



Township of North Frontenac



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
Email: clerkplanning@northfrontenac.ca

APPLICATION FOR MINOR VARIANCE COMMITTEE OF ADJUSTMENT

1. Applicant Information

Name of Applicant/Owners
(All parties listed on the Deed):

Address:

Street Address Apartment/Unit #

City Postal Code

Phone:

Email:

Name of Authorized Agent
(if different from Applicant):

Address:

Street Address Apartment/Unit #

City Postal Code

Phone:

Email:

Please specify to whom all communications should be sent to: Agent Owner

2. Property Description

Legal Description
(Lot, Concession, Registered Plan)

Geographic or Former Township

Reference Plan:

Part Number(s):

911 Municipal Number

Road/Lane/Highway:

Assessment Roll Number

1042 -

Dimensions of Property: Frontage _____ Depth _____ Area _____

Name of Body of Water (If applicable) _____

Does the applicant own the original 66' shoreline road allowance: YES NO N/A

Is the subject land a corner lot or located on a point of land or an irregularly shaped lot

3. Land Use

Subject Property	Main Use of Abutting Properties
Zoning _____	East _____
Main Use _____	West _____
Official Plan Designation _____	North _____
	South _____

Is the property the subject of a current application for severance Yes No

If yes, please indicate Severance Application File No. _____

4. History of the Property

Land Acquisition Date subject property was acquired _____
Prior Planning Applications Have previous owners obtained a minor variance or zoning amendment for the subject property? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe briefly and if possible, provide file numbers _____ _____

Note: If the subject lands are water access the Applicant is responsible for providing transportation to the subject lands for all inspections required. The various inspectors will be provided with your contact information.

5. Nature of Application

Seeking relief from By-law _____ Section(s) _____

By-law Minimum Requirements

Front Yard Setback (on water)	Front Yard Setback (not on water)	Interior Side Yard Setback	Exterior Side Yard Setback

Rear Yard Setback	Area	Frontage	Depth
(ix) Other (Please specify) Examples: Height, # parking spaces, lot coverage, access			

Reason for Minor Variance

Indicate why it is not possible/preferable to comply with the provisions of the By-law.

7. Development

Existing Buildings (Use separate sheet of paper is there are more than four buildings on the property)

<p>1. Use _____</p> <p>Length _____ Width _____</p> <p>Area _____ # of Storeys _____</p> <p>Setbacks from lot lines</p> <p>Front _____ Rear _____</p> <p>Int.Side _____ Ext.Side _____</p>	<p>2. Use _____</p> <p>Length _____ Width _____</p> <p>Area _____ # of Storeys _____</p> <p>Setbacks from lot lines</p> <p>Front _____ Rear _____</p> <p>Int.Side _____ Ext.Side _____</p>
<p>3. Use _____</p> <p>Length _____ Width _____</p> <p>Area _____ # of Storeys _____</p> <p>Setbacks from lot lines</p> <p>Front _____ Rear _____</p> <p>Int.Side _____ Ext.Side _____</p>	<p>4. Use _____</p> <p>Length _____ Width _____</p> <p>Area _____ # of Storeys _____</p> <p>Setbacks from lot lines</p> <p>Front _____ Rear _____</p> <p>Int.Side _____ Ext.Side _____</p>

Proposed Development

<p>CONSTRUCTION</p> <p>New <input type="checkbox"/> Addition <input type="checkbox"/> to _____ (which Building described above)</p> <p>Main Use of Proposed Construction _____ _____ _____</p> <p>Area _____ # Storeys _____</p> <p>Length _____ Width _____</p> <p>SETBACKS</p> <p>Front Yard _____ Rear Yard _____</p> <p>Interior Side Yard _____ Exterior Side Yard _____</p>	<p>OTHER Generally, minor variances involve structure. However, occasionally there are other instances that a property owner would require a minor variance. If this is one of those situations, please describe the proposal for which you are seeking a minor variance. Include all dimensions and any other information that may be pertinent to this application. If more space is required, please use a separate sheet of paper.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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8. Type of Access

