



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

Process for Application under Section 45 - Minor Variance or Request for Permission

Step 1: Preliminary Review and Pre Application Meeting

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 for a Preliminary Review. The review will examine the County and Township Official Plan, Township Zoning By-law and other resources to see if the proposed development conforms with the policies.

The review will also identify any agencies to be contacted (i.e. Conservation Authority) and supporting studies to be completed prior to a formal submission. The review will determine if a pre-Application meeting to discuss the proposed development with Township and County Planning Staff is required prior to an application being formally submitted. The non-refundable fee for the pre-application meeting is \$100.

A Supporting Study is any report prepared by a qualified professional, which may be identified by Planning Staff or an outside agency as being necessary in order to deem the application complete. Examples include an Environmental Impact Study, Slope Stability Assessment and D-Series Study.

The Township requires the supporting study be reviewed by an independent peer reviewer. The applicant should be aware the cost of the supporting study and peer review will be borne by the applicant.

Step 2: Submission of Application for Review

The application/agent/purchaser 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;
- Septic System Review, if required (completed by Authorized Installer with BCIN)
- Required sketch (refer to checklist);
- Any supporting 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). 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 required 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 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.

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 consider engaging the services of an Ontario Land Surveyor to either prepare the sketch or make preliminary calculations for you.

Sample Technical Drawing – Minor Variances

