

# TOWNSHIP OF LAURENTIAN VALLEY COMMITTEE OF ADJUSTMENT

## Application for Minor Variance

### GUIDELINES

**Introduction:** *Submission of an application to the Committee of Adjustment for permission for a minor variance from the Zoning By-Law is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee. The purpose of these Guidelines is to assist persons in completing the application. It should be noted that upon submission of the application, the application form itself and supporting information will be available to any interested member of the public or public body, and therefore any personal information included therein will also become public. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at 460 Witt Road, R.R. #4, Pembroke, Ontario K8A 6W5. For a complete reference to the Minor Variance process, please consult the Planning Act.*

**Application Fees:** *Each application must be accompanied by the application fee in the form of a cheque payable to the Township of Laurentian Valley. Please be advised that the Municipality has a Tariff of Fees By-Law which provides for the payment of additional fees, if applicable.*  
*Fees: \$ 550.00 \_\_\_\_\_ Minor Variance*

**Copies:** *Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.*

**Authorization:** *If the applicant is not the owner of the subject land, a written statement by all the owners must accompany the application which authorizes the applicant to act on behalf of the owner(s) as it relates to the subject application. (See Part III). Whether or not the owner uses an agent, all owners must also provide authorization under Part IV.*

**Proposed Sketch:** *All applications must include an accurate sketch, preferably prepared by a qualified professional where necessary, showing the items listed. (See Question 20).*

**Supporting Information:** *Please bear in mind that additional information may be required by the Committee, the Township, the County of Renfrew and local and Provincial agencies, in order to evaluate the requested variance. This information is often a requirement of the local Official Plan, policies of Provincial agencies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.*

*In addition, the applicant may be required to submit a more detailed site plan, pursuant to the requirements of the Township's site plan control by-law, prepared by a qualified professional, and showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the Municipality.*

*The Schedule to Ontario Regulation 200/96 outlines "prescribed" information for a Minor Variance.*

**Approval Process:** *After the submission of an application, the Township will determine if the application is complete, including whether all of the information prescribed by the Ontario Regulation(s) and the required fee have been provided. If the application is complete, the Township will deem it so. The applicant/owner will be notified whether the application has been received or whether more information is required.*

*Upon receipt of a complete application, the required fee and such other information as may be required, the Township will determine whether there is sufficient merit in processing the application further (ie. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act.) The applicant will be strongly encouraged to attend the public meeting, to present the proposal. The applicant will be provided notice of any decision made by the Committee concerning the application. Minor Variances and permission under Section 45 of the Planning Act, are approved by the Township of Laurentian Valley Committee of Adjustment. The process involves circulation to the public and various agencies for their comments. These agencies may require additional information evaluate the proposal. Please be advised that the Planning Act provides for Ontario Municipal Board (OMB) appeal procedures with respect to minor variances.*

**Further Information:** *Contact: Lauree Armstrong, MCIP, RPP, Secretary-Treasurer Committee of Adjustment/Planner, Township of Laurentian Valley*  
*Address: 460 Witt Road, R.R. 4, Pembroke, Ontario, K8A 6W5*  
*Phone: 613-735-6291; Fax 613-735-5820; Website: [www.laurentianvalleytwsp.on.ca](http://www.laurentianvalleytwsp.on.ca)*  
*Office Hours: Monday - Friday 8:30 a.m. - 4:00 p.m.*

**TOWNSHIP OF LAURENTIAN VALLEY**

**APPLICATION FOR MINOR VARIANCE**

Note: The “ \* ” identifies prescribed information outlined in Ontario Regulation 200/96;

