

# Application for Minor Variance under Section 44 of the Planning Act

*Committee of Adjustment of the Municipality of Shuniah*

**NOTE TO APPLICANTS:**

**Completeness of the application,**

The applicant must provide the mandatory information with the appropriate fee. If the mandatory information and fee are not provided, the application will be returned, or refused for further consideration until the information and fee have been provided.

The application form also sets out other information that will assist the Municipality and others in their planning evaluation of the consent application. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making decisions. As a result, the application may be refused. *Applications to the Committee of Adjustment are processed in accordance with Provincial Legislation and information provided by the applicant. It is, therefore, the responsibility of the applicant to ensure the accuracy and completeness of the application PRIOR to its submission to this office*

Meeting dates will only be determined upon receipt of a COMPLETED application. Once the application is determined complete revisions and/or changes to the application, including dimensions will not be allowed. Please ensure the accuracy of your application. Errors or omissions may require a further application and additional expense. Confirmation of the current zoning on your property may be obtained from the Planning Department.

**Submission of the Application,**

**ONE application form is required, accompanied with a sketch.**

The application **MUST** be signed by the owner(s) or authorized agent in the presence of a Commissioner, Notary Public, etc.

**OFFICE USE ONLY:**

Application No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Date Application Received \_\_\_\_\_

**1. APPLICANT/AGENT INFORMATION:**

\*Name of Applicant: \_\_\_\_\_

\*Solicitor/Authorized Agent /Firm: \_\_\_\_\_ (If applicable)

\*Mailing Address: \_\_\_\_\_

\*City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email address: \_\_\_\_\_ cell#: \_\_\_\_\_

**\*Registered Owner** An owners's authorization is required if the applicant is not the owner see back page

Owner's Mailing Address: \*If different from above: \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

**2. LOCATION OF PROPERTY**

\* Property Roll Number - 58-28- 0 0- 00 - \_\_\_\_\_  
(obtained from tax bill or assessment notice)

\* **Complete the applicable boxes:**

Concession No.	Section No.
Registered Plan No.	Lot(s) No.
House # and Road Name	
Mining Location	Reference Plan No.      Pts.

\* 3. **NATURE AND EXTENT OF RELIEF APPLIED FOR:** (By-law 2038-00 Section: \_\_\_\_\_ )

\_\_\_\_\_

\* 4. **WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?**

\_\_\_\_\_

\* 5. **DIMENSIONS OF THE SUBJECT LAND AFFECTED:**

Frontage \_\_\_\_\_ Depth \_\_\_\_\_

Area \_\_\_\_\_ Width of street \_\_\_\_\_

\* 6. **LOCATION AND USE OF BUILDINGS AND STRUCTURES AS SHOWN ON SKETCH- MUST INCLUDE HEIGHT, DISTANCE TO FRONT AND REAR LOT LINE, SIDE LOT LINES, FLOOR AREA , DISTANCE TO ALL OTHER BUILDINGS INCLUDING DISTANCES TO ABUTTING PROPERTY BUILDINGS. (In metres)**

List All Existing Buildings ie Residential Dwelling, Garage, Storage Shed, Bunkhouse, Commercial Shop, Office Building				Proposed Building(s) and Use of building:			
These distances are to be included on your site plan				These distances are to be included on your site plan shown as "proposed"			
<b>Structure:</b>				<b>Structure:</b>			
to Front Yard	____m	to Rear Yard	____m	to Front Yard	____m	to Rear Yard	____m
Separation distance to _____	____m	Separation distance to _____	____m	Separation distance to _____	____m	Separation distance to _____	____m
to __Side Yards	____m	to __Side Yards	____m	to __Side Yards	____m	to __Side Yards	____m
Square footage	____m <sup>2</sup>	Height	____m	Square footage	____m <sup>2</sup>	Height	____m
<b>Structure:</b>				<b>Structure:</b>			
to Front Yard	____m	to Rear Yard	____m	to Front Yard	____m	to Rear Yard	____m
Separation distance to _____	____m	Separation distance to _____	____m	Separation distance to _____	____m	Separation distance to _____	____m
to __Side Yards	____m	to __Side Yards	____m	to __Side Yards	____m	to __Side Yards	____m
Square footage	____m <sup>2</sup>	Height	____m	Square footage	____m <sup>2</sup>	Height	____m

