



Township of Drummond/North Elmsley

APPLICATION FOR MINOR VARIANCE

310 Port Elmsley Road, R.R. #5 Perth, ON K7H 3C7
 (p) 613-267-6500 (f) 613-267-2083 www.dnetownship.ca

Note: All questions on this application must be answered or the application will be deemed incomplete and returned.

Prior to submitting this application, property owners and agents are encouraged to pre-consult with the Township Planner.

OFFICE USE ONLY			
Date Received:		Receipt No.	
Application Complete? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date deemed complete:	File No. MV- ___ - ___	
Additional Information Required:		Fee Paid (date):	
		Proposed Committee Meeting Date:	

*(To Be Submitted to the Township Office with the Required **FEES OF \$600.00**)*

The undersigned hereby applies to the Committee of Adjustment of the Township of Drummond/North Elmsley under Section 45 of the *Planning Act* for relief, as described in this application, from Zoning By-law 2012-060, as amended.

The undersigned hereby acknowledges that the filing of this application alone does not necessarily constitute fulfilling all the requirements of either the Township or the *Planning Act*.

1. **Name of Property Owner(s)** _____

Mailing Address _____

Telephone (Home) _____ (Work) _____ Email _____

2. **Name of Applicant/Agent** _____

Note: If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see page 7)

Mailing Address _____

Telephone _____ Email _____

Correspondence should be directed to:

Property Owner Applicant/Agent Both

3. Description of subject land:

Lot(s) _____ Concession(s) _____ Ward _____

Reference Plan _____ Part(s) _____

Registered Plan _____ Lot/Block(s) _____

Assessment Roll Number 0919- _____ - _____ - _____

Street Address (No. /Rd. Name) _____

Dimensions of subject land: Frontage _____ Depth _____ Area _____

Survey Attached: Yes No

4. Are there any easements or restrictive covenants affecting the subject property?

Yes No if yes, please describe:

5. Current designation of subject lands under the Official Plan: _____

6. Current zoning of subject lands under the Zoning By-law: _____

7. Nature and extent of relief applied for: _____

8. Reasons why the proposed use cannot comply with the provisions of the by-law:

9. Date of acquisition of property by current owner: _____

10. Existing use(s) of the subject land: _____

11. Length of time that the existing uses of the subject land have continued: _____

12. Existing uses of abutting properties (including properties on opposite side of road allowance):

13. Proposed use(s) of the subject land: _____

14. Are there any buildings or structures on the subject land? Yes No

If yes, please indicate date of construction: _____

15. Identify each existing building or structure, including: type of building or structure, ground floor area, gross floor area, number of stories, width, length, height of building, as well as distance from side, rear and front property lines (please attached an additional sheet if necessary):

Type of Building or Structure	Setbacks to lot lines (m)				Height (m)	# of Storeys	Dimensions (Length & Width)	Ground Floor Area	Gross Floor Area
	Front	Rear	Left Side	Right Side					

16. Does the application require demolition of an existing building? Yes No

If so, please describe: _____

17. Are there any buildings or structures proposed to be built on the subject land?

Yes No

18. Identify proposed buildings or structures, including: type of building or structure, ground floor area, gross floor area, number of stories, width, length, height of building, as well as distance from side, rear and front property lines (please attached an additional sheet if necessary):

Type of Building or Structure	Setbacks to lot lines (m)				Height (m)	# of Storeys	Dimensions (Length & Width)	Ground Floor Area	Gross Floor Area
	Front	Rear	Left Side	Right Side					

19. Number of parking spaces: Existing: _____ Proposed: _____

20. Type of access: (check appropriate space and name road/highway)

Provincial Highway _____	Municipal Road _____ (maintained year round)
County Road _____	Municipal Road _____ (seasonally maintained)
Private Right-of-way _____	Water only _____
Other (describe) _____	

21. If access is by water only, specify the parking and docking facilities used/to be used and the approximate distance of these facilities from the subject land and the nearest public road:

22. Type of water provided to the subject land: (check appropriate space/spaces)

	Existing	Proposed
Publicly owned/operated piped water system		
Privately owned/operated communal well		
Privately owned/operated individual well		
Other (please specify)		

23. Type of sewage disposal provided to the subject land: (check appropriate space/spaces):

	Existing	Proposed
Publicly owned/operated communal septic system		
Privately owned/operated septic system		
Privy, or other means (please specify)		

24. Specify whether storm drainage is provided by sewers, ditches, swales, or other means:

25. Is the property the subject of an application under the *Planning Act* for approval of a plan of subdivision or a severance? Yes No

If yes, please describe application, specify the file number: _____

26. If known, please specify whether the property has ever been the subject of an application before the committee of Adjustment under Section 45 of the *Planning Act*: Yes No

