



**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 minor variance 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 deter-

mined 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. The hearing agenda and supporting documents will be made available to the public on the Shuniah website, www.shuniah.org, for further information please contact our office.

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.

Next Step:

The applicant (Owner) or authorized agent is requested to attend the hearing to respond to any questions or concerns the committee or persons present may have. In absence of authorized representation, the committee may defer an application or render a decision.

OFFICE USE ONLY:

Application No. _____ Receipt No. _____

Date Application Received _____ Date Application Completed: _____

1. REGISTERED OWNER:

Owner's Name: _____

Owner's Mailing Address: _____

City _____ Prov _____ Postal Code _____ Phone _____

Cell _____ Email Address _____

2. APPLICANT/AGENT INFORMATION: (If different from Registered Owner, An Owner's authorization is required, Schedule A)

Applicant's Name: _____

Solicitor/Authorized Agent/Firm: _____

Applicant's Mailing Address: _____

City _____ Prov _____ Postal Code _____ Phone _____

Cell _____ Email Address _____

3. LOCATION OF PROPERTY

Property Address: _____

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.
Mining Location	Reference Plan No. Pts.

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4. **NATURE AND EXTENT OF RELIEF APPLIED FOR:** (By-law 2038-00 Section: _____)

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

6. **DIMENSIONS OF THE SUBJECT LAND AFFECTED:**
 Frontage _____ Depth _____
 Area _____ Width of Street _____
 Date Land Acquired: _____

7. **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”			
Structure:				Structure:			
Date Constructed:							
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 ²	Height	____m	Square footage	____m ²	Height	____m
Structure:				Structure:			
Date Constructed:							
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 ²	Height	____m	Square footage	____m ²	Height	____m

8. **EXISTING USE OF PROPERTY (residential, commercial etc.)**
 Subject Property: _____
 Length of time of existing use: _____
 Abutting Properties: _____

9. **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: _____

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10. **SERVICING - Access**
ROAD ACCESS: Fire No. and Common Road Name _____
- Road Ownership:** Municipality Ministry of Transportation
 Private Other
11. **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.
- _____
- _____
- (b) How far is it from the property, and what facilities are there? _____
- OTHER ACCESS (Specify)** _____
12. **SERVICING - Water**
- Municipality
 Private: lake, well or communal (specify)
13. **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.
14. **SERVICING – Storm Drain**
- Provided: sewer, ditches, swales, other (specify)
 No
15. **PRESENT OFFICIAL PLAN PROVISIONS APPLYING TO THE LAND:**
- _____
- _____
16. **PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE LAND:**
- _____
- _____
17. **HAS THE SUBJECT PROPERTY BEEN SUBJECT OF AN APPLICATION UNDER THE PLANNING ACT FOR APPROVAL OF A PLAN OF SUBDIVISION OR A CONSENT?**
- No Yes, File Number - _____
- Status of the application - _____
18. **IS THE SUBJECT PROPERTY BEEN THE SUBJECT OF AN APPLICATION UNDER SECTION 45 OF THE PLANNING ACT?**
- No Yes, File Number - _____
19. **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 City/District/Regional Municipality of _____ in the City/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

CONSENT OF THE OWNER:

***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 minor variance 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 the subject land;
 - b) 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;
 - c) 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;
 - d) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
 - e) 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;
 - f) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - g) the location and nature of any easement affecting the subject land.
 - h) **LEASE INSURE ALL PERTINENT INFORMATION IS CONTAINED ON A SINGLE SKETCH ONLY. THE MAXIMUM SIZE FOR THE ACCOMPANYING SKETCH SHALL BE 11" X 17".**
4. If applicable, property owner's authorization letter attached as Schedule A.

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Schedule A

Date

Owner Name(s)

Address

Phone Number

Attention: Committee of Adjustment, Secretary-Treasurer

Subject: Letter of Authorization

RE: Lot
Plan
Address
Municipality of Shuniah

Dear Sir/Madam:

