



# Application for Minor Variance

Note: The “\*” identifies prescribed information outlined in Ontario Regulation 220/96;

## **PART I**      **GENERAL INFORMATION**

### **1.      Applicant/Owner Information**

a)      \*Applicant’s Name(s):

\*Address:

\*Phone#:

Email:

b)      \*The applicant is: the registered owner      an agent authorized by the owner

c)      If the applicant is an agent authorized by the owner, please complete the following:

\*Name of Owner:

\*Address of Owner:

\*Phone#:

Email:

d)      To whom should correspondence be sent?   Owner      Applicant      Both

### **2.      \*Provide a description of the subject land:**

Street Address:

Municipality:

Concession:

Lot:

Registered Plan No.:

Block or Lot No.(s) in the Plan:

Reference Plan No.:

Part No.(s):

Assessment Roll Number:

### **3.      \*Current designation of the subject land in the Official Plan:**

### **4.      \*Current Zoning of the subject land:**

## PART II

## DETAILS OF THE APPLICATION

5. **\*Please state the nature and extent of the relief from the zoning by-law**
  
  6. **\*What is the reason why the proposed use cannot comply with the provisions of the Zoning By-law?**
  
  7. **\*Dimensions of the subject land:**  
Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_
  
  8. **\*Please mark below the access to the subject land:**  

Provincial Highway \_\_\_\_\_  
Municipal Road Maintained seasonally \_\_\_\_\_  
Other Public Road: \_\_\_\_\_

Municipal Road Maintained All Year \_\_\_\_\_  
Right of Way \_\_\_\_\_  
Water \_\_\_\_\_
  
  9. **\*If the only access is by water, please state below the parking and docking facilities that are to be used, and the distance of these facilities from the subject land and from the nearest public road:**
  
  10. **\*When was the subject land acquired by the current owner?**
  
  11. **\*What are the existing uses of the subject land and how long have they continued?**  

#1 \_\_\_\_\_

Since: \_\_\_\_\_ / \_\_\_\_\_ Years

#2 \_\_\_\_\_

Since: \_\_\_\_\_ / \_\_\_\_\_ Years
  
  12. **\*Are there any buildings or structures on the subject land?**  
Yes \_\_\_\_\_ No \_\_\_\_\_
  
  13. **\*What are the “proposed” uses of the subject land?**
  
  14. **\*Will any buildings or structures be built on the subject land?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

15. **\*Provide the following details for all existing or proposed buildings or structures on the subject land:** (Use a separate page if necessary)

	EXISTING			PROPOSED	
Type of building or structure					
Setback from the front lot line					
Setback from the rear lot line					
Setbacks from the side lot lines					
Height (in metres)					
Dimensions or floor area					
Date constructed					

16. **\*Indicate how water is supplied and how sewage disposal is provided to the subject land:**

**WATER**

privately owned & operated individual well  
 privately owned & operated communal well  
 publicly owned & operated piped water system  
 lake or other water body  
 other means:

**SEWAGE**

privately owned & operated individual septic system  
 privately owned & operated communal septic system  
 publicly owned & operated piped sanitary septic system  
 privy  
 other means:

17. **\*How is storm drainage provided**

Sewers      Ditches      Swales      Other Means

18. **\*Is the subject land also the subject of an application for approval of a plan of subdivision or consent?**

Yes                      No                      Don't Know

19. **\*Has the subject land ever been the subject of an application under section 45 of the planning act? (i.e. previous minor variance application)**

Yes                      No                      Don't Know

## 20. Application Sketch

On a separate page(s), please provide a sketch, drawn to scale, preferably prepared by a qualified professional, showing the following: (In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- \* Boundaries and the dimensions of the subject land for which the amendment is being sought.
- \* The location, size and type of all existing and proposed buildings and structures, indicating the distances 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 applicant, may affect the application. Examples include buildings, railways, roads, watercourses, 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 travelled road, a private road or a right of way.
- \* If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- \* The location and nature of any easement affecting the subject land. -Applicant's Name -\*  
Date of sketch
- \* The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- \* North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities
- Planting strips and landscaped areas
- Buildings to be demolished or relocated.

### **PART III**      **AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

(If affidavit (Part IV) is signed by an Agent on Owner's behalf, the Owner's written authorization below must be completed)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
in the County of Renfrew do hereby authorize  
to act as my (our) agent in this application.

Signature of Owner(s)

Date

**PART IV**

**\*AFFIDAVIT:** (This affidavit must be signed in the presence of a Commissioner)

I, (we) \_\_\_\_\_ of the \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ In the County of Renfrew solemnly declare that all of  
the information required under Ontario Regulation 200/96, and 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 \_\_\_\_\_ of \_\_\_\_\_ in the  
County of Renfrew this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

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**NOTE:** One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the local Municipality to such persons as the local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

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(To be completed by the Municipality)

***"COMPLETE" APPLICATION AND FEE*** OF \$ \_\_\_\_\_ received by the Municipality:

Date

Signature of Municipal Employee

Roll # 4706

Application reviewed and deemed complete:

Name:

Date:

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Township of Madawaska Valley Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation,  
I/We  
the owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Township of Madawaska Valley staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

I understand that the lot lines and location of the minor variance are to be staked out to assist with the site visit.

Date

Signature

Signature



THE CORPORATION OF THE  
TOWNSHIP OF MADAWASKA VALLEY  
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