**PART I GENERAL INFORMATION**

**1. APPLICANT/OWNER INFORMATION**

- a) \*Applicant's Name(s): \_\_\_\_\_  
\*Address: \_\_\_\_\_  
\*Phone #: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_
- b) \*The applicant is:     the registered owner [  ]                   an agent authorized by the owner [  ]
- c) If the applicant is an agent authorized by the owner, please complete the following: *[Please note; the name and address of all property owners must be provided. Please attach a separate page if necessary.]*  
\*Name of Owner: \_\_\_\_\_  
\*Mailing Address of Owner: \_\_\_\_\_  
\*Phone #: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_
- d) To whom should correspondence be sent?   Owner [  ]   Applicant [  ]   Both [  ]

**2. \*PROVIDE A DESCRIPTION OF THE SUBJECT LAND:**

Street Address: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Concession: \_\_\_\_\_ Lot: \_\_\_\_\_  
Registered Plan No.: \_\_\_\_\_ Block or Lot No(s). in the Plan: \_\_\_\_\_  
Reference Plan No.: \_\_\_\_\_ Part No(s): \_\_\_\_\_

**3. \*CURRENT DESIGNATION OF THE SUBJECT LAND IN THE OFFICIAL PLAN (IF ANY):**

\_\_\_\_\_

**4. \*CURRENT ZONING OF THE SUBJECT LAND:** \_\_\_\_\_

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**PART II DETAILS OF THE APPLICATION**

**5. \*PLEASE STATE THE NATURE AND EXTENT OF THE RELIEF FROM THE ZONING BY-LAW REQUESTED.**

\_\_\_\_\_  
\_\_\_\_\_

**6. \*WHAT IS THE REASON WHY THE PROPOSED USE CANNOT COMPLY WITH THE PROVISIONS OF THE ZONING BY-LAW?**

\_\_\_\_\_  
\_\_\_\_\_

**7. \*DIMENSIONS OF THE SUBJECT LAND:**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

**8. \*PLEASE MARK BELOW THE ACCESS TO THE SUBJECT LAND:**

[  ] Provincial Highway   [  ] Municipal Road Maintained All Year   [  ] Municipal Road Maintained Seasonally  
[  ] Right of Way           [  ] Water   [  ] Other Public Road: \_\_\_\_\_

9. **\*IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:**

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10. **\*WHEN WAS THE SUBJECT LAND ACQUIRED BY THE CURRENT OWNER?**

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11. **\*WHAT ARE THE EXISTING USES OF THE SUBJECT LAND AND HOW LONG HAVE THEY CONTINUED?**

#1 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ Years

#2 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ Years

12. **\*ARE THERE ANY BUILDINGS OR STRUCTURES ON THE SUBJECT LAND?** [ ] Yes [ ] No

13. **\*WHAT ARE THE "PROPOSED" USES OF THE SUBJECT LAND?**

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14. **\*WILL ANY BUILDINGS OR STRUCTURES BE BUILT ON THE SUBJECT LAND?** [ ] Yes [ ] No

15. **\*PROVIDE THE FOLLOWING DETAILS FOR ALL EXISTING OR PROPOSED BUILDINGS OR STRUCTURES ON THE SUBJECT LAND:** (use a separate page if necessary)

	EXISTING			PROPOSED	
Type of building or structure					
Setback from the front lot line					
Setback from the rear lot line					
Setbacks from the side lot lines					
Height (in metres)					
Dimensions or floor area					
Date constructed					

16. **\*INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:**

WATER		SEWAGE	
publicly owned and operated piped water system	[ ]	publicly owned and operated piped sanitary sewage system	[ ]
privately owned and operated individual well	[ ]	publicly owned and operated communal septic system	[ ]
privately owned and operated communal well	[ ]	publicly owned and operated individual septic system	[ ]
lake or other water body	[ ]	privately owned and operated individual septic system	[ ]
other means: _____	[ ]	privy	[ ]
		other means: _____	[ ]

17. **\*HOW IS STORM DRAINAGE PROVIDED?** Sewers [ ] Ditches [ ] Swales [ ] Other Means [ ]

18. **\*IS THE SUBJECT LAND ALSO THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONSENT?** Yes [ ] No [ ] Don't Know [ ]

**\*IF YES, PLEASE STATