



# MINOR VARIANCE OR PERMISSION Application Form and Procedure Guide

FOR OFFICE USE ONLY
<b>Application Received:</b>
<b>File Number:</b>
<b>Fee Received:</b>

### Notice of Public Record

All information and material submitted in support of your application shall be made available to the public, as indicated in Section 1.0.1 of *The Planning Act*.

## BACKGROUND INFORMATION

### Site Address or Location:

Former Municipality:	<input type="text"/>		
Street Address:	<input type="text"/>		
Lot(s):	<input type="text"/>	Concession:	<input type="text"/>
Registered Plan:	<input type="text"/>	Reference Plan:	<input type="text"/>
Roll Number:	<input type="text"/>	PIN:	<input type="text"/>

### Applicant/Agent Information:

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>

### Registered Property Owner Information: Same as above

Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Email:	<input type="text"/>

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## SITE DETAILS

Lot Frontage:  m      Lot Depth:  m      Lot Area:  m<sup>2</sup>

Are there any easements or restrictive covenants affecting the subject property? Yes  No

If yes, describe  
the easement or  
covenant:

What is the land currently used for and how long?

Details of existing development on the site: (gross floor area, height, setbacks, parking, etc.)

Servicing to the site:

Municipal water	<input type="checkbox"/>	Communal water	<input type="checkbox"/>	Private water	<input type="checkbox"/>
Municipal sewer	<input type="checkbox"/>	Communal sewer	<input type="checkbox"/>	Private septic	<input type="checkbox"/>
Other	<input type="checkbox"/>				

Existing storm drainage for the site:

Sewer	<input type="checkbox"/>	Ditches	<input type="checkbox"/>
Swales	<input type="checkbox"/>	Other	<input type="checkbox"/>

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

Type of access to the site and name of road:

- |                           |                          |                      |                          |
|---------------------------|--------------------------|----------------------|--------------------------|
| Provincial highway        | <input type="checkbox"/> | Name: _____          |                          |
| County road               | <input type="checkbox"/> | Name: _____          |                          |
| Year-round municipal road | <input type="checkbox"/> | Name: _____          |                          |
| Seasonal municipal road   | <input type="checkbox"/> | Name: _____          |                          |
| Unopened road allowance   | <input type="checkbox"/> | Private right-of-way | <input type="checkbox"/> |
| Water                     | <input type="checkbox"/> | Other                | <input type="checkbox"/> |

If proposed access is by water, what boat docking and parking facilities are available on the mainland and specify the distances of these facilities from the site and the nearest public road:

Are any of the following uses or features on the site or within 500 metres of the site?

<b>Use or Feature</b>	<b>On site?</b>
Agriculturally designated area	
Livestock facility (i.e. barn) or manure storage facility	
Landfill site (active or closed)	
Sewage treatment plant/lagoon	
Industrial use	
Licensed pit or quarry or an area designated for aggregate extraction	
Mining hazard	
Active railway line	
Flood plain or other natural hazard	
Natural gas or oil pipeline	
Hydro easement	
Contaminated site	
Well head protection zone	
Provincially significant wetland	
Area of natural and scientific interest (ANSI)	
Fish/wildlife habitat	
Designated heritage building/site	

## PLANNING AND VARIANCE DETAILS

Current Official Plan designation of the site:

Current Zoning of the site:

Proposed development: (use, footprint, gross floor area, height, setbacks, parking, etc.)

Nature and extent of the relief from the Zoning By-law requested:

Provide an explanation of why the proposed development cannot comply with provisions of the Zoning By-law:

Has the site ever been the subject of an application under the *Planning Act* for:

Official Plan Amendment   
Site Plan Control   
Minor Variance

Zoning By-law Amendment   
Consent   
Unknown

If yes, provide details:



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## DECLARATIONS

### APPLICANT/AGENT AUTHORIZATION FORM

The Registered Property Owner must complete this section to authorize an Applicant to act on his or her behalf, and declare that the information provided within this application is accurate and true.

I, \_\_\_\_\_, being the Registered Property Owner of the lands for which this application is to be made, hereby authorize and direct \_\_\_\_\_ to act as my agent and on my behalf to apply to the Corporation of the Municipality of North Grenville for a minor variance on the lands herein described.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

### AFFIDAVIT OR SWORN DECLARATION THAT THE INFORMATION IS ACCURATE

The following must be completed in the presence of a "Commissioner". The Clerk of the Municipality is an authorized Commissioner.

