



TOWN OF ERIN - Application for a Minor Variance

GUIDELINES AND EXPLANATORY NOTES

****A pre-consultation meeting must be scheduled with the Building and Planning Departments, and the completed application and supporting documents must be supplied prior to the meeting. The application must be reviewed before submission to the Secretary-Treasurer****

Introduction

The submission of an application to the municipality to seek relief from a municipal Zoning By-law is provided for under Section 45 of The Planning Act, R.S.O., 1990, as amended. As such, this form must be completed and accompanied with the required fee and sketch prior to circulation by Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Please contact the Municipal Office directly if you require clarification on any matter covered by this application form.

Application Fees - \$600.00 Minor Variance Application Fee

Each application must be accompanied by the application fee in the form of a cheque/cash/money order payable to the Town of Erin. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application.

Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, Section H of the application must be filled out by the owner, which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

Source Water Protection

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of an approved Source Protection Plan in effect? YES [] NO []

If yes, please complete the Source Water Protection form and submit with your application.

Drawing

All applications for a Minor Variance must include an accurate and to scale sketch. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show the items listed as applicable to the relief being sought. Each copy of this application must be accompanied by a plan/sketch showing the boundaries dimensions of the subject land and all of the abutting land showing the location, size and type of all existing and proposed buildings and structures on the subject land and abutting land. Where relevant to the relief being requested, the drawings must also show any of the following applicable items:

- Dimensions of area of relief
- Neighbouring properties
- Neighbouring land uses
- North arrow
- Public / private roads, allowances, rights of way
- Distance to lot lines
- Natural features (river or stream banks, wetlands)
- Other features (bridges, wells, railways, septic systems)
- Easements, restrictive covenants
- Other features (bridge, wells, railways, septic system)
- If water access, the location of parking and docking facilities

Supporting Information

Please bear in mind that additional information may be required by the municipality, county, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management. Ontario Regulation 200/96 outlines specific information, which must be included within an application for minor variance.

Approval Process

Upon receipt of an application, the required fee and other information as may be required, the Secretary Treasurer of the Committee of Adjustment or the Clerk of the municipality will notify those parties that are to receive notice under Ontario Regulation 200/96. This involves the circulation of the application to various agencies and abutting landowners for their comments. There may be an additional cost associated with the circulation for comments. The applicant or agent will be requested to attend a public hearing to present the proposal. Please note that it is in the applicant's best interest to ensure that they are represented at this meeting. The applicant and any other parties requesting notice will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

For further information, please contact:

Lisa Campion
Secretary-Treasurer, Committee of Adjustment
c/o Corporation of the Town of Erin
5684 Trafalgar Road Hillsburgh, ON N0B 1Z0

Phone: 519-855-4407 x248 Fax: 519-855-4281
e-mail: lisa.campion@erin.ca
Copies: One copy of this application, including the drawings and other information as may be specified shall be required

Minor Variance Application

Pursuant to Section 45 of The Planning Act R.S.O. 1990, as amended

Town of Erin

5684 Trafalgar Road
Hillsburgh, ON N0B 1Z0
(519) 855-4407 Fax: (519) 855-4821

| | |
|---|--|
|  | For Office use: Application Fee Received: |
| | Date Received: |
| | File Number: |
| | Date Complete Application Filed: |
| | Roll Number: |

A. General Information

| | | | |
|--|---------|--|---------------|
| Applicant Information | | | |
| a) Owner (Full name and address of Owner(s), whether a Corporation/Individual, must be provided) | | | |
| Contact Name(s): | | | |
| Address: | | | Municipality: |
| Phone / Fax: | E-Mail: | | Postal Code: |
| Note: Authorization is required if the applicant is <u>not</u> the owner (See Page 5) | | | |
| b) Agent *** If different from above*** | | | |
| Contact Name(s): | | | |
| Address: | | | Municipality: |
| Phone / Fax: | E-Mail: | | Postal Code: |
| c) Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property: | | | |
| Name(s): | | | |
| Address: | | | Municipality: |
| Phone / Fax: | E-Mail: | | Postal Code: |
| d) Send correspondence to the following: (Please specify) | | | |
| Owner: | Agent: | | Other: |

B. Reason for Application

| | |
|--|------------|
| Under what <u>Provision(s)</u> of the Zoning by-law is the application being made, and what is the nature and extent of the relief? (also indicate on sketch) | |
| Section: _____ | |
| Why is it not possible to comply with the provisions of the By-Law? (also indicate on sketch) | |
| | |
| What is the current County and Town of Erin official plan and Town of Erin zoning status? | |
| A) Town of Erin Official Plan Designation: | B) Zoning: |
| B) County of Wellington Official Plan Designation: | |