If yes, please describe application, specify the file number: _____

27. Are there any of the following uses or features on the subject lands or within 500 metres of the subject property? (If yes, additional information may be required)

USE OR FEATURE	ON SUBJECT LAND?	WITHIN 500 METRES OF SUBJECT LAND? (Give approximate distance)
An agriculturally designated area (prime agricultural land)		
A livestock facility (barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant/lagoon		
An industrial land use		
A commercial land use		
A licensed pit or quarry or an area designated for aggregate extraction		
A mining hazard		
An active railway line		
A flood plain or other natural hazard		
A natural gas or oil pipeline		
A hydro easement		
A contaminated site		
A Provincially Significant Wetland		
A Locally Significant Wetland		
An Area of Natural and Scientific Interest (ANSI)		
Fish/Wildlife Habitat		
Potentially Significant Woodlands		
A designated heritage building/site		
Habitat of Threatened or Endangered Species		

28. If the application relates to a proposed building or structure, or an extension thereof, please submit a detailed cross section profile of the proposed construction.

Profile included: Yes No Not Applicable

29. Please submit a detailed drawing drawn to scale, with a maximum size of 11” by 17”, with METRIC dimensions, showing the following:

(Please note: the application may not be deemed completed if all required information is not shown.)

Required Information:

- The boundaries and dimensions of the subject land
- The location, dimensions and type of all existing and proposed buildings/structures on the subject land and on abutting lots, indicating the distance of the buildings/structure from the front lot line, rear lot line and site yard lot lines.
- The approximate location of all natural and artificial features on the subject land and on abutting lots, including distances to these features. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, hydro or utility lines, etc.)
- MDS distances should be shown on the sketch if this calculation is required.
- The location of all existing and proposed wells, septic systems and tile beds on the subject property and on adjacent lands, and the distances from septic systems and tile beds to existing and proposed buildings, water supplies, property lines, lakes, rivers, watercourses, wells, etc. Please also attach a copy of the Certificate of Approval for the septic system, if available.
- The current uses on all adjacent lots.
- The location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the subject property, indicating whether they are public travelled roads, private roads, seasonal, opened or unopened road allowances.
- The location and nature of any easements or restrictive covenants affecting the subject lands.

PLEASE NOTE: The Committee reserves the right to request, at any time, that the applicant provide a locational survey drawn by an Ontario Land Surveyor to clarify details of the application.

AFFIDAVIT/SWORN DECLARATION OF APPLICANT

(Must be Completed & Witnessed)*

I/We, _____

of the _____ of _____ in the _____

of _____ make oath, say and solemnly declare that the information contained in this application and in the accompanying documents is true, acknowledging that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

*Signature of Applicant**

*Signature of Applicant**

Sworn before me at the _____ of _____ in the
_____ of _____ this _____ day of _____ 20__.

Commissioner of Oaths

OWNER'S AUTHORIZATION FOR AGENT TO MAKE APPLICATION

(Must be completed if agent appointed)

I/We, _____
am/are the owner(s) of the land that is subject of this application for an amendment to the Official Plan and I/We authorize _____ to make this application on my/our behalf.

*Signature of Owner(s)**

*Signature of Owner(s)**

Date

Forward COMPLETED APPLICATION with required FEE

(payable: Township of Drummond/North Elmsley) **to:**

Township of Drummond/North Elmsley, 310 Port Elmsley Road, R.R. #5, Perth, ON
K7H 3C7

Provide Township with Agency forms/fees, unless otherwise arranged with Township.

- * To be witnessed by a Commissioner for taking affidavits.
- * If joint ownership, signature of each individual is required.
- * If the applicant is a corporation, the application shall be signed by an Officer of the corporation and the corporation's seal shall be affixed to such signature.

**FREEDOM OF INFORMATION/ACCESS TO PROPERTY
CONSENT OF OWNER**

I/we, _____, are the registered owner(s) of the lands subject to this application for Minor Variance, and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we hereby 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. I also authorize and consent to representatives of the Township of Drummond/North Elmsley and the persons and public bodies conferred with under Section 45 of the *Planning Act* entering upon the lands that are the subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Date: _____ Signature of Owner(s): _____

PLANNING APPLICATION- NO COSTS TO TOWNSHIP

File # _____

The owner(s), _____, hereby recognize(s) that the fee made on this application will be used to process said application, and further, agree(s) to pay any additional costs as may be necessary, as set out in the current Tariff of Fees By-Law of the Township. The fee for processing planning applications will be an amount equal to the amount incurred by the Township. Costs incurred by the Township and/or Committee of Adjustment shall include but not be limited to internal administration fees, notice publication, legal and professional consultation (if applicable), and Ontario Municipal Board fees and costs for planning / legal counsel (if applicable).

All costs incurred by the Township shall be the responsibility of the property owner(s)

Date: _____ Signature of Owner(s): _____