\* 7. **EXISTING USE OF PROPERTY( residential, commercial etc.)**

Subject Property: \_\_\_\_\_

Abutting Properties: \_\_\_\_\_

\* 8. **ADDITIONAL INFORMATION- PARTICULARS OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND** (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

\* 9. **SERVICING - Access**

**ROAD ACCESS** Fire No. and Common Name of Road \_\_\_\_\_

**Road Ownership**

- Municipality
- Private

- Ministry of Transportation
- Other

\* 10. **WATER ACCESS (if applicable)**

(a) If the proposed access is by water, please describe the nearest public boat launching and car parking facility and if secured by registered easement.

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(b) How far is it from the property, and what facilities are there? \_\_\_\_\_

**OTHER ACCESS** (Specify) \_\_\_\_\_

\* 11. **SERVICING - Water**

- Municipality
- Private: lake, well or communal (specify)

\* 12. **SERVICING - Sewage**

- Municipality
- Private: septic, pit, chemical (specify)

A certificate of approval from the local Health Unit or Ministry of the Environment submitted with this application will facilitate the review.

\* 13. **PRESENT OFFICIAL PLAN PROVISIONS APPLYING TO THE LAND:**

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\* 14. **PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE LAND:**

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\* 15. **HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY?**  Yes  No

If yes, File Number - \_\_\_\_\_

Decision of the application - \_\_\_\_\_

\* 16. **IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE PLANNING ACT?**  Yes  No

If yes, File Number - \_\_\_\_\_

17. **OTHER INFORMATION**

Is there any other information you think may be useful to the Municipality or agencies in reviewing this application? If so, explain below or attach on a separate page.

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**\* AFFIDAVIT OR SWORN DECLARATION**

I/We, \_\_\_\_\_ of the \_\_\_\_\_  
\_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_

\_\_\_\_\_ 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.

SWORN/AFFIRMED /DECLARED before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
In the Province of Ontario )  
this \_\_\_\_\_, day of \_\_\_\_\_ 20\_\_\_\_\_) \_\_\_\_\_  
SIGNATURE

A Commissioner for taking Affidavits. \_\_\_\_\_  
signature stamp

**\* AUTHORIZATIONS**

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

**AUTHORIZATION OF REGISTERED OWNER FOR APPLICANT OR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a consent and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date Signature of Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set our below.

**AUTHORIZATION OF OWNER FOR APPLICANT OR AGENT TO PROVIDE PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is subject of this application for a consent for the purposes of the Freedom of Information and Protection of Privacy Act I authorize \_\_\_\_\_ as my agent for this application, to provided any of my personal information that will be included in this application or collected during the process on of the application.

\_\_\_\_\_  
Date Signature of Owner

**CONSENT OF THE OWNER:**

Complete the consent of the owner concerning personal information set out below.

***AUTHORIZATION OF OWNER TO THE USE  
AND DISCLOSURE OF PERSONAL INFORMATION***

*I, \_\_\_\_\_, am the owner of the land that is subject of this application for a consent and for the purposes of the Freedom of Information and Protection of Privacy Act I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**NOTE:**

1. Each application must be accompanied with a fee of \$750.00.
2. **ALL** questions **MUST** be answered fully and the sketch completed **BEFORE** the application(s) will be accepted for processing.
3. A sketch must accompany the application showing,
  - a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
  - b) the distance between the subject land and the nearest Municipality lot line or landmark such as a bridge or railway crossing;
  - c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
  - d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
  - e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
  - g) the locations, width and name of any roads within or abutting the subject land, indicating whether it is an unopen road allowance, a public travelled road, a private road or a right of way;
  - h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
  - i) the location and nature of any easement affecting the subject land.

**PLEASE INSURE ALL PERTINENT INFORMATION IS CONTAINED ON A SINGLE SKETCH ONLY. THE MAXIMUM SIZE FOR THE ACCOMPANYING SKETCH SHALL BE 11" X 17".**