



6648 Road 506
Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
Email: Clerk/Planning Manager

Minor Variance Application Process

Step 1: Pre Application Meeting with County Planners and Township Staff

A brief description of the proposed development, including a sketch showing the existing and proposed structures and setbacks, must be provided prior to the meeting to be reviewed by Planning Staff.

The required pre-application meeting to discuss the proposed development with Township and County Planning Staff will be scheduled prior to an application being submitted.

Step 2: Submission of Application for Review

The application/agent shall submit an application to the Township's Planning Department, ensuring the following has been provided:

- Completed application form;
- Payment of the required fee(s) for the Township and agencies;
- Required sketch (refer to checklist);
- Any additional studies/reports identified in the pre-application meeting.

All registered owners must sign the application. If the application will be prepared and submitted by someone other than the registered owner(s), please specify the Agent.

One (1) original application form with required signatures, sketch and fee(s) are required. If sections of the application are not completed, the application will be deemed incomplete and not accepted.

Step 3: Circulation of Application to Agencies

A Notice of Hearing, the required fees and the complete application will be provided to the required commenting Agencies (i.e. Conservation Authority, Septic Approval Authority). Technical comments will be required from the agencies prior to the application being deemed complete.

The Applicant(s)/Agent will receive notification from the Township when the application has been deemed complete, including instructions for posting required notice cards.

The notice cards must be posted 10 days prior to the scheduled meeting and remain posted until the decision of the Committee becomes final.

Step 4: Public Notice of Application

Neighbouring properties within 60 metres of the subject property will receive a notification letter, including the Notice of Hearing, sketch and key map. Information about the application will be available to the public on the Township's website.

Any comments received from the public will also be provided to the Applicant(s)/Agent, as well as the Committee of Adjustment and County Planners.

Step 5: Hearing of Application by Committee of Adjustment

The County Planner's report and reports from outside agencies will be provided to the Applicant(s)/Agents. All reports will be included in the public agenda.

The application will be considered by the Committee of Adjustment at the scheduled meeting. The Applicant(s)/Agents are encouraged to attend the public meeting of the Committee and will have the opportunity to speak to the application, as well as answer questions at the meeting.

Members of the public will have the opportunity to provide comments to the Committee at the public meeting.

The power of the Committee to grant a Minor Variance under Section 45 (1) of the Planning Act is based on the following four tests:

1. Is the variance minor?
2. Is the variance desirable for the appropriate development or use of the land, building or structure?
3. Is the general intent of the Zoning By-law maintained?
4. Is the general intent and purpose of the Official Plan maintained?

The Committee can approve, deny, or request deferral of the application at the scheduled meeting.

Step 6: Notice of Decision and Appeal

When the Committee has made a decision, a Notice of Decision will be provided to the Applicant/Agent within 10 days outlining any conditions and next steps.

There is a 20 day appeal period after the decision of the Committee. If an appeal is received, the application will go before the Ontario Land Tribunal and the Applicant(s)/Agent will be notified. If no appeals are received within the 20 day period, the decision of the Committee of Adjustment is deemed final.

I have read and understand the Minor Variance process and understand my role within it.

Signature

Date

MINOR VARIANCE SUBMISSION CHECKLIST

It is the responsibility of the applicant or agent to make sure the application is complete, accurate and clearly identifies the required variances. Staff are not permitted to complete the form. Failure to provide all of the required information may result in processing delays of the application.

Required Documents

1. Complete application, including commissioned signature(s) and Agent Authorization Form (if required)
2. Township application fee
3. Agency fees
4. Detailed property sketch showing existing and proposed development
5. Photographs of existing structure (if required)
6. One (1) copy of Deed/Transfer of land showing name of current owner(s) and legal description of property (if available)
7. One (1) copy of an Ontario Land Surveyor survey (if available)
8. Septic inspection report (if available)
9. Required studies (i.e. Environment Impact Study, Slope Stability) as determined by the County Planners at the pre application meeting.

REQUIRED SKETCH CHECKLIST

If the proposed development involves replacing an existing structure with a new structure, please attach separate sketches accurately displaying the following:

1. the existing development of the subject property and
2. the proposed development of the subject property.

It is important the sketches be drawn with accurate dimensions and measurement using either metric (metres) **OR** imperial (feet) units with the following included on the sketches:

- Boundaries and dimensions of property
- Location, size and type of all existing and proposed buildings (including decks) and structures on property
- Distance of all buildings and structures from shoreline/high water mark, front yard lot line, rear yard lot line and both side yard lot lines
- Location of septic system and well, including setbacks to all lot lines and structures
- Approximate location of any natural or artificial features on the property and adjacent lands that may affect the application (i.e. lake, watercourses, wetlands, steep slopes)
- Location and name of any roads within or abutting the property (i.e. Road Allowance, Private Lane, Right-of-Way)
- Location of driveway on the property
- Location and nature of any easement affecting the subject property

Note: Please use the same measurement units (metric or imperial) throughout the application and on the sketch.

If you do not have a survey plan, a sketch to scale is required. It is very important the dimensions shown on the sketch and in the application are accurate. If you are unable to obtain accurate measurements, you should considered engaging the services of an Ontario Land Surveyor to either prepare the sketch or make preliminary calculations for you.



APPLICATION FOR MINOR VARIANCE

_____ **MINOR VARIANCE – S.45 (1)** _____ **PERMISSION – S.45 (2)**

Applicant Information – Please note: Must include all parties listed on the Deed.