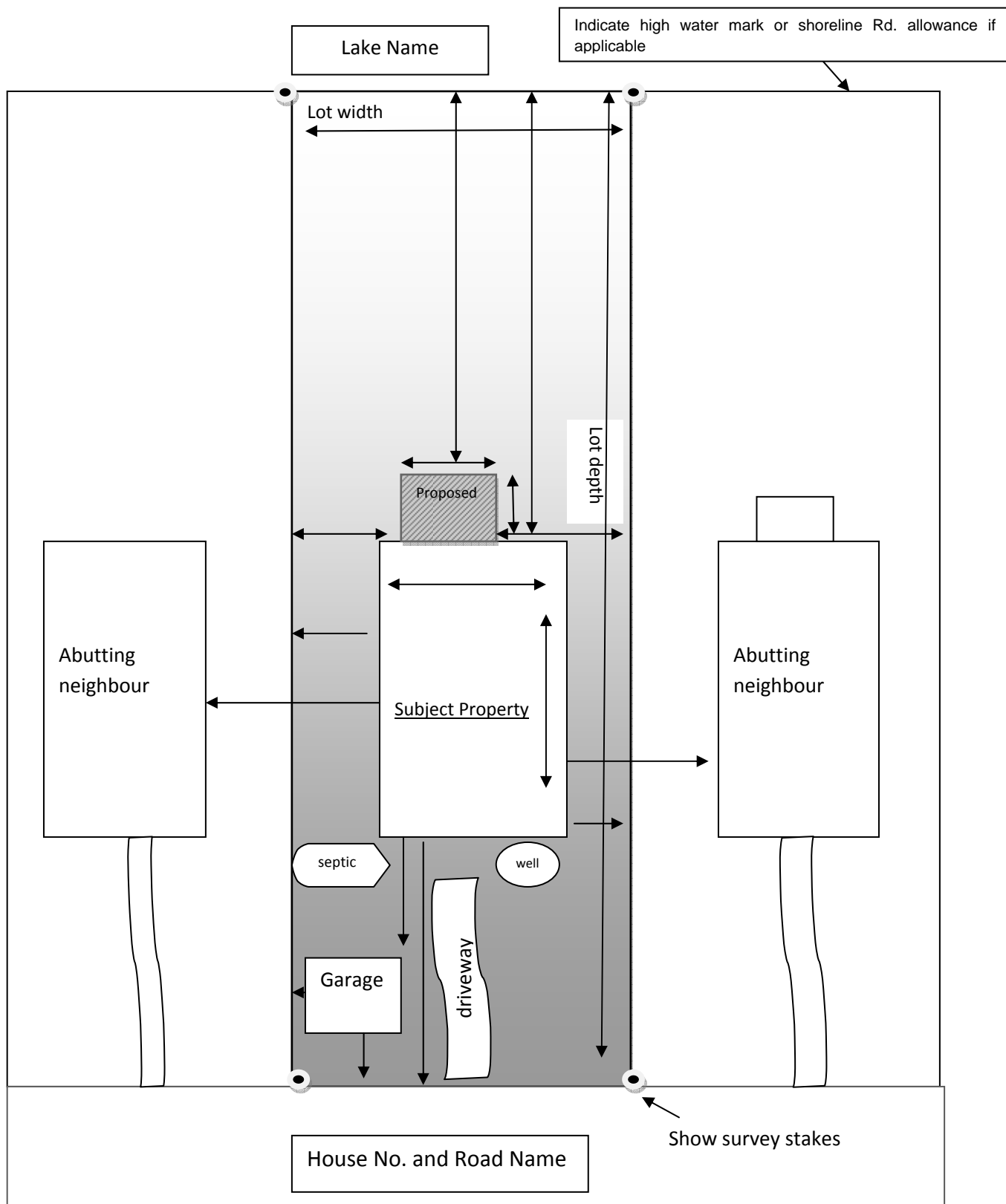
I, _____, am the owner of the land that is the subject of this application for a minor variance and I authorize _____ to make this application on my behalf as described in the attached site plan. For the purposes of the Freedom of Information and Protection of Privacy Act I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the process on of the application.

Please do not hesitate to contact me if there are any further questions.

Yours truly,

Owner Signature

Example Diagram for Committee of Adjustment
Application for Minor Variance



- ✓ -Provide the property Legal description and include a survey if available. Indicate any iron markers or survey stakes on the diagram.
 - ✓ -All relevant distances and property dimensions
 - ✓ -Location and dimension of proposed construction and label as "proposed". Include all relevant information . ie. Overhangs, cornices, sills, windows, chimneys, hottubs, fences.. etc.
 - ✓ -Location of all structures, garages, sheds, well, septic, decks, docks, etc. on the subject property
 - ✓ -Abutting property information ie. location of main dwelling, wells, septic, decks, garages, shed etc.
 - ✓ All adjacent roads , easments and right of ways, train tracks, rivers, paths, et.
 - ✓ -Bushes, hedges, walkways and driveways
 - ✓ -Include 3 dimensional drawings if applicable ie. Height of proposed construction, site lines and any other pertinent information.
- Measurements must be legible. Exact measurements are required.
Please use metric and bracket imperial measurements if desired.