



## APPLICATION FOR MINOR VARIANCE

DETACH THE FIRST THREE PAGES AND RETAIN FOR FUTURE REFERENCE:

### STEPS IN THE PROCESS

#### **Step 1 Consult with the Township of North Dundas' Planning Staff.**

Discuss your proposed plans. Bring copies of a proposal depicting your concept plan with detailed information needed to review your proposal, including lot details, the location and size of the buildings existing and proposed, parking and access on the lot and any other relevant information related to your proposed plans. Staff will review the process with you and instruct you on your next steps.

*\*Please note: The pre-application consultation process is intended to identify issues early in the process and to identify reports, studies and information required to be submitted as part of a complete application. A complete application enables Council to make informed decisions within a reasonable period of time and ensures that the public and other stakeholders have access to the relevant information early in the process. While every effort will be made to identify information needs at this time, additional issues and/or information needs may be identified through the application review process and may be requested at that time.*

#### **Step 2 Complete and Submit the Application for Minor Variance to the Secretary-Treasurer, Committee of Adjustment.**

The application must be sent to the Secretary-Treasurer of the Committee of Adjustment where it will be assessed for completeness and either accepted or returned to the applicant. In addition to completing the application form, you must also provide the following:

- Two copies of a survey or plan of the proposal: dimensioned, drawn to scale and all measurements in metric; showing all of the information and materials as prescribed (in Section D Sketch of the application)
- A cheque, made payable to the Corporation of the Township of North Dundas to cover the application fee (see Schedule "A" of By-law No. 14-2015, as amended from time to time)
- If the applicant is not the owner: written authorization (Section F Owner's Authorization) from all owners of the subject property.

To avoid delays, please ensure that the application is complete, that all drawings are neat and legible and that all dimension are accurate.

At this point, a Commissioner of Oaths will accept and stamp your application.

### **Step 3 Notice of Public Hearing**

Once a completed application is received a Public Hearing will be scheduled and a notice will be sent to applicable neighbours and public bodies (as outlined in Ontario Regulation 200/96). A sign will also be posted on the property, it is the responsibility of the applicant to ensure the sign remains erect and visible from the road until the day following the public meeting.

### **Step 4 Decision-making Process**

The Public Hearing will normally be held within 30 days of receiving the completed application. It is required that the applicant and/or owner attends the Hearing to answer any questions the Committee may have; if you do not attend the Committee may proceed within your absence. The Committee will also consider verbal advice and written reports from staff and any other interested parties received prior to or during the Hearing.

