

Municipality _____ OF _____
MINOR VARIANCE APPLICATION FORM

CONCURRENT APPLICATIONS FILED	
Note to Applicant: For each application that is filed concurrently, complete and attach the appropriate application form and fees.	
<input type="checkbox"/> Subdivision <input type="checkbox"/> Minor Variance <input type="checkbox"/> Site Plan Control <input type="checkbox"/> Other (Specify): _____	

OFFICE USE ONLY
Date Stamp - Date Received
FOR REFERENCE PURPOSES

REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE:	
<input type="checkbox"/>	Note: Until the Municipality has received the information and material requested herein (as required under Ontario Regulation 200/96), the application will be deemed incomplete and the application will be returned to the applicant.
<input type="checkbox"/>	The completed application form and declarations as required under Ontario Regulation 200/96
<input type="checkbox"/>	1 copy of sketch/plan, in metric units, showing all EXISTING and PROPOSED building(s) and structure(s) on subject lands. Sketch/plan must include the following: <ul style="list-style-type: none"> ○ The boundaries and dimensions of the subject land; ○ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines as well as their heights, building dimensions and floor areas; ○ The approximate location of all natural and artificial features (<i>for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks</i>) that; <ul style="list-style-type: none"> ➢ Are located on the subject <u>and</u> adjacent lands; and ➢ In the applicant's opinion, may affect the application; ○ The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way; ○ If access to the subject land is by water only, the location of the parking and docking facilities to be used; ○ The location and nature of any easement or restrictive covenant affecting the subject land.
<input type="checkbox"/>	Application Fee(s) made payable to the Corporation of the Municipal of _____
<input type="checkbox"/>	A Letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 5 (item 14), if the Owner is not filing the application.
<input type="checkbox"/>	Other information identified at the pre-consultation meeting or by the municipality.

PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION (supply one copy of each)

This application package must be submitted to the Secretary-Treasurer of the Committee of Adjustment.
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Municipality _____ OF _____
**APPLICATION FOR MINOR VARIANCE
 COMMITTEE OF ADJUSTMENT**

The Planning Act, Section 45

1.0 APPLICANT INFORMATION		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, <i>if the applicant is not the owner.</i>		
Name of Owner	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email		Cell No.
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please) Owner <input type="radio"/> Authorized Agent <input type="radio"/> Solicitor <input type="radio"/>		

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
Municipal Address (mailing address)			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Former Township:
Assessment Roll No.			

3.0 PURPOSE OF THE APPLICATION

3.1 From which section(s) of the By-law is this application seeking relief?

3.2 For what reason(s) are you seeking relief?

It is not possible to comply with the provisions of the By-law because:

OR

It is preferable not to comply with the provisions of the by-law because:

4.0 DESCRIPTION OF SUBJECT LAND

4.1 Description of land seeking relief:

Frontage (m) _____	Area (ha/m ²) _____
Depth (m) _____	Interior Side Yard (m) _____
Exterior Side Yard _____	Front Yard (m) _____ Rear Yard (m) _____
Other (Specify) _____	Proposed Buildings/Structures _____

4.2 Minimum By-law Requirements:

Frontage (m) _____	Area (ha/m ²) _____
Depth (m) _____	Interior Side Yard (m) _____
Exterior Side Yard _____	Front Yard (m) _____ Rear Yard (m) _____
Other (Specify) _____	Proposed Buildings/Structures _____

4.3 Type of Access (Check appropriate box and state road name):

Provincial Highway (#): _____
Municipal Road, Maintained Year-round: _____
Municipal Road, Seasonally Maintained: _____
County Road (#): _____
Private Road: _____
Right-of-Way: _____
Water Access: _____

4.4 Type of water supply existing or proposed (check appropriate box)

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Other means (please state): _____
- Water service not proposed

4.5 Sewage Disposal (Check appropriate box for type of service proposed)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system*
- Privately owned and operated communal septic system*
- Privy
- Holding tank
- Other (please state)
- Sewage disposal service not proposed

4.6 Proposed Services

Please provide information about any proposed upgrading in services you intend to install in relation to the subject application: _____

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND

5.1 Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the *Planning Act*? Yes No Unknown

If Yes and if known, provide below, the application file number and the decision made on the application. _____

5.2 Current Zoning _____ Main Use _____
Main Use of Abutting Properties: East _____ West _____
North _____ South _____

5.3 Current Official Plan Land Use Designation: _____

5.4 Is the subject land the subject of any other application under the Act such as a Zoning By-law Amendment; a Minister's Zoning Order Amendment; a Minor Variance; another Consent; or an approval of a Plan of Subdivision?

Yes No If yes, specify the following: Type of Application: _____

File Number: _____

Status of Application: _____

5.5 Land Acquisition and Structures

i. Date subject property was acquired: _____

ii. Date of Construction of all Buildings: _____

Main Building _____ Additions (if applicable) _____

Accessory Buildings:

Type of Accessory Building (e.g., garage, storage building, etc.)	Year of Construction
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_____	_____
_____	_____
_____	_____

6.0 DEVELOPMENT

6.1 Existing (If more than four buildings, use separate sheet of paper)

1. Type of Building:

Length/Width/Height:

_____ / _____ / _____ (m)

Floor Area: _____ (m²) # of Storeys: _____

Setbacks from Lot Lines

Front: _____ (m) Rear: _____ (m)

Side: _____ (m) Side: _____ (m)

2. Type of Building

Length/Width/Height:

_____ / _____ / _____ (m)

Floor Area: _____ (m²) # of Storeys: _____

Setbacks from Lot Lines

Front: _____ (m) Rear: _____ (m)

Side: _____ (m) Side: _____ (m)

<p>3. Type of Building</p> <p>_____</p> <p>Length/Width/Height: _____ / _____ / _____ (m)</p> <p>Floor Area: _____ (m²) # of Storeys: _____</p> <p>Setbacks from Lot Lines</p> <p>Front: _____ (m) Rear: _____ (m)</p> <p>Side: _____ (m) Side: _____ (m)</p>	<p>4. Type of Building</p> <p>_____</p> <p>Length/Width/Height: _____ / _____ / _____ (m)</p> <p>Floor Area: _____ (m²) # of Storeys: _____</p> <p>Setbacks from Lot Lines</p> <p>Front: _____ (m) Rear: _____ (m)</p> <p>Side: _____ (m) Side: _____ (m)</p>
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6.2 Proposed

New Addition to _____
 (Check One) (Specify to which building described above the addition is being added to)

Main Use of Proposed Construction: _____

Type of Building: _____

Length/Width/Height: _____ / _____ / _____ (m)

Floor Area: _____ (m²) # of storeys: _____

Setbacks from Lot Lines:

Front: _____ Rear: _____

Side: _____ Side: _____

Other: If the application for the Minor Variance is not to construct a building, please provide a description of the proposal for which you are seeking a minor variance. Include all dimensions and any other information pertinent to this application _____

6.0 OTHER INFORMATION

6.1 Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary?

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I _____ of the _____ of _____ in the _____ of _____ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or Declared) before me at the _____ of _____ in the _____ of _____, this _____ day of _____, 20____.

Commissioner of Oaths (include stamp below) Signature of Applicant/Solicitor or Authorized Agent