBMISSION REQUIREMENTS:

- Cover Letter** providing a summary of the applications being submitted, including a list of documents included in the submission.
- Application Form** with all applicable sections completed, including the Owner's Consent Authorization, Acknowledgements and Affidavit signed in the presence of a Commissioner of Oaths.
- Application Fee(s)** are required to be submitted with the application. Please refer to the current City of Hamilton [Planning Division Fee Structure](#), as all fees are subject to change annually.

Application Fees can be paid by cheque (payable to "City of Hamilton") or by credit card. All cheques submitted to the Planning Division must be accompanied by a cover letter or [Fee Intake Memo](#) indicating the following: municipal address of the development; the application type, description of the fee, fee amount, and cheque number; Owner / Applicant's name and contact information; Agent's name and contact information; and if known, the assigned file number and assigned Planner's name.

#### **Electronic Documentation**

All submission requirements must be submitted in digital format. The Planning Division will accept digital submissions in PDF format on a USB stick or via the CitySHARE link. A CitySHARE link can be requested by emailing [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

Electronic files are to be provided with the following naming conventions:

FileName\_VersionNumber\_Date (with no spaces).

For Example:

- 00\_ApplicationForm\_v1\_yymmdd
- 01\_Document\_v1\_yymmdd
- 02\_Document\_v1\_yymmdd

#### **Disclosure of Information**

All information submitted in support of this application will be considered public information, including any reports, studies, drawings, or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Hamilton is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Hamilton is also permitted to provide copies of the application and any supporting information to any member of the public or other third party which requests the information.

## **CONTACT**

To submit an application email [planningapps@hamilton.ca](mailto:planningapps@hamilton.ca).

For general inquiries or questions related to the application, please contact the Planning Division at [pdgeninq@hamilton.ca](mailto:pdgeninq@hamilton.ca) or 905-546-2424 ext. 1355.