C. Access to Subject Lands

| | | | |
|---|--------|--------------------|---------------|
| Provide a description of the entire property: | | | |
| Street Address: | | City/Town: | Municipality: |
| Concession: | Lot: | Registered Plan #: | |
| Width of Road Allowance (if known): | | | |
| Road or Street Providing access to subject property: | | | |
| Frontage: | Depth: | Area: | |
| Please indicate what the access to the subject property is: | | | |
| Provincial Highway | | Other Public Road | |
| Seasonally Maintained Municipal Road | | Right-of-way | |
| Continually Maintained Municipal Road | | Water Access | |
| If access is by water only; please describe the parking and docking facilities used or to be used and the approximate distance of these facilities from subject land to the nearest public road: | | | |
| | | | |

D. Municipal Services Provided:

| | | | | | | | | |
|---|-----------------|----------------|--------------|--------------------|------------------|-----------------|----------------|-----------------------|
| Please indicate the applicable water supply and sewage disposal: | | | | | | | | |
| Building | Municipal Water | Communal Water | Private Well | Other Water Supply | Municipal Sewers | Communal Sewers | Private Septic | Other Sewage Disposal |
| Existing | | | | | | | | |
| Proposed | | | | | | | | |
| Please indicate what the storm drainage is provided by: | | | | | | | | |
| Sewers | | | | Swales | | | | |
| Ditches | | | | Other Means | | | | |

E. Existing, subject, and abutting property land uses, buildings and their locations

| | | |
|---|--|--------------------------------|
| Number of existing buildings or structures on the subject land: _____ | | Indicate units of measurement: |
| Provide the information below for each (for additional buildings or structures add sheet) | | Metric _____ Imperial _____ |
| Type of Building _____ | Height of Building or Structure: _____ meters. | Setback from: |
| # of Parking Spaces _____ | Dimensions of Floor Area: _____ | Front Lot Line: _____ |
| # of Loading Spaces _____ | Total Floor Area (excluding basement): _____ | Rear Lot Line: _____ |
| | % of Lot Coverage: _____ # of Floors: _____ | Side Lot Lines _____ & _____ |
| What is the existing use of: | | |

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|---|
| A) The Subject Property: |
| B) The Abutting Property: |
| C) How long have the existing uses continued on the subject property: |

What is the Proposed use of the subject land:

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|---|---|
| Number of Proposed buildings or structures on the subject land: _____ Provide the information below for each (for additional buildings or structures add sheet) | Indicate units of measurement: Metric _____ Imperial _____ |
|---|---|

| | | |
|---------------------------|--|------------------------------|
| Type of Building _____ | Height of Building or Structure: _____ meters. | Setback from: |
| # of Parking Spaces _____ | Dimensions of Floor Area: _____ | Front Lot Line: _____ |
| # of Loading Spaces _____ | Total Floor Area (excluding basement): _____ | Rear Lot Line: _____ |
| | % of Lot Coverage: _____ # of Floors: _____ | Side Lot Lines _____ & _____ |

Has the subject land ever been the subject of an application under section 45 of the Act? Yes No

F. Dates regarding subject property

Date of acquisition of subject property: _____

Date of Construction of all buildings on subject property: _____

G. Other related planning applications

If known, is the subject land the subject of any of the following development type applications:

| Application | Yes | No | File Number: | File Status: |
|-------------------------------------|-----|----|--------------|--------------|
| Official Plan Amendment | | | | |
| Zoning By-law Amendment | | | | |
| Plan of Subdivision | | | | |
| Site Development Plan | | | | |
| Building Permit | | | | |
| Consent (Land Division Committee) | | | | |
| Previous Minor Variance Application | | | | |

H. Authorization for Agent/Solicitor to Act for Owner

If affidavit is signed by an Agent/Solicitor on Owner's behalf, and/or the Agent will act on behalf of the Owner with regards to this application, the Owner's written authorization below must be completed.

I (we) _____, of the Town of Erin, County of Wellington do hereby authorize _____ to act as my agent in this application.

Signature of Owner(s)

Date

I. Permission to Enter

Owner or Authorized Agent:

I _____, of the Town of Erin, County of Wellington do hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Erin to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Location of Land: _____

Signed: _____
Owner or Authorized Agent

Date: _____

Print Name: _____

J. Affidavit:

This affidavit must be signed in the presence of a Commissioner.

I (we) _____ of the Town of Erin, County of Wellington, do solemnly declare that all the statements contained in this application are true, and I, (we), 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 and by virtue of the Canada Evidence Act.

This _____ day of _____, 20_____.

Signature of Owner or Authorized Solicitor/Agent

Date

Declared before me at the Town of Erin in the County of Wellington:

Signature of Commissioner

Date

Stamp:

Reviewed by:

Town of Erin Building Department

Town of Erin Planning Department