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_, hereby solemnly declare that the information contained in this application, on the attached plan, and any associated information submitted with this application, are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

### DECLARED BEFORE ME

At \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant or Owner

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

I, \_\_\_\_\_, being the Registered Property Owner of the lands subject of this application for minor variance, and for the purposes of the *Freedom of Information and Protection of Privacy Act*, 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 Municipality of North Grenville, and the persons and public bodies conferred with under Section 45(5) of the *Planning Act*, entering upon the lands 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

\_\_\_\_\_  
Owner's Signature

## APPLICABLE FEES

### All fees are to be submitted with the application

#### **Municipality of North Grenville:** (required for all applications)

Non-refundable cheque made payable to the 'Municipality of North Grenville'

- All applications \$650

#### **Rideau Valley Conservation Authority:** (required if within Rideau Valley watershed)

Non-refundable cheque made payable to the 'Rideau Valley Conservation Authority'

- Major application \$510
- Standard application \$380

#### **South Nation Conservation Authority:** (required if within South Nation watershed)

Non-refundable cheque made payable to the 'South Nation Conservation Authority'

- Only if applicable \$380

#### **Leeds, Grenville and Lanark District Health Unit:** (required if on private sewage system)

Non-refundable cheque made payable to the 'Leeds, Grenville and Lanark District Health Unit'

- Only if applicable \$206

## SUBMISSION REQUIREMENTS AND PROCEDURES

The completed application form, applicable fees, and supporting documentation must be returned to the Municipal Office at:

MUNICIPALITY OF NORTH GRENVILLE  
PLANNING & DEVELOPMENT DEPARTMENT,  
285 County Road #44, P.O. Box 130,  
Kemptville, Ontario, K0G 1J0  
Phone: (613) 258-9569  
Fax: (613) 258-1441

1. The minor variance procedure will be initiated only once the completed application form and necessary supporting material, **outlined in items 2 to 5 below**, are received by the Planner.

Failure to provide the requested information on this application may result in your application not being accepted. For some applications, additional information may be required from a qualified professional. For example, proposals involving lands without municipal sanitary sewer and water services may require engineered site plans and test holes. The applicant will pay all costs associated with providing necessary additional information.

2. The application must be accompanied by a legal description of the property and a **PLAN, ACCURATELY DRAWN**, indicating the scale at which the plan was drawn (e.g. 1 cm - 300 metres) and whether metric or imperial measurements were used. The Plan shall show the following:

- (a) the parcel of land that is the subject of the application, its boundaries and dimensions;

- (b) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures and the use of open lands; the distance of all buildings and structures from the front, rear and side yards; the location and dimensions of off-street parking spaces, off-street loading facilities, planting strips, landscaped areas, rights-of-way and easements;
  - (c) the distances between the site and municipal lot lines and/or relevant landmarks (e.g. bridges, railway crossings, etc.);
  - (d) the location of all natural and artificial features on the site (e.g. buildings, railways, highways, towers, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells, and septic tanks);
  - (e) the location of any of these features listed above (e) on adjacent lands which may affect the application;
  - (f) the location of any septic tanks and tile beds, the dimensions of any tile beds, the setbacks of the septic system from existing and proposed lot lines, buildings or structure and any other significant natural features. Please also attach a copy of the 'Certificate of Approval' for the septic system, if applicable.
  - (g) the current uses of adjacent land (e.g. residential, agricultural, cottage, commercial, etc.) and the existing zoning categories (e.g. 'R1 - Residential', 'RU - Rural ', 'C1 - Commercial', etc.);
  - (h) the location, width, and names of all road allowances, rights-of-way, streets or highways within or abutting the site, indicating whether they are public travelled roads, private roads, seasonal, opened or unopened road allowances;
  - (i) location of parking and docking facilities to be used if access to site is by water only; and
  - (j) the location and nature of any restrictive covenants or easements affecting the site.
3. Once the Secretary-Treasurer receives the application and deems the application complete, notice of the proposed Minor Variance will be provided to all interested agencies, including surrounding municipalities, and to affected individuals. A report is prepared by the Municipal Planner and presented to the Committee of Adjustment at a formal Public Meeting. You will be expected to attend this **mandatory** Public Meeting to present your proposal. The Committee of Adjustment makes the decision to approve or refuse the requested Minor Variance.
  4. If no other planning approvals (e.g. Consents) are required, an application for minor variance will require approximately 2.5 months to process if no objections are received. If an objection is received, a Local Planning Appeal Tribunal Hearing may be required.
  5. If this application is signed by an applicant or agent on behalf of the Owner of the property, the Owner's authorization for this action must accompany this application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed.

**PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR MINOR VARIANCE APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN A DELAY.**