

## MINOR VARIANCE PROCEDURE

### **Application Fee:**

\$500.00 – Application fee, per application (non-refundable)

### **Other Fees:**

St. Clair Region Conservation Authority (SCRCA) Natural Hazard & Natural Heritage Fees are available on their website [www.scrca.on.ca](http://www.scrca.on.ca) or by calling 519-245-3710. These fees are payable directly to the Conservation Authority and may be done over the telephone with a credit card. **The Planning Department will require comments from the SCRCA for any development proposed within lands affected by Ontario Regulation 171/06.** The SCRCA mapping can be used to determine if your property is affected by this regulation, [https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA\\_Public.SCRCA](https://maps2.camaps.ca/GVH/index.html?viewer=SCRCA_Public.SCRCA)

\$75.00- payable to 'Lambton County' – if subject property is on individual or communal septic systems

\$100.00 – Recirculation Fee (if required, non-refundable) – if the application requires a recirculation, due to the actions of the applicant (i.e. Deferral, amendment, etc.), the recirculation fee must be paid before the Planning Department will recirculate the application. If the applicant is absent for the scheduled hearing of their application, the application will be deferred and the recirculation fee must be paid before the application will be brought forth to a future meeting.

### **Application Forms:**

Planning Department must review application before it can be commissioned and formally submitted. Applications will not be accepted without payment present at the time of submission. Applications will also not be accepted without a sketch (see page 5 of the 'Application for Consent' form).

### **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 at the subject property.

### **Public Meeting:**

Applicant gives presentation and answers any questions the Committee or members of public may have with regards to the application.

### **Decision:**

Usually the decision is made during the public meeting while the applicants are present. In the event the applicant is absent for a scheduled hearing, the application may be deferred by the Committee of Adjustment. The applicant must pay the recirculation fee before the application will be brought forth to a future meeting.

### **Appeal Period:**

Objections may be received up to 20 days after the date of decision. Any formal appeals must be filed with the Ontario Land Tribunal. The Committee of Adjustment is the approval authority of any minor variance applications to the Town of Plympton-Wyoming. If the Committee rejects an application, the applicant has the option to challenge the Committee's decision and may file an appeal with the Ontario Land Tribunal for \$400.00.

### **Finalization:**

A decision of the Committee is final and binding after the appeal period has expired and no appeals have been submitted.



The Town of  
**Plympton-Wyoming** APPLICATION FOR  
**MINOR VARIANCE**

<b>FOR OFFICE USE</b>
File No.:
Reviewed by:
Review Date:

**NAME OF APPROVAL AUTHORITY:** Plympton-Wyoming Committee of Adjustment

**NAME OF MUNICIPALITY:** Town of Plympton-Wyoming

**APPLICATION FEE:** \$500.00 per application

*Please complete all sections of the application form. The Town of Plympton-Wyoming has the right to refuse any applications that are incomplete, inaccurate, or have not been reviewed by the Planning Department prior to submission. Applications will not be accepted without payment present at the time of submission. Applications for minor variances are governed under section 45 of the Planning Act for relief, as described in this application, from By-law No. 97 of 2003 (as amended).*

<b>NAME OF OWNER:</b>	<b>NAME OF AGENT:</b> (if applicant is an agent authorized by the owner)
<b>MAILING ADDRESS:</b>	<b>MAILING ADDRESS:</b>
<b>TELEPHONE:</b>	<b>TELEPHONE:</b>
<b>EMAIL:</b>	<b>EMAIL:</b>

<b>LEGAL DESCRIPTION</b> of subject land (the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers - www.gislambton.on.ca can help with this or a Parcel Abstract from Land Registry Ontario. This information can be found on a Town tax bill.):
<b>MUNICIPAL ADDRESS AND/OR ROLL NUMBER:</b>
<b>CURRENT DIMENSIONS OF SUBJECT LAND</b> <b>FRONTAGE:</b> <b>DEPTH:</b> <b>AREA:</b>
<b>DATE</b> subject property was acquired by current owner:

<b>OFFICIAL PLAN</b> - current designation of the subject land (found at the end of the Official Plan, Schedule (Map) A):
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<b>ZONING BY-LAW</b> - current zoning of the subject land (found at the end of the Zoning by-law, find subject land on the Schedule (Map)):
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<b>RELIEF</b> - nature and extent of relief from the zoning by-law (which section numbers cannot be complied with, i.e. section 8.23 a)):

