

**CORPORATION OF THE TOWNSHIP OF EAST HAWKESBURY  
COMMITTEE OF ADJUSTMENT  
APPLICATION FOR  
MINOR VARIANCE /PERMISSION**

**APPLICATION WILL BE RETURNED IF REQUIREMENTS NOT MET**

**Please check the appropriate box and attach all necessary material to this form:**

**Required Fee:**

- \$1,000.00 for each application, made payable to "Township of East Hawkesbury"

**Completed Application Form**

- A covering letter explaining the application
- Plan of Survey signed by Ontario Land Surveyor for the subject land (if available)
- The Regulations also require a sketch, to scale, showing the following:
- the boundaries and dimensions of the subject land;
  - variance required noted on sketch, if possible;
  - the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples including buildings, railways, roads, water courses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - the current uses on land that is adjacent to the subject land;
  - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
  - the location and nature of any easement affecting the subject land.

**Notes :**

- 1. If the application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization will be required.**
- 2. Please note that it is the responsibility of the applicant to ensure that on-site notice signage is provided in accordance with Regulations under the Planning Act.**

**COMMITTEE OF ADJUSTMENT  
APPLICATION FOR  
MINOR VARIANCE**  
*Section 45 of the Planning Act, RSO  
(O. Reg. 200/96)*

OFFICE USE ONLY	
<b>Application No.</b>	<b>Application Received</b>
<b>Date of Preconsultation Meeting</b>	
<b>Date of Application Deemed Complete</b>	
<b>Fee Received</b>	

**TO BE COMPLETED BY APPLICANT**

SUBMISSION REQUIREMENTS
<b>NATURE AND EXTENT OF THE RELIEF FROM THE ZONING BY-LAW (Please attach a separate sheet if additional space is required)</b>
a) Minor Variance Requested: _____ By-Law Requirement: _____
b) Minor Variance Requested: _____ By-Law Requirement: _____
c) Minor Variance Requested: _____ By-Law Requirement: _____
d) Minor Variance Requested: _____ By-Law Requirement: _____
e) Minor Variance Requested: _____ By-Law Requirement: _____
g) Minor Variance Requested: _____ By-Law Requirement: _____
h) Minor Variance Requested: _____

By-Law Requirement: \_\_\_\_\_

Reasons for the Request :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION DESCRIPTION**

Municipal Address : \_\_\_\_\_

**LEGAL DESCRIPTION**

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Ref. Plan No. \_\_\_\_\_

Part Numbers on Ref. Plan \_\_\_\_\_

**CONTACT INFORMATION**

*Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.*

NAME/TITLE	MAILING ADDRESS & POSTAL CODE	PHONE NO. (1) FAX NO. (2) E-MAIL (3)
<p><b>All registered Property Owner(s)</b></p> <p>_____</p> <p>First name                      Last name</p> <p><input type="checkbox"/> ↑ Under Agreement to Purchase and Sale</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p>
<p><b>Agent</b></p> <p>_____</p> <p>First name                      Last name</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p>

**Unless otherwise requested, all communications will be sent to Owner's Authorized Agent, if any.**

**DESCRIPTION OF REQUEST**

**1. Type and reason of the request (check all that apply)**

- ↑ Variance (s) to Zoning By-Law
- ↑ Permission (Non-conforming use):
- ↑ Other Purpose (Specify) : \_\_\_\_\_

**2. Planning Information (Please contact Municipal Personnel)**

a) Official Plan Designation \_\_\_\_\_

b) Zoning \_\_\_\_\_ Name of Zoning By-Law \_\_\_\_\_

**3. Subject Land Information**

**Description**

Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_

Area m<sup>2</sup>/ha \_\_\_\_\_

**Use of Property**

Existing Use (s) \_\_\_\_\_

Proposed Use (s) \_\_\_\_\_

**Buildings or structures**

**Existing:** a) Type & size of dwelling \_\_\_\_\_

Date of Construction \_\_\_\_\_

Setback from lot line front \_\_\_\_\_ rear \_\_\_\_\_ side \_\_\_\_\_

Height \_\_\_\_\_ Floor area \_\_\_\_\_

b) Type & size of building \_\_\_\_\_

Date of Construction \_\_\_\_\_

Setback from lot line front \_\_\_\_\_ rear \_\_\_\_\_ side \_\_\_\_\_

Height \_\_\_\_\_ Floor area \_\_\_\_\_  
**Proposed:** Type & size of building \_\_\_\_\_  
 Date of Construction \_\_\_\_\_  
 Setback from lot line front \_\_\_\_\_ rear \_\_\_\_\_ side \_\_\_\_\_  
 Height \_\_\_\_\_ Floor area \_\_\_\_\_

Date of Acquisition by current owner		
Current Use of Adjacent Land		
Water supply	Storm Drainage	
<input type="checkbox"/> ↑ Private individual well	<input type="checkbox"/> ↑ Municipal storm sewers	
<input type="checkbox"/> ↑ A lake or other water body	<input type="checkbox"/> ↑ Roadside ditches	
<input type="checkbox"/> ↑ <b>Other</b> means ( i. e. communal well )	<input type="checkbox"/> ↑ Other means	
Sewage disposal	Access- Name of :	
<input type="checkbox"/> ↑ <b>Municipal</b> sanitary sewer system	Municipal Road	
<input type="checkbox"/> ↑ Private septic sytem	County Road	
<input type="checkbox"/> ↑ Communal septic system	Provincial Highway	
<input type="checkbox"/> ↑ Other means	Right-of-Way	

**4. Past Application History**

**Has this parcel of land ever been the subject of?**

Yes	No		File Number	Other Details
↑	↑	County Official Plan Amendment	_____	_____
↑	↑	Zoning By-Law Amendment	_____	_____
↑	↑	Subdivision Application	_____	_____
↑	↑	Site Plan Application	_____	_____
↑	↑	Consent (Severance) Application	_____	_____
↑	↑	Minor Variance Application	_____	_____
↑	↑	Building Permit Application	_____	_____
↑	↑	Other (e.g. Road Opening)	_____	_____
↑	↑	Don't know _____	_____	_____

**5. Current Application History**

**Is the parcel of land currently the subject of the applications listed below?**

Yes	No		File Number	Status	
				Being Processed	Council Approval
↑	↑	County Official Plan Amendmen t	_____	_____	_____
↑	↑	Zoning By-Law Amendment	_____	_____	_____

↑	Subdivision Application	_____	_____	_____
↑	↑ Site Plan Application	_____	_____	_____
↑	↑ Consent (Severance) Application	_____	_____	_____
↑	↑ Minor Variance Application	_____	_____	_____
↑	↑ Building Permit Application	_____	_____	_____
↑	↑ Other (e.g. Road Opening)	_____	_____	_____
↑	↑ Not known _____	_____	_____	_____

<b>Affidavit or Sworn Declaration that the Information is Accurate</b>	
<p>I, _____, residing at _____ solemnly declare that all of the above statements contained in the application are true and I 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 <i>The Canada Evidence Act</i>.</p> <p><b>SWORN (or declared) BEFORE ME</b></p> <p>At _____,</p> <p>this _____ day of _____, 20____.</p> <p>_____</p> <p>Commissioner of Oaths</p> <p>_____</p> <p>Signature of Applicant</p>	

<b>Authorization of Owner for Agent to make the Application</b>	
<p>If the application is to be signed by an agent/solicitor on behalf of the owner, the following authorization must be completed or the owner must submit a letter of authorization.</p> <p>I, _____, am the owner of the land that is subject of this application and I authorize _____</p> <p>to make this application on my behalf.</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Signature of Owner</p>	