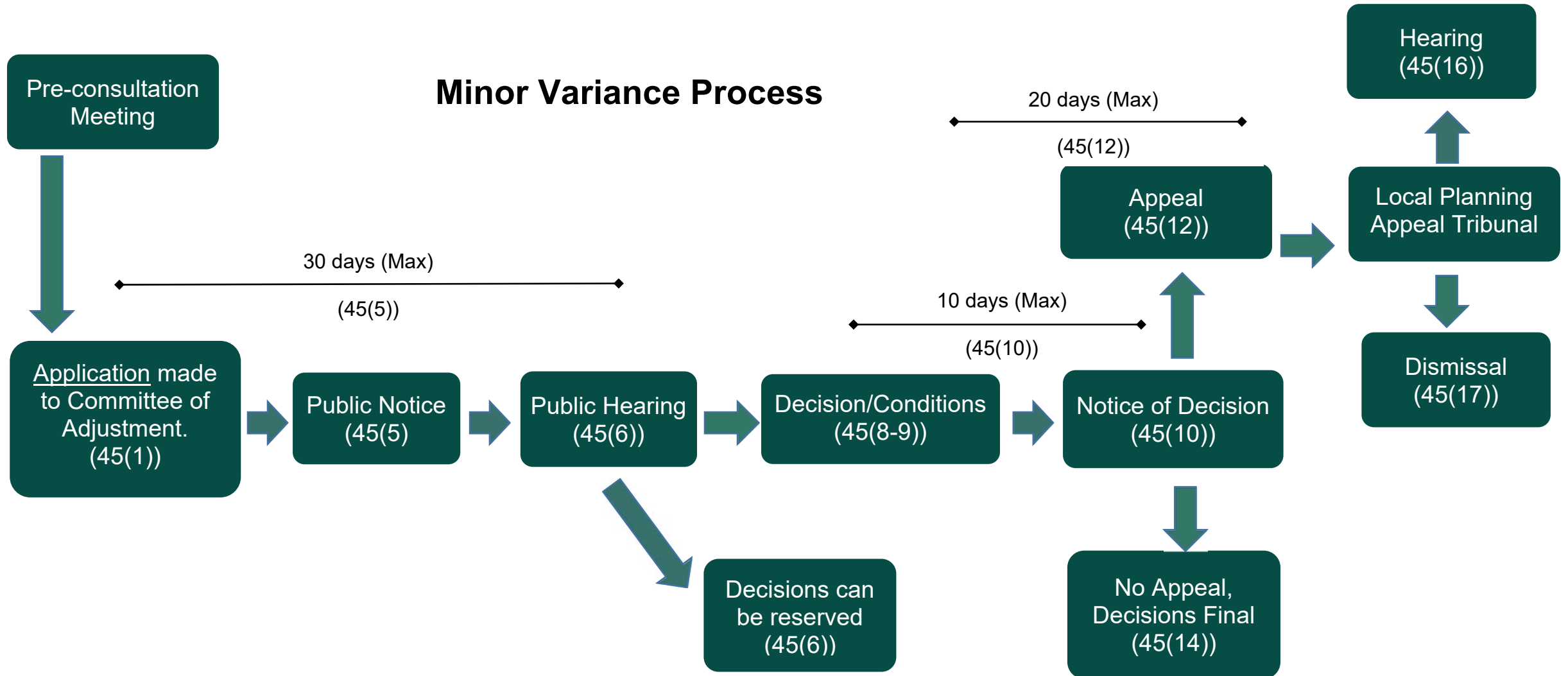
### **Step 5 Notice of Decision**

Within 10 days of the Committee of Adjustment making its decision, the Secretary-Treasurer of the Committee will mail out a copy of the decision to the applicant and anyone else who filed a written request for notice of the decision. Information included in the Notice of Decision will outline the appeal procedures and identify the last day for appeal the Committee's decision to the Ontario Municipal Board. Objectors have 20 days from the date of the decision to appeal to the Ontario Municipal Board, with the prescribed fee.

### **Step 6 A Final and Binding Decision**

If no appeal is made by the end of the 20-day appeal period, the decision is final and binding. A notice will be mailed and, if the application has been approved (pending fulfillment of all conditions), a building permit may be submitted.

## Minor Variance Process





# APPLICATION FOR MINOR VARIANCE

The undersigned hereby applies to the Committee of Adjustment for The Corporation of the Township of North Dundas under section 45 of the Planning Act, R.S.O. 1990, as amended, for relief as described in this application, from By-law No. \_\_\_\_ as amended.

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

DATE OF APPLICATION:

FILE #:

## A) APPLICATION INFORMATION

1. Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Telephone #: \_\_\_\_\_  
HOME    OFFICE    OTHER

Email: \_\_\_\_\_

2. Name of Applicant (agent): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Telephone #: \_\_\_\_\_  
HOME    OFFICE    OTHER

Email: \_\_\_\_\_

## B) PROPERTY INFORMATION

3. Municipal Address: \_\_\_\_\_  
NUMBER & STREET                      CITY/TOWN/VILLAGE                      POSTAL CODE

Legal Description:

LOT: \_\_\_\_\_                      CONCESSION: \_\_\_\_\_

PART & PLAN #(s): \_\_\_\_\_

Lot Size (all measurements are to be in Metric):

FRONTAGE: \_\_\_\_\_ DEPTH: \_\_\_\_\_ LOT AREA: \_\_\_\_\_

## C) PLANNING INFORMATION

4. Current Official Plan Designation: \_\_\_\_\_
5. Current Zoning Designation: \_\_\_\_\_
6. What is the nature and extent of relief from the Zoning By-law?
  