- | | |
|--|---------------------------------------|
| Provincial Highway <input type="checkbox"/> | Private Lane <input type="checkbox"/> |
| Township Road Maintained Seasonal <input type="checkbox"/> | Right of Way <input type="checkbox"/> |
| Township Road Maintained Year Round <input type="checkbox"/> | Water Access <input type="checkbox"/> |

If Water Access, describe the parking and docking facilities and the distance of these facilities from the property and nearest road _____

9. Services on Subject Property

Current Water Supply:

- Privately Owned and Operated Individual Well If well, Dug Drilled
- Lake or Other Body of Water Other Describe _____

Current Sewage Disposal:

- Privately Owned and Operated Individual Septic System Pit Privy
- Other Describe _____

Proposed Services or Upgrades to Services on Subject Property:

10. Other Information

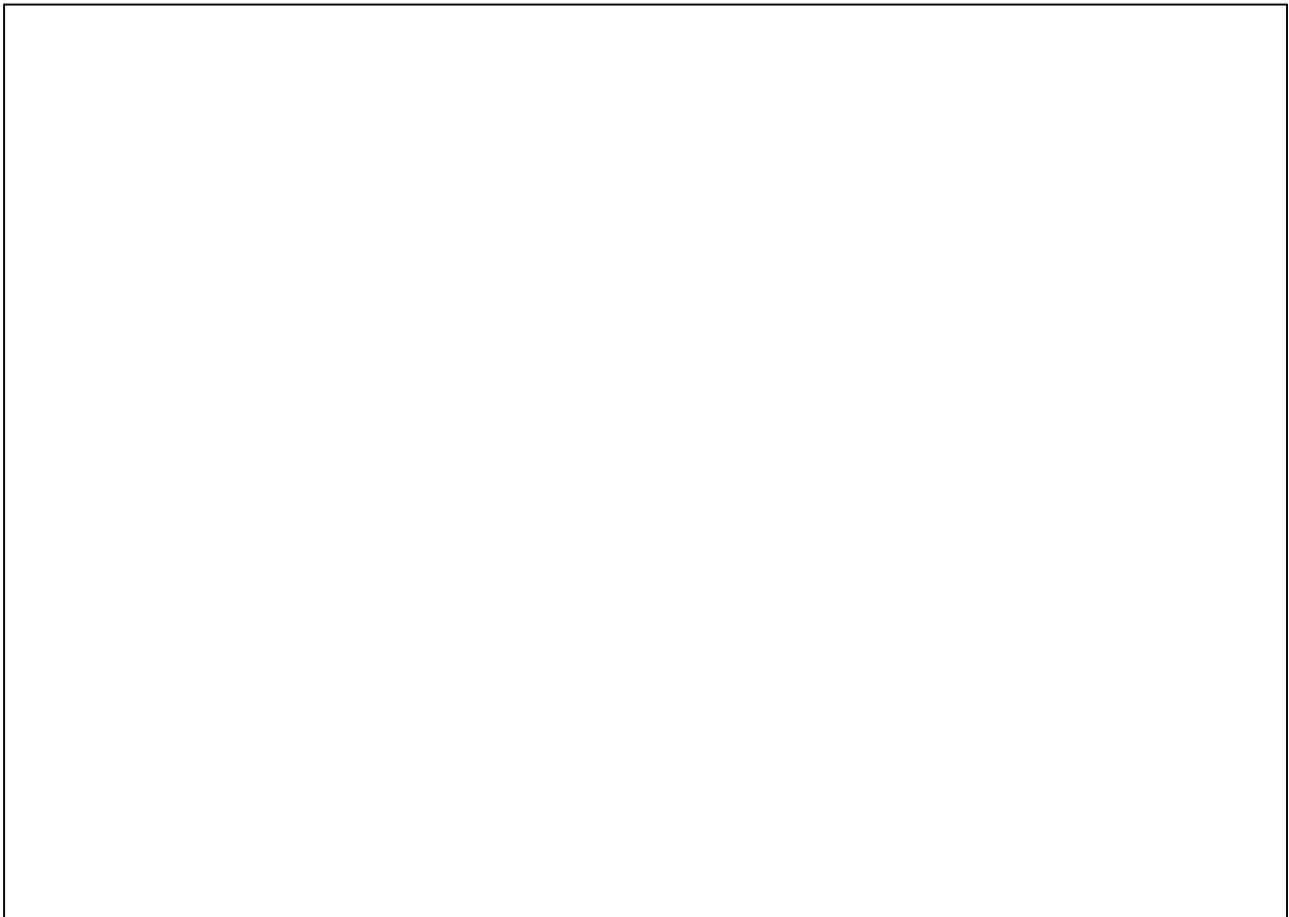
Is there any additional information that you think may be useful to the Committee of Adjustments or other agencies in reviewing this Application? If so, explain below or attach a separate sheet as necessary.

