Application for:
Minor Variance

Municipality:

Select...

Municipal Office Use Only

File #: _____

Date Received: _____

Date Sent to Planner: _____

Application Fee: _____

Introduction: The submission of an application to a municipality for a Minor Variance is provided for in Section 45 of the Planning Act. This form must be completed and submitted with the required fee prior to consideration by the municipal Council. The purpose of these guidelines is to assist persons in completing the application for a Minor Variance. Should you require clarification on any matter covered by this application form, please contact the local area's Municipal Office. A list of contact information can be found in Appendix A to this application form.

Application Fees: Each application must be accompanied by the applicable fee as established by the local Council. Please contact the appropriate Municipal Office to determine the applicable fee.

Authorization: If the applicant is not the owner of the subject property, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the application.

Site Drawing: All applications must be accompanied by an accurate, to scale drawing showing all of the information required in the checklist on page 8 of this application form.

Supporting Information: Additional information may be required by the municipality, local agencies, or provincial agencies in order to evaluate the proposed minor variance. This information is often a requirement of the Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal, and stormwater management.

In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping, and other site information as required by the municipality.

Ontario Regulation 200/96 outlines the information required to be included in an application for minor variance.

Application Processing: Upon receipt of an application, the required fee and other information as may be required, the municipality will determine whether there is sufficient merit in processing the application further (ie. the circulation of notice and holding of at least one public meeting as required by the Planning Act).

Notice of any decision of Council concerning the application will be provided to the applicant.

Submission of an application does not guarantee approval. Application fees are non-refundable and will not be returned should the application not be approved.

Submission:

This application, including the completed form, required fee, and any required supporting information, must be submitted to the local municipal office. Submission to any other municipal office or directly to the TMSA will result in the application not being considered.

One hardcopy of the completed application form and all required supporting information must be submitted to the local municipal office. Electronic copies of all supporting information is also required and can be sent either by email or submitted on a USB key with the hardcopies of the application package.

Further Information:

For additional information, please contact the appropriate municipal office. Municipal contacts can be found in Appendix A to this application form.

Municipality: Select...

Applicant Information

Registered Owner: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

If there is more than one registered owner, please provide information for additional owners (attach separate sheet if necessary):

Registered Owner: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

If the applicant is not the registered owner of the property, complete the following information:

Authorized Agent: _____

Mailing Address: _____

E-mail Address: _____ Phone: _____

Property Information

1. Location of the subject land

a. Municipal Address: _____

b. Legal Description: (concession and lot numbers, reference plan and lot/part numbers):

2. Date the subject land was acquired by the current owner: _____

3. Are there any easements or restrictive covenants affecting the subject land?

☐ Yes ☐ No

If yes, describe the easement or covenant and it's effect:

4. Dimensions of the subject land (in metric units):

Lot area: _____

Road frontage: _____

Water frontage, if applicable: _____

Lot depth: _____

5. Existing use(s) of the subject land (check all that apply):

☐ Residential ☐ Commercial ☐ Industrial

☐ Institutional ☐ Agricultural ☐ Vacant

☐ Mixed use (specify): _____

☐ Other (specify): _____

6. Length of time existing uses have continued: _____

7. Are there any buildings or structures existing on the subject land?

☐ Yes ☐ No

If yes, complete the below table for each building (attach a separate sheet if necessary):

	Building 1	Building 2	Building 3	Building 4
Type or use of building				
Height of building (m)				
Setback from front lot line (m)				
Setback from rear lot line (m)				
Setback from side lot line, one side (m)				
Setback from side lot line, other side (m)				
Setback from shoreline (m)				
Dimensions (m) or floor area (m^2)				
Date constructed				
Is building to remain or be removed?				

8. Existing use(s) of abutting properties:

North: _____

South: _____

East: _____

West: _____

Access and Servicing

9. What type of access is available for the subject land?

- ☐ Provincial highway
- ☐ Municipal road, maintained all year
- ☐ Municipal road, maintained seasonally
- ☐ Other (specify): _____
- ☐ Private road
- ☐ Right-of-way/Easement
- ☐ Water access

a. If access to the subject land will be by water only, describe the docking and parking facilities to be used and the approximate distance to these facilities from the subject land and to the nearest public road:

10. What type of water supply is provided for the subject land?

- ☐ Publicly owned and operated piped water supply (municipal water)
- ☐ Privately owned and operated individual well
- ☐ Privately owned and operated communal well
- ☐ Lake or other water body
- ☐ Water service not proposed
- ☐ Other (specify): _____

11. What type of sewage disposal is provided for the subject land?

- ☐ Publicly owned and operated sanitary sewage system (municipal sewer)
- ☐ Privately owned and operated individual septic system
- ☐ Privately owned and operated communal septic system
- ☐ Privy
- ☐ Sewage disposal service not proposed
- ☐ Other (specify): _____

a. If the application would permit development on a privately owned and operated individual or communal septic system, and more than 4,500 litres of effluent would be produced per day as a result of the development being completed, applicants are required to submit a servicing options report and a hydrogeological report prepared by a qualified professional. Both reports must be included as part of this application.