7. For what reason is the Minor Variance requested?  
(Why the proposed use cannot comply with the provisions of the zoning by-law)
  
8. Access to the Subject Land is by:
  - a. PROVINCIAL HIGHWAY
  - b. MUNICIPAL ROAD MAINTAINED ALL YEAR
  - c. MUNICIPAL ROAD MAINTAINED SEASONALLY
  - d. ANOTHER PUBLIC ROAD (County Road)
  - e. RIGHT-OF-WAY
  - f. BY WATER
  
9. What is the Existing Use(s) of the Subject Land?
  
10. What is the Proposed Use of the Subject Land?

11. Are there any EXISTING buildings or structures on the subject land?

YES

NO

(If yes, for each building or structure list the following in metres, please attach a separate sheet if more space is needed)

Type	Setbacks from Lot Lines			Height	Dimensions	Floor Area
	Front Lot	Rear	Sides (2)			
<i>Example Shed</i>	<i>20</i>	<i>5</i>	<i>3 &amp; 26</i>	<i>3</i>	<i>3.5 x 4</i>	<i>14 m<sup>2</sup></i>

12. Are any PROPOSED buildings or structures to be built on the subject land?

YES

NO

(If yes, for each building or structure list the following in metres, please attach a separate sheet if more space is needed)

Type	Setbacks from Lot Lines			Height	Dimensions	Floor Area
	Front Lot	Rear	Sides (2)			
<i>Example Shed</i>	<i>20</i>	<i>5</i>	<i>3 &amp; 26</i>	<i>3</i>	<i>3.5 x 4</i>	<i>14 m<sup>2</sup></i>

13. What date was the subject land Acquired by the current owner?

14. What date were the existing buildings or structures Erected on the subject land?

Type	Date
<i>Example Shed</i>	<i>June 2013</i>

15. What is the length of time that the existing use(s) has continued on the subject land?

16. Water is provided to the subject land by: (select only one)

- a. PUBLICLY OWNED AND OPERATED PIPED WATER SYSTEM
- b. PRIVATELY OWNED AND OPERATED INDIVIDUAL WELL



## D) SKETCH

A sketch must be attached to this application, showing the following: (in metric)

- a. The boundaries and dimensions of the subject land.
- b. The location, size and type of all existing and proposed buildings and structures.
- c. The distance between all buildings and structures and all lot lines (front, side & rear).
- d. The approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application (examples: buildings, railways, roads, watercourses, wooded areas, wells, and septic tanks).
- e. The current uses on adjacent land (examples: agricultural, residential, and commercial).
- f. The location, width, name and type of any roads within or abutting the subject land (examples: unopened road allowance, county road, private road, or right-of-way).
- g. The location and nature of any easement affecting the subject land (examples: hydro, pipeline, or right-of-way)



## E) DECLARATION

The following declaration must be completed by the applicant(s) at the township office or in the presence of a commissioner of oaths:

I, _____ (APPLICANT)	
of the _____ (CITY, TOWN, TOWNSHIP etc)	of _____
in the District/ Region/ County of _____ solemnly declare that all statements contained within this application and all supporting documents are true, and I/We make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under Oath, by virtue of the "Canada Evidence Act".	
SWORN/DECLARED at _____	
in the _____	
this _____ day of _____, 20__	
_____ A Commissioner of Oaths, etc.	_____ Applicant

I hereby authorize and consent to permit municipal staff and Committee of Adjustment members to enter upon the subject property, during regular business hours, over the time that the application is under consideration by the Township of North Dundas for the purpose of conducting site inspections.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

It is the responsibility of the applicant to ensure the Notice of Public Hearing sign, erected by Township staff, remains erect and visible from the road until the day following the public meeting.

## F) OWNER'S AUTHORIZATION

If the owner is not the applicant, there is more than one owner, or the subject land is owned by a corporation, one of the following authorization must be completed. (or each owner must submit a letter of authorization)

### 1. WHERE THE PROPERTY IS OWNED BY ONE OR MORE NATURAL PERSONS:

I/We, \_\_\_\_\_, being the registered owner(s) of the land that is the subject of this application, hereby authorize \_\_\_\_\_ to submit this application on my behalf.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

### 2. WHERE THE PROPERTY IS OWNED BY A COMPANY OR CORPORATION:

I, \_\_\_\_\_, having signing authority for \_\_\_\_\_ (name of corporation or numbered company), that is the owner of the land that is the subject of this application authorize \_\_\_\_\_ to submit this application on the company/corporation's behalf.

\_\_\_\_\_  
Signature of Signing Officer

\_\_\_\_\_  
Date

#### PLEASE NOTE THAT:

Unless otherwise requested, all information will be sent to the agent, if any.

If jointly owned: both owners may be applicants, one owner may be the applicant if the other owner(s) authorize, or another agent may be authorized by the owners.

All fees are payable in cash or cheque (payable to The Corporation of the Township of North Dundas), and must be presented with this application.