

The Corporation of the Town of Minto
Committee of Adjustment

Minor Variance Application
Guidelines and Explanatory Notes

Introduction: The submission of an application to the Town of Minto to seek relief from the Town of Minto Zoning By-law No. 01-86 is provided for in the *Ontario Planning Act (RSO 1990 s.45)*. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Should you require clarification on any matter covered by this application form, please contact the Town of Minto Administration Office.

Application Fees: Each application must be accompanied by the application fee in the form of a cheque/cash/money order payable to the Town of Minto. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application.

Authorization: If the applicant (agent or solicitor) is not the owner of the subject land, 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 subject application (See Section F).

Drawing: All applications for a Minor Variance must include an **accurate and to scale sketch**. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show the items listed in Section D as applicable to the relief being sought. Each copy of this application must be accompanied by a plan/sketch showing the dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. **Where relevant to the relief being requested, the drawing(s) must also show any of the following applicable items:**

- Dimensions of area of relief
- Neighbouring properties
- Driveways and lanes
- Easements, restrictive covenants
- Municipal Drains / Award Drains
- Public Roads, allowances, rights of way
- Municipal Drains / Award Drains
- Other features (bridges, wells, railways, septic systems)
- Neighbouring land uses
- Natural features
- North Arrow
- Parking and Loading Areas
- Distance to lot lines

The Committee of Adjustment **may** require that the plan be prepared or signed by an Ontario Land Surveyor.

Supporting
Information:

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and stormwater management.

Approval Process:

Upon receipt of an **application**, the required **fee** and **other information** as may be required, the Secretary Treasurer of the Committee of Adjustment will notify those parties that are to receive notice under *Regulation 447/83*. This involves the circulation of the application to various agencies and abutting landowners for their comments. The applicant or agent will be requested to attend a public meeting to present the proposal. **Please note that it is in the applicant's best interest to ensure that they are represented at this meeting.** The applicant and any other parties requesting notice will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

Further Information: **Municipality:** The Corporation of the Town of Minto

5941 Highway #89, R.R. #1,
Harriston, ON
N0G 1Z0
Phone: (519) 338-2511
Fax: (519) 338-2005

Fees for Minor Variance Application:

\$ 600.00 Fee
\$1,000.00 Deposit
\$1,600.00 Total Required

2 Copies of this application, including the drawing and other information as may be specified, shall be required.

The Corporation of the Town of Minto
Committee of Adjustment

Minor Variance Application

Roll Number: _____
File Number: _____
Date Application Filed: _____

A. GENERAL INFORMATION:

1. Applicant Information:

a) Registered Owner's Name(s): _____

Address: _____

Phone No. Home: () _____ Work: () _____ Fax: () _____

Please note: Authorization is required if the Applicant is not the Owner (See Section F)

b) Applicant (Agent) Name(s): _____

Address: _____

Phone No. Home: () _____ Work: () _____ Fax: () _____

c) Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property:

d) Send Correspondence To: Owner [] Agent [] Other [] _____

2. Provide a Description of the "Entire Property", Measurements in Metric [] Imperial [] Units

Municipal Address: _____

Concession: _____ Lot: _____ Registered Plan No. _____

Area: _____ acres Depth: _____ Frontage (width): _____

Width of Road Allowance (if known): _____

3. What is the Current Official Plan and Zoning Status?

Official Plan Designation: _____

Zoning: _____

B. EXISTING AND PROPOSED SERVICES:

4. Indicate the Applicable Water Supply and Sewage Disposal:

	<u>Municipal</u> <u>Water</u>	<u>Communal</u> <u>Water</u>	<u>Private</u> <u>Well</u>	<u>Other Water</u> <u>Supply</u>	<u>Municipal</u> <u>Sewers</u>	<u>Communal</u> <u>Sewers</u>	<u>Private</u> <u>Septic</u>
a) Existing	[]	[]	[]	[]	[]	[]	[]
b) Proposed	[]	[]	[]	[]	[]	[]	[]

5. Are Stormwater Sewers Present? [] Yes [] No

6. What is the Name of the Road or Street that Provides Access to the Subject Property?

C. REASON FOR APPLICATION:

7. What is the Nature and the Extent of the Relief that is Being Applied For?
(Please specifically indicate on sketch)

8. Why is it Not Possible to Comply with the Provisions of the By-law?
(Please specifically indicate on sketch)

D. EXISTING SUBJECT AND ABUTTING PROPERTY LAND USES, BUILDINGS & THEIR LOCATIONS:

9. What is the "Existing" Use of:

- a) The Subject Property? _____
- b) The Abutting Properties? _____

10. Provide the Following Details for all Buildings On or Proposed for the Subject Land:

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____
b) Main Building Height	_____ (m.) _____ (ft.)	_____ (m.) _____ (ft.)
c) % Lot Coverage	_____	_____
d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____
f) Number of Floors	_____	_____
g) Total Floor Area	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)
h) Ground Floor Area (exclude basement)	_____ (sq.m.) _____ (sq.ft.)	_____ (sq.m.) _____ (sq.ft.)

11. What is the Location of all Buildings Existing and Proposed for the Subject Property?
(Specify distances from front, rear and side lot lines) Measurement are in Metric [] Imperial [] units

	<u>Existing</u>	<u>Proposed</u>
a) Front Yard	_____	_____
b) Rear Yard	_____	_____
c) Side Yard	_____	_____

12. Date of:
Acquisition of Subject Property: _____
Construction of All Buildings on Subject Property: _____

13. How Long Have the Existing Uses Continued on the Subject Property?

14. Has the Owner Previously Applied for Relief in Respect of the Subject Property?
Yes [] No []
If the Answer is Yes, Please Indicate the File Number and Describe Briefly:

E. OTHER RELATED PLANNING APPLICATIONS:

15. Has the Applicant/Owner Made Application for any of the Following on the Subject Land?

Official Plan Amendment	YES []	NO []
Zoning By-law Amendment	YES []	NO []
Plan of Subdivision	YES []	NO []
Consent (severance)	YES []	NO []

16. If the Answer to Question 15 is Yes, Please Provide the Following Information:

File No. and Date of Application: _____
Purpose of Application: _____
Status of Application: _____

F. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:

(If affidavit (G) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed)

I, (we) _____ of the _____ of _____ County/Region
of _____ do hereby authorize _____ to act as my/our agent in
this application.

Signature of Owner(s) Date

G. AFFIDAVIT: (This affidavit must be signed in the presence of a Commissioner)

I, (we) _____ of the _____ of _____ County/Region
of _____ solemnly declare that all the statements contained in this application are true,
and I, (we) 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 and by virtue of the **CANADA EVIDENCE ACT.**

DECLARED before me at the _____ of _____ in the
County/Region of _____ this _____ day of _____ 20 _____.

Signature of Owner or Authorized Solicitor or Authorized Agent Date

Signature of Commissioner Date

APPLICATION AND FEE OF \$ _____
DEPOSIT FEE OF \$ _____

RECEIVED BY THE TOWN OF MINTO:

Signature of Employee Date