

PROCEDURES
MINOR VARIANCES

Application Fee: \$350.00 (non-refundable)

Other Fees: St. Clair Region Conservation Authority Natural Hazard & Natural Heritage Fees are available on their website www.scrca.on.ca or by calling 519-245-3710

\$75.00- Lambton County – if septic evaluation is required

Application Forms: Complete with sketch

Notification: All property owners within 200 ft. (60 m) of property line and appropriate agencies (send 10 days prior to the meeting). Notice is also posted on site.

Public Meeting: Applicant gives presentation

Decision: Usually the decision is made during the public meeting while the applicants are present

Appeal Period: Objections may be received up to 20 days after the decision is made

Finalization: Decision is final and binding after the appeal period has expired and no appeals have been submitted

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:.....	
.....	