

COMMITTEE OF ADJUSTMENT APPLICATION INSTRUCTIONS

1. Only the Owner or their Authorized Agents may make application to the Committee of Adjustment.
2. Applicants are asked to submit the required fee of \$400.00 when filing the application.
3. Township staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Township.
5. You will be notified, in writing, of the date the Committee of Adjustment will meet to hear your application.
6. Make sure that the application, including the sketch, is complete in every respect. **FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**
7. Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.
8. Any questions regarding the application may be directed to the Township of McKellar Municipal Office at (705) 389-2842.

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

The undersigned hereby applies to the Committee of Adjustment for the Township of McKellar under Section 45 of the Planning Act for relief, as described in this application, from the Township's Comprehensive Zoning By-law No. 95-12, as amended.

1. Name of Owner: _____
Telephone No.: _____
2. Address : _____
3. Name of Agent (if any): _____
4. Address: _____

Note: Unless otherwise requested, all communications will be sent to the agent, if any.

5. Names and Addresses of any mortgagors, holders of charges or other encumbrances:

6. Nature and Extent of Relief Applied for : _____

7. Why is it not possible to comply with the provisions of the By-law?

8. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):

9. Dimensions of land affected:
Frontage: _____ Depth: _____
Area: _____ Width of Street : _____
10. Access to subject land is by:
____ Provincial Highway ____ year round municipal road ____ seasonal municipal road
____ other public road ____ private right of way ____ water access
11. If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 10, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year. _____

12. If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road. _____

13. 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: _____
14. Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines): _____

15. Date of Acquisition of Subject Land: _____
16. Date of Construction of all Buildings and Structures on Subject Land: _____

17. Existing Uses of the Subject Lands: _____

18. Existing Uses of Abutting Lands: _____

19. Length of time the existing uses of the subject property have continued: _____

20. Services:
Water: Dug Well _____ Drilled Well _____ Lake _____
Sewer: Septic _____ Privy _____ Other _____
21. Storm Drainage is provided by:
_____sewers _____open ditches _____swales _____other (please specify)
22. Present Official Plan provisions applying to the land: _____

23. Present Zoning By-law provisions applying to the land: _____

24. Has the owner previously applied for relief in respect of the subject property?
 Yes No

25. Is the subject land currently the subject of an application for a consent or approval of a plan of subdivision?
 Yes No Unknown If **YES** and if **KNOWN**, specify the appropriate file number and status of the application. _____
26. Has the subject land ever been the subject of a minor variance application?
 Yes No Unknown
27. Every application shall be accompanied by a sketch (based on a boundary survey plan of the subject land) drawn to an appropriate scale, properly dimensioned and showing thereon:
- ▶ the boundaries and dimensions of the subject land;
 - ▶ 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, rear and side 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 application. Examples include buildings, 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.

The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit / Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

<p>Dated at the _____ of _____ this ____ day of _____, 20__.</p> <p>I, _____ of the _____ of _____ in the _____ of _____ solemnly declare that all the statements contained in this application are true and I 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.</p> <p style="text-align: center;">_____ Signature of Applicant or Authorized Agent</p> <p>Declared before me at the _____ of _____ in the _____ of _____ this ____ day of _____, 20__.</p> <p>Signature of Commissioner _____</p>

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

<p>Consent of the Owner to the Use and Disclosure of Personal Information</p>
<p>I, _____, am the owner of the land that is the subject of this application 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.</p> <p>Questions about this collection of personal information should be directed to the Township Clerk.</p> <p>Date _____ Signature of Owner _____</p>

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

Authorization of Owner for Agent to Make the Application

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.

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 out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application for a Minor Variance and 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 processing of the application.

Date _____ Signature of Owner _____