

MUNICIPALITY OF THE TOWN OF ERIN

Application for a Minor Variance

GUIDELINES AND EXPLANATORY NOTES

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 prior to consideration by Council or a Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

Application Fees:

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, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section G).

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 in Part E as applicable to the relief being sought.

Each copy of this application must be accompanied by a plan/sketch showing the dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. **Where relevant to the relief being requested**, the drawing(s) must also show any of the following applicable items:

- Dimensions of area of relief
- Neighbouring properties
- Driveways and lanes
- North arrow
- Public roads, private roads, allowances, rights of way
- If water access, the location of parking and docking facilities
- Distance to lot lines
- Neighbouring land uses
- Natural features
- Other features (bridges, wells, railways, septic systems)
- Easements, restrictive covenants
- Parking and loading areas
- Municipal Drains / Award Drains

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. This is known as "prescribed information" and is identified by this symbol (*) beside the question number.

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. The applicant or agent will be requested to attend a public meeting 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.

Further Information:

Secretary Treasurer, Kathryn Ironmonger
Municipality of the Town of Erin
5684 Wellington Rd. 24,
R. R. # 2, Hillsburgh, ON N0B 1Z0
Phone (519) 855-4407 and Fax: (519) 855-4821
Office Hours daily Monday to Friday 8:30 a.m. - 4:30 p.m.

Copies:

1 copy of this application, including the drawing and other information as may be specified, shall be required.

Fees:

\$ 600.00 Minor Variance Application

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

Municipality of the Town of Erin
Committee of Adjustment
5684 Wellington Rd. 24, R. R. # 2, Hillsburgh, ON N0B 1Z0
Phone: (519) 855-4407 Fax: (519) 855-4821
Secretary/Treasurer: Kathryn Ironmonger

Application Fee Received: \$ _____
Date Received: _____
File Number: A _____ / _____
Date Application Filed: _____

A. GENERAL INFORMATION

1. APPLICANT INFORMATION

a) Registered Owner's Name(s): _____

Address: _____

Phone: Home () Work () Fax ()

Please note: AUTHORIZATION IS REQUIRED IF THE APPLICANT IS NOT THE OWNER (See Section G)

b) Applicant (Agent) Name(s): _____

Address: _____

Phone: Home () Work () Fax ()

c) Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property:

d) Send Correspondence To: Owner | | Agent | | Other | |

2. PROVIDE A DESCRIPTION OF THE 'ENTIRE' PROPERTY Measurements are in Metric | | Imperial | | units

Municipal Address: _____

Concession: _____ Lot: _____ Registered Plan No.: _____

Area: _____ Depth: _____ Frontage (Width): _____

Width of Road Allowance (if known): _____

3a). WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?

i) Provincial Highway | | ii) Seasonally maintained municipal road | | iii) Continually maintained municipal road | |
iv) Other public road | | v) Right-of-way | | vi) Water access | |

3b) 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.

4. WHAT IS THE CURRENT OFFICIAL PLAN AND ZONING STATUS?

Official Plan Designation: _____

Zoning: _____

B. EXISTING AND PROPOSED SERVICES

5. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	Municipal	Communal	Private	Other	Municipal	Communal	Private	Other
	Water	Water	Well	Supply	Sewers	Sewers	Septic	Sewage
a) Existing								
b) Proposed								

6. IS STORM DRAINAGE PROVIDED BY: Sewers | | Ditches | | Swales | | Other means | |

7. WHAT IS THE NAME OF THE ROAD OR STREET THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?

C. REASON FOR APPLICATION

8. **WHAT IS THE NATURE AND THE EXTENT OF THE RELIEF THAT IS BEING APPLIED FOR?**
(Please specifically indicate on sketch)

9. **WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?**
(Please specifically indicate on sketch)

D. EXISTING SUBJECT AND ABUTTING PROPERTY LAND USES, BUILDINGS & THEIR LOCATIONS

10. **WHAT IS THE "EXISTING" USE OF:** _____

a) **THE SUBJECT PROPERTY?** _____

b) **THE ABUTTING PROPERTIES?** _____

11. **PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS ON OR PROPOSED FOR THE SUBJECT LAND:**

Measurements are in Metric | | Imperial | | units

	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____	Main Building Height	_____
c) % Lot Coverage	_____	_____	d) # of Parking Spaces	_____
e) # of Loading Spaces	_____	_____	f) Number of Floors	_____
g) Total Floor Area	_____	_____	h) Ground Floor Area	_____
(exclude basement)				

12. **WHAT IS THE LOCATION OF ALL BUILDINGS EXISTING AND PROPOSED FOR THE SUBJECT PROPERTY**
(Specify distances from front, rear and side lot lines) Measurements are in Metric | | Imperial | | units

	<u>Existing</u>	<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
a) Front Yard	_____	_____	Side Yards	_____
b) Rear Yard	_____	_____		

13. **DATE OF ACQUISITION OF SUBJECT PROPERTY:**

DATE OF CONSTRUCTION OF ALL BUILDINGS ON SUBJECT PROPERTY:

14. **HOW LONG HAVE THE EXISTING USES CONTINUED ON THE SUBJECT PROPERTY?**

15. **HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY**

YES | | NO | |

IF THE ANSWER IS YES, PLEASE INDICATE THE FILE NUMBER AND DESCRIBE BRIEFLY:

F. OTHER RELATED PLANNING APPLICATIONS

16. **HAS THE APPLICANT/ OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING ON THE SUBJECT LAND?**

Official Plan Amendment	Yes	No
Zoning By-law Amendment	Yes	No
Plan of Subdivision	Yes	No
Consent /Severance	Yes	No

17. IF THE ANSWER TO QUESTION 15 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: _____

Purpose of Application: _____

Status of Application: _____

G. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:

(If affidavit (H) is signed by an Agent/Solicitor on Owner's behalf, 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*

H. 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.
DECLARED before me at the TOWN of ERIN in the County of WELLINGTON
this _____ day of _____, 20_____.

Signature of Owner or Authorized Solicitor or Authorized Agent _____ *Date*

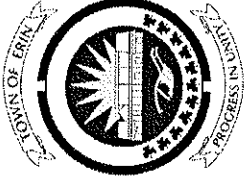
Signature of Commissioner _____ *Date*

APPLICATION AND FEE OF \$ 600.00 RECEIVED BY THE MUNICIPALITY:

Signature of Municipal Employee _____ *Date*

PERMISSION TO ENTER

TO: Secretary – Treasurer, Committee of Adjustment
The Municipality of the Town of Erin
5684 Wellington Rd. 24
R. R. # 2, Hillsburgh, ON N0B 1Z0



I 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

PRINT NAME: _____