

APPLICATION FOR

File No.

MINOR VARIANCE - s. 45 (1) PERMISSION - s. 45 (2)

The undersigned hereby applies to the Committee of Adjustment for the
 under section 45
 (name of municipality)
 of the *Planning Act* for relief, as described in this application, from By-law No. (as amended).

NAME OF OWNER	NAME OF AGENT (if applicant is an agent authorized by the owner)
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

OFFICIAL PLAN - current designation of the subject land:

ZONING BY-LAW - current zoning of the subject land:

RELIEF - nature and extent of relief from the zoning by-law:

REASON why the proposed use cannot comply with the provisions of the zoning by-law:

LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number):

Note: See reverse of page 3 for details of sketch required.

DIMENSIONS OF LAND affected:

Frontage:	Depth:	Area:
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ACCESS - Access to the subject land is by:

<input type="checkbox"/> Provincial highway	<input type="checkbox"/> Municipal road - seasonal
<input type="checkbox"/> Municipal road - year round	<input type="checkbox"/> Right-of-way
<input type="checkbox"/> Other public road (specify)	<input type="checkbox"/> Water

WATER ACCESS - Where access to the subject land is by water only:

Docking facilities (specify)	Parking facilities (specify)
distance from subject land	distance from subject land
distance from nearest public road	distance from nearest public road

EXISTING USES of the subject land:	LENGTH OF TIME the existing uses of the subject land have continued:

EXISTING BUILDINGS - STRUCTURES - Where there are any buildings or structures on the subject land, indicate for each:

TYPE	Front lot line setback:	Height in metres:
	Rear lot line setback:	Dimensions:
DATE CONSTRUCTED	Side lot line setback:	Floor area:
	Side lot line setback:	
TYPE	Front lot line setback:	Height in metres:
	Rear lot line setback:	Dimensions:
DATE CONSTRUCTED	Side lot line setback:	Floor area:
	Side lot line setback:	

attach additional page if necessary

PROPOSED USES of the subject land:

PROPOSED BUILDINGS - STRUCTURES - Where any buildings or structures are proposed to be built on the subject land, indicate for each:

TYPE	Front lot line setback:	Height in metres:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor area:
	Side lot line setback:	
TYPE	Front lot line setback:	Height in metres:
	Rear lot line setback:	Dimensions:
	Side lot line setback:	Floor area:
	Side lot line setback:	

attach additional page if necessary

DATE - Subject land was acquired by current owner on:

WATER is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Other means (specify)
<input type="checkbox"/> Privately-owned/operated communal well	

SEWAGE DISPOSAL is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated sanitary sewage system	<input type="checkbox"/> Privately-owned/operated individual septic system
<input type="checkbox"/> Privately-owned/operated communal septic system	<input type="checkbox"/> Privy
<input type="checkbox"/> Other means (specify)	

STORM DRAINAGE is provided to the subject land by:

Sewers Ditches Swales Other means (specify)

OTHER APPLICATIONS - If known, indicate if the subject land is the subject of an application under the Act for:

Approval of a plan of subdivision (under section 51) File # Status

Consent (under section 53) File # Status

Previous application (under section 45) File # Status

AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize
to be the applicant in the submission of this application.

.....
Signature of owner

.....
Signature of witness

.....
Date

DECLARATION OF APPLICANT

I, of the of
..... in the of
solemnly declare that:

All the statements contained in this application and provided by me are true and I 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.

DECLARED before me at the
of
in the of
this day of

.....
Signature of applicant

.....
Signature of commissioner, etc.

It is required this application be accompanied by a fee of \$ in cash or by cheque made payable to the Treasurer of
the

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application.
Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

PLANS REQUIRED
IT WILL BE NECESSARY TO SUBMIT PRELIMINARY SITE PLANS
FOR THE DEVELOPMENT AT THE TIME OF THE FILING OF THIS APPLICATION.

Minimum requirements will be a sketch showing the following

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

FOR OFFICE USE ONLY

Name of Owner	Address
Name of Agent	Address
Date of receipt of completed application	Checked by
Zoning By-law No.	Passed
As amended by By-law No.	Passed
And By-law No.	Passed
Sections	Zone
Official Plan Designation	
.....	
Agricultural Land Use Classification in Canada: Land Inventory	
Site visit carried out by staff or committee member:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Authorization of owner received (if required)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Conformity with the Agricultural Code of Practice (if applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Committee File No.	Committee Submission No.
Hearing Date	Adjourned Hearing Date
General comments:	
.....	

MINOR VARIANCE PROCESS

Planning Act O. Reg. 200/96 – Minor Variance Applications

Minimum time frame is 50 days from date of complete application.
30 days

Step 1

COMPLETED Application for Minor Variance must be received along with the \$520 application fee. The clock doesn't start ticking until the application is complete in its entirety.

Step 2

Within 30 days of receiving the completed application and fee, a Public Hearing must be held by the Committee of Adjustment

Step 3

Notice of Hearing must be sent out (by hand or registered mail) at least 10 days before the scheduled Hearing, to every land owner within 60m of the area to which the application applies.

Step 4

Notice must be posted (at least 10 days in advance of Hearing) clearly visible and legible from a public highway or other place to which the public has access, at the area to which the application applies

Step 5

Notice of Hearing shall also be sent to the Sect-Treasurer of Planning Board and the Sect-Treasurer of Conservation Authority,

Step 6

Hearing by Committee of Adjustment Applicant to present proposal to Committee

Step 7

Within 10 days after the Hearing is completed, a Notice of Decision shall be sent all those who indicated interest in writing to the Clerk or signed at the Hearing.

Step 8

Appeal Period. 20 days from the date of decision

Step 9

If no appeal within 20 days, Minor Variance is approved.