Applicant Name(s) – All Registered Property Owner(s)

Mailing Address:

Phone Number: _____

E-mail Address: _____

Agent Information – Please note the Authorization for Agent form must be submitted with the application. All communication shall be provided to the owner and agent.

Name of Authorized Agent:

Mailing Address:

Phone Number: _____

E-mail Address: _____

Authorization for Agent (if applicable) – Must be signed by all parties listed on the Deed

I/ We, the undersigned, being the registered property owner(s) of

(Legal description and/or municipal address)

Hereby authorize _____

(Name of authorized agent)

as the Agent for the purpose of submitting an application and acting on my/our behalf in relation to said application.

Dated this _____ day of _____, 20_____.

(Signature of the property owner)

(Signature of the property owner)

Subject Property Information

Assessment Roll Number: 1042 _____

Lot: _____ Concession: _____ or Subdivision Lot: _____ Plan No. _____

Geographic Township:

___Barrie ___Clarendon ___Miller ___Palmerston ___N. Canonto ___S. Canonto

Civic Address of Property: _____

Date subject land was acquired by current owner: _____

Frontage (Water) _____ Frontage (Road) _____

Lot Area _____ Lot Depth _____

Any Easement(s)/Covenant(s) _____

Access to Property is by:

- Provincial Highway Township Road
- Private Lane Right-of-Way

Water Access only* - Provide location of parking and docking facilities: _____

*The Applicant is responsible for providing transportation to a water access property for the required site inspections.

Distance of docking from property _____ Nearest Public Road _____

Property Features

- Waterbody Steep slope (slope greater than 3:1)
- At Capacity Lake Drainage Concerns
- Wetland or marsh
- Other – Explain: _____
- None of the above apply

Property Servicing - Water

- Privately Owned and Operated Well Lake Water
- Privately Owned and Operated Cistern
- Other: _____
- None of the above apply

Property Servicing - Sewage

Privately Owned and Operated Individual Septic System

- Leaching Bed (Class 4) Greywater Pit (Class 2)
- Holding Tank (Class 5) Privy/Outhouse (Class 1)
- Other: _____
- None of the above apply

Property Servicing – Storm Drainage

- Ditches Swales Other _____

Reason for Request for Minor Variance

Please provide a complete written description of the application with details of the proposed development including, but not limited to: proposed use(s), development details (i.e. size of structure, number of storeys, lot coverage, etc.). Please attach a separate page if additional space is needed.

Land Use Designations

Official Plan Designation: _____

Zoning By-law Land Use Designation: _____

Existing Uses of Subject Lands(s): _____

Length of Time Existing Use has Continued: _____

Proposed Use of Subject Land(s) if different from existing use: _____

Current Uses on Adjacent Land(s): _____

Nature and Extent of Relief from Zoning By-law

Section(s) of Zoning By-law #55-19: _____

Zoning Provision/Requirement: _____

Proposed: _____

Relief Required: _____

Reason why Proposal Cannot Comply with Zoning Provisions

Existing Buildings or Structures on Subject Property (including Septic Systems)

Please include all buildings or structures on the property (i.e. outbuildings, storage sheds)

#1. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#2. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#3. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#4. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

Proposed Buildings or Structures on Subject Property (including Septic Systems)

#1. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#2. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#3. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

#4. Type of Building or Structure: _____

Building Area (Footprint): _____ Building Height (# of Storeys): _____

Front Yard Setback: _____ Rear Yard Setback: _____

Side Yard Setback: _____ Side Yard Setback: _____

Development Increase or Changes

Will the development result in an increase in the number of bedrooms? Yes No

Will the development result in an increase in the number of plumbing fixtures?

Yes No

Will the development result in an increase in living space? Yes No

Will there be a change in the setback from the addition/structure to the existing septic system? __Yes __No

If yes, please provide the change in setback: _____

Previous Planning Applications

If known, has the subject land ever been, or is currently, the subject of an application for:

- i. Plan of subdivision (Section 51 of the Planning Act); Yes No Unknown
- ii. Consent (Section 53 of the Planning Act); Yes No Unknown
- iii. A Previous Minor Variance; Yes No Unknown
- iv. Site Plan Control Agreement; Yes No Unknown
- v. Zoning By-law/Official Plan Amendment Yes No Unknown

If yes, indicate the application type, File Number, Date and any other details:

If the subject land is covered by a Minister's Zoning Order, what is the Ontario Regulation Number? _____

Permission to Enter Subject Lands

Permission is hereby granted to the relevant staff and necessary commenting agencies to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)

Acknowledgement of Additional Requirements

I/ We, the undersigned, being the registered property owner(s)

_____ of
(Property owner's name(s))

(Legal description and/or municipal address)

Hereby acknowledge additional studies and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Dated this _____ day of _____, 20_____.

(Signature of the property owner)

(Signature of the property owner)

Declaration for the Prescribed Information

I/We, _____,

(Name of Applicants)

of _____

(Municipality)

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 in the Municipality of _____

this _____ day of _____ 20_____.

Commissioner of Oaths

Signature of Applicant(s) or Authorized Agent

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).

Notice of Collection – Personal information collected as a result of this application is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at a meeting, through requests, and through the Township website. Questions regarding the collection, use, and disclosure of this personal information should be forwarded to the Clerk's Department.

Agreement to Indemnify

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 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 Land Tribunal 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 Land Tribunal 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.

Signature of Property Owner

Owner’s Name (Print)

Mayor

Clerk

Date