

COMITTEE 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:

Attached

- Required Fee:**
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 location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - 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	
Application No.	Application Received
Date of Preconsultation Meeting	
Date of Application Deemed Complete	
Fee Received	

TO BE COMPLETED BY APPLICANT

SUBMISSION REQUIREMENTS
NATURE AND EXTENT OF THE RELIEF FROM THE ZONING BY-LAW (Please attach a separate sheet if additional space is required)
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>All registered Property Owner(s)</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>Agent</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 et objet de la transaction demandée : (cochez toutes les cases appropriées)

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 _____

DESCRIPTION OF REQUEST (cont'd)

3. Subject Land Information

Description

Frontage (m) _____ Depth (m) _____
 Area m²/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"/> Other means (i. e. communal well)	<input type="checkbox"/> Other means	
Sewage disposal	Access- Name of :	
<input type="checkbox"/> Municipal 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	

DESCRIPTION DE LA DEMANDE (suite)

4. Demandes antérieures

Le terrain visé a-t-il déjà fait l'objet des demandes suivantes?

Oui	Non		N° de dossier	Autres précisions
<input type="checkbox"/>	<input type="checkbox"/>	Modification au Plan directeur des comtés	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Modification au Règlement de zonage	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Lotissement	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Plan d'emplacement	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Autorisation (disjonction)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Dérogation mineure	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Permis de construire	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Autres (p.ex.,ouverture de route)	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Non connu _____	_____	_____

5. Demande actuelle

Le terrain visé fait-il actuellement l'objet des demandes suivantes?

Oui	Non		N° de dossier	État Traitement en Cours	Approbation du Conseil
<input type="checkbox"/>	<input type="checkbox"/>	Modification au Plan directeur des comtés	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Modification au Règlement de zonage	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Lotissement	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Plan d'emplacement	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Autorisation (disjonction)	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Dérogation mineure	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Permis de construire	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Autres (p.ex.,ouverture de route)	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	Non connu _____	_____	_____	_____

6. a dérogation demandée entraînera-t-elle l'aliénation ou la perte de logements existants? OUI NON

Affidavit ou déclaration sous serment attestant l'exactitude des renseignements fournis

Je soussigné(s) _____, habitant à _____ déclare solennellement que tous les renseignements fournis ci-dessus sont véridiques et reconnais que cette déclaration solennelle faite de bonne foi a la même force exécutoire qu'une déclaration faite sous serment ou en vertu de la *Loi sur la preuve du Canada*.

FAIT (ou donné) sous serment en MA PRÉSENCE

À _____,
ce ____ jour de _____, 200 ____.

Commissaire aux affidavits

Signature du demandeur