- ☐ Title and date of servicing options report: _____
- ☐ Title and date of hydrogeological report: _____

12. What type of storm drainage is provided for the subject land?

- ☐ Storm sewer
- ☐ Ditches
- ☐ Swales
- ☐ Other (specify): _____

Planning Information

13. Current Official Plan designation(s): _____

14. Current Zoning: _____

15. What is the nature and extent of the requested relief from the zoning by-law?

16. What is the reason the proposed use cannot comply with the provisions of the zoning by-law?

17. Proposed use(s) of the subject land (check all that apply):

- ☐ Residential
- ☐ Commercial
- ☐ Industrial
- ☐ Institutional
- ☐ Agricultural
- ☐ Vacant
- ☐ Mixed use (specify): _____
- ☐ Other (specify): _____

18. Are any buildings or structures proposed to be constructed on the property?

☐ Yes ☐ No

If yes, complete the table below (attach a separate sheet if necessary):

	Building 1	Building 2	Building 3	Building 4
Type or use of building				
Height of building (m)				
Setback from front lot line (m)				
Setback from rear lot line (m)				
Setback from side lot line, one side (m)				
Setback from side lot line, other side (m)				
Setback from shoreline (m)				
Dimensions (m) or floor area (m^2)				

19. Has the subject land ever been, or is currently, the subject of any of the following applications under the Planning Act (attach a separate sheet if necessary)?

☐ Official Plan Amendment
☐ Zoning By-law Amendment
☐ Minor Variance
☐ Consent
☐ Plan of Subdivision
☐ Site Plan Control
☐ Minister's Zoning Order
☐ Unknown

If yes to any of the above, provide the following information for each application:

File No. of application(s): _____

Status of application(s): _____

Name of approval authority: _____

Lands affected: _____

Purpose of application(s): _____

Effect on requested amendment: _____

Additional Studies or Information

20. Additional studies or information may be required by the municipality to support the application. The application may not be considered a complete application unless these studies have been completed. Applicants are advised to pre-consult with the municipality to determine what additional studies or information is required.

List of additional studies or information required by the municipality (to be provided by the municipality):

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Site Drawing

21. The application must be accompanied by a plan (map) of the site showing the following information:

- ☐ 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;
- ☐ The approximate location of all natural and artificial features (for example: buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks, etc.) that are located on the subject land and on land that is adjacent to the subject land, and that, in the applicant's opinion, may affect the application;
- ☐ The current uses of land that is adjacent to the subject land;
- ☐ 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;
- ☐ If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- ☐ The location and nature of any easement affecting the subject land.

Authorizations and Acknowledgements

22. Applicant/Agent Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We, _____ am/are the registered owner(s) of the subject
name of registered owner(s)

land and I/we hereby authorize _____ to make this
name of authorized agent(s)/ company

application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

Date: _____ Owner's Signature: _____

Date: _____ Owner's Signature: _____

23. Acknowledgement of Site Visits

I/We acknowledge that municipal staff, municipal representatives, and/or Council/Committee members, as necessary, may visit the subject property to view the site and gather information necessary in the assessment of the application. Photographs may be taken and included in public records of the application.

Owner/Applicant Initials: _____ Owner/Applicant Initials: _____

24. Acknowledgement of the Use and Disclosure of Personal Information

In accordance with the Planning Act and the Municipal Freedom of Information and Protection of Privacy Act, I/we acknowledge and understand that any information collected on this form and any supplemental information submitted as part of this application can be disclosed to any person or public body.

Owner/Applicant Initials: _____ Owner/Applicant Initials: _____

Declaration of Applicant

- If the application is being submitted by the property owner and there is more than one registered owner, each owner must complete a separate declaration.
- If the application is being submitted by the property owner and the owner is a firm or corporation the person signing this declaration shall state that they have the authority to bind the corporation or affix the corporate seal.
- This declaration must be completed in front of a Commissioner for Taking Affidavits.

I, _____ of the _____
name of applicant (print) *name of city, municipality, township of usual residence*

in the _____
name of district, county, regional municipality, or Province where usual residence is located

make oath and say (or solemnly declare) that the information contained in this application is true and correct and that the information contained in the documents that accompany this application is true and correct and I make this oath (or solemn declaration) conscientiously knowing that is of the same force and effect as if it were made under oath by virtue of the Canada Evidence Act.

Sworn (or declared) before me (to be completed by Commissioner):

At the _____
name of location of signing (municipality, town, township, city)

In the _____
name of district, county, regional municipality, or Province of signing

This _____ day of _____, 20_____

_____ _____
Signature of Applicant *Signature of Commissioner for Taking Affidavits*