11. Sketch

The following information is required to be shown in the sketch (Refer to sample sketch provided in guidelines)

- Subject property with dimensions – i.e. frontage, depth and area
- All buildings with dimensions – i.e. length & width
- Location of buildings in relation to lot lines
- Location of well & septic
- Abutting properties
- Location of body of water, i.e. shoreline and location of dock, boathouse etc.
- Parking, i.e. location, # of spaces, width of driveway access
- Height of buildings where variation affects height

(Please note: If necessary, the Committee of Adjustment may request that the sketch be signed by an Ontario Land Surveyor)



12. Notes

1. All applications will be circulated to every property owner and/or tenant who owns or resides on property within 60 meters (200 feet) of the subject land.
2. Agents, employees and or contractors will enter onto the subject lands for the purpose of assessing and inspecting the subject lands with respect to the Minor Variance/Non-Conforming Use/By-law Interpretation Application.

**13. Affidavit or Sworn Declaration
(To be signed by all parties on the Deed or the Authorized Agent)**

Declaration for the prescribed information:

I/We _____ of the _____ in the _____ do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the Planning Act, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. Please be aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me at the _____ in the _____ this _____ day of _____ 20_____.

Commissioner of Oaths
(include stamp below)

Signature of Owner

Signature of Owner

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

14. Authorization

If the Owner/Applicant wishes to appoint an Authorized Agent to act on his/her behalf for this Planning Application process, written authorization of this appointment must be noted below by each party listed on the Deed, and signed before a Commissioner of Oaths.

I/We _____ being the registered owners(s) of the lands subject of this application for consent hereby authorize _____ to prepare and submit this application on my/our behalf and, for the purposes of the Freedom and Information and protection of Privacy Act, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date _____

Signature of Owner

Signature of Owner

Sworn (or declared) before me at the _____ in the _____ this _____ day of _____ 20_____.

Commissioner of Oaths
(include stamp below)

Signature of Owner

Signature of Owner

12. Solicitor Information

Name of Solicitor/Firm:

Mailing Address:

Telephone Number: _____ Fax Number: _____

Email Address: _____

AGREEMENT TO INDEMNIFY

THIS AGREEMENT MADE THIS _____, DAY OF _____ 20_____

BETWEEN: _____

Hereinafter referred to as the "Applicant"
AND
THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC
Hereinafter referred to as "the Municipality"

THE Applicant hereby agrees to indemnify and save harmless The Corporation of the Township of North Frontenac ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the Applicant's application being file number _____ for approval under the *Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the Applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the Applicant's application.

The Applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The Applicant further acknowledges and agrees that any amount owing by the Applicant to the Municipality is, when due, a debt of the Applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the Applicant by action.

IN WITNESS WHEREOF THE PARTIES HERETO have hereunto set their hands and seals as of the day and year first written above.

SIGNED, SEALED AND DELIVERED

Witness – Commissioner of Oaths

Applicant

Witness – Commissioner of Oaths

Applicant

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Mayor

Clerk