

APPLICATION FOR MINOR VARIANCE

FOR OFFICE USE ONLY

Date: _____ Application No. _____

NOTE TO APPLICANTS

The information on this form that must be provided by the applicant is indicated in *italics*. This information is prescribed in accordance with Ontario Regulation 200/96 made under the *Planning Act*. This mandatory information must be provided with the appropriate fee. If the mandatory information and fee are not provided, the Secretary-Treasurer will return the application, or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Committee of Adjustment 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 conduct a complete review within the legislated timeframe for making a decision. As a result, the application may be refused.

SUBMISSION OF THE APPLICATION

Please submit two (2) completed application forms, along with the applicable fee of **\$600**. Further questions or inquiries should be directed to Mrs. Shelley B. Casey, Secretary-Treasurer, Committee of Adjustment, (705) 884-2340 ext. 122.

1. APPLICANT / AGENT INFORMATION

1.1 **Name of Applicant / Agent** _____
Address _____

Telephone Number(s) _____
Email address _____

1.2 *Name, telephone and address of Owner(s) if different from the Agent. (Joint ownership must be shown.) An Owner's Authorization is required in Section 19, if the applicant is not the Owner.*

2. LOCATION OF SUBJECT LAND (Complete applicable lines)

2.1 District District of Algoma
Municipality Corporation of the Township of Dubreuilville
Lot Number(s) _____
Parcel Number(s) _____
Registered Plan No(s) _____
Lot(s), Block(s) _____
Mining Claim No. _____
Part Number(s) _____
Street # and name _____

2.2 Are there any easements, right-of-way or restrictive covenants affecting the subject land?

Yes No

If YES, please describe the easement, right-of-way, or covenant and its effect.

3. NATURE AND EXTENT OF RELIEF APPLIED FOR

3.1 Why is it not possible to comply with the provisions of the Zoning By-law?

4. DIMENSIONS OF LAND AFFECTED

Description of the land to be severed:

FRONTAGE (m) _____ DEPTH (m) _____ AREA (ha) _____

5. PARTICULARS OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND (specify ground floor area, total floor area, number of storeys, width, length, heights, etc.)

Existing

Proposed

6. LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND (specify setbacks in metres from side, rear and front lot lines).

Existing

Proposed

7. DATE OF ACQUISITION OF SUBJECT LAND _____

8. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND

9. EXISTING USE OF THE SUBJECT PROPERTY

10. EXISTING USES OF ABUTTING PROPERTIES

11. LENGTH OF TIME THE EXISTING USES ON THE SUBJECT PROPERTY HAVE CONTINUED

12. TYPE OF ACCESS (check appropriate box)

- Provincial Highway
- Municipal Road, maintained all year
- Municipal Road, seasonally maintained
- Other Public Road
- Private Road

13. TYPE OF WATER SUPPLY PROPOSED (check appropriate box)

- Publicly Owned and Operated Piped Water System
- Privately Owned and Operated Individual Well
- Privately Owned and Operated Communal Well
- Lake or Other Water Body
- Other Means

14. TYPE OF SEWAGE DISPOSAL PROPOSED (check appropriate box)

- Publicly Owned and Operated Sanitary Sewer System
- Privately Owned and Operated Individual Septic Tank
- Privately Owned and Operated Communal Septic Tank
- Other Means

Note: A certificate of approval from the Algoma Public Health (18 Ganley Street, Wawa ON, 705-856-7208) or Ministry of Environment (70 Foster Drive, Suite 110, Sault Ste Marie ON, 705-942-6354) submitted with this Application will facilitate the review.

15. LAND USE

15.1 What is the present OFFICIAL PLAN designation(s) of the subject land?

15.2 Is the application consistent with policy statements issued under subsection 3(1) of the Planning Act?

15.3 Does this application conform to the Growth Plan for Northern Ontario, 2011?

16. HISTORY OF SUBJECT LAND

16.1 Has the owner previously applied in respect to the subject property, under Section 45 of the *Planning Act*? Yes No Unknown

If YES, please describe the application outcome.

16.2 Is the subject property the subject of a current application for Consent under Section 53 of the *Planning Act*? Yes No Unknown

If YES, please describe the application outcome.

17. SKETCH (Use attached Sketch Sheet on page 10)

The application must be accompanied by a Sketch showing the following:

- The boundaries and dimensions of any land owned by the owner of the subject land and that abuts 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 yard lot line, rear yard lot line and the side yard lot lines;
- The approximate location of all natural and artificial features on the subject land and adjacent lands 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 area, wells and septic tanks;
- Existing use(s) on adjacent lands;
- 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; and
- Location and nature of any easement affecting the subject land.

18. AFFIDAVIT OR SWORN DECLARATION

I, _____, of the Corporation of the Township of Dubreuilville, in the District of Algoma, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

**SWORN BEFORE ME AT THE
TOWNSHIP OF DUBREUILVILLE
IN THE DISTRICT OF ALGOMA**

COMMISSIONER OF OATHS

APPLICANT

Dated this _____ day of _____, 20_____

19. AUTHORIZATION

19.1 If the applicant is not the owner of the land that is the subject of this application, written authorization from the owner authorizing the Agent to make the application is required.

**AUTHORIZATION OF OWNER FOR AGENT
TO MAKE 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 THE OWNER

19.2 If the applicant is not the owner of the land that is the subject of this application, please 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 the 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 this application.

DATE

SIGNATURE OF THE OWNER

20. CONSENT

Permission from the owner to use personal information is established below.

**PERMISSION TO USE AND DISCLOSURE
OF PERSONAL INFORMATION**

I, _____ am the owner of the land that is the subject of this application for Minor Variance and for the purposes of the **Freedom of Information and Protection of the 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 purpose of processing this application.

DATE

SIGNATURE OF THE OWNER

The Committee of Adjustment will assign a **FILE NUMBER** for complete applications, which should be used in all communications.

21. UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

TO: Corporation of the Township of Dubreuilville

FROM: Name _____

Address _____

SUBJECT: Application for Minor Variance

ADDRESS OF SITE: _____

Where the Township of Dubreuilville substantially supports the application for Minor Variance,

NAME OF APPLICANT: _____

Hereby undertakes to pay, in accordance with the Ontario Municipal Board cost recovery policy of the Corporation of the Township of Dubreuilville By-law 2023-24, upon receipt of invoice from the Township, any and all legal costs, including all disbursements of the Township, to an upset limit of \$10,000 in respect of preparation for and attendance at an Ontario Municipal Board hearing, until the matter is finally resolved by the said Board.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone conference call, or other means as directed by the Board.

Dated at the Dubreuilville this _____ day of _____, 20_____

ATTACHMENTS

- Sketch sheet or Draft R-Plan
- Plan of Survey
- Planning Rationale
- Authorization of Owner for Agent to Make Application (if provided separately)
- Proof of Ownership

*** All items should be provided in an electronic format (PDF preferred).

SKETCH SHEET