<b>REASON</b> - why the proposed use cannot comply with the provisions/sections of the zoning by-law ( <i>why the variance is needed</i> ):

<b>PREVIOUS/CONCURRENT APPLICATIONS</b> if known, indicate if the land is the subject of (or will be subject to) an application under the <i>Planning Act</i> for:			
<input type="checkbox"/>	Official plan amendment	File #	Status/decision
<input type="checkbox"/>	Approval of a plan of subdivision (under section 51)	File #	Status/decision
<input type="checkbox"/>	Severance/consent (under section 53)	File #	Status/decision
<input type="checkbox"/>	Rezoning application (under section 34)	File #	Status/decision
<input type="checkbox"/>	Minister's zoning order	File #	Status/decision
<input type="checkbox"/>	Other (specify)	File #	Status/decision

<b>ACCESS</b> to the subject lands will be by:		
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water	<input type="checkbox"/> County Road
<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Right-of-way (ROW)	<input type="checkbox"/> Private Road
<input type="checkbox"/> Municipal Road - Seasonal	<input type="checkbox"/> Other Public Road (please specify)	

<b>WATER ACCESS</b> where access to the subject land is by water only:	
<b>Docking facilities (specify):</b> Distance from subject land: Distance from nearest public road:	<b>Parking facilities (specify):</b> Distance from subject land: Distance from nearest public road:

<b>EXISTING USES OF THE SUBJECT LAND</b> (i.e. dwelling, garage, commercial building):	<b>LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED</b> (months and years, if known):

<b>EXISTING BUILDINGS &amp; STRUCTURES</b> where there are any buildings or structures on the subject land indicate for each (in metric):		
<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: Roof pitch:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: Roof pitch:

*Attach additional page if necessary*

<b>PROPOSED USES</b> of the subject land:

<b>PROPOSED BUILDINGS &amp; STRUCTURES</b> indicate for each proposed building or structure (in metric):		
<b>Building #1</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: Roof pitch:
<b>Building #2</b> Type: Date constructed:	Front lot line setback: Rear lot line setback: Side lot line setback: Side lot line setback:	Height in metres: Dimensions: Floor Area: Roof pitch:

*Attach additional page if necessary*

<b>DATE</b> - subject land was acquired by current owner on: _____
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<b>WATER</b> is provided to the 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"/> Publicly-owned/operated individual well
<input type="checkbox"/> Privately-owned/operated communal well	<input type="checkbox"/> Other means (specify)

<b>SEWAGE DISPOSAL</b> is provided to the land by:	
<input type="checkbox"/> Publicly-owned/operated sanitary sewer system	<input type="checkbox"/> Privy
<input type="checkbox"/> Privately-owned/operated individual septic system	<input type="checkbox"/> Public communal septic system
<input type="checkbox"/> Privately-owned/operated communal septic system	<input type="checkbox"/> Other means (specify)

<b>STORM DRAINAGE</b> is provided to the land by:			
<input type="checkbox"/> Sewers	<input type="checkbox"/> Ditches	<input type="checkbox"/> Swales	<input type="checkbox"/> Other means (specify)

Signature page to follow.

Only to be completed if the applicant is an agent authorized by the property owner,  
not the property owner themselves

## 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\*

\*must be a third party with no interest in the application

\_\_\_\_\_  
Date

To be completed in front of a Commissioner of Oaths  
at the Town office: 546 Niagara St Wyoming, Ontario

## 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 Town of Plympton-Wyoming in  
the County of Lambton this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Signature of owner/applicant

\_\_\_\_\_  
Signature and Stamp of Commissioner

It is required this application be accompanied by a fee of **\$500.00** in cash, debit, or by cheque  
made payable to 'The Town of Plympton-Wyoming'. If the subject land is within the Regulation  
Area of the Conservation Authority, their review fee can be paid directly to that office. Their  
review will not begin until receipt of said fee.

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.

\_\_\_\_\_ I approve of staff and Committee of Adjustment Members attending my property to  
review and assess this application as submitted. (Please initial if affirmative)

**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 lot line, rear lot line, and side 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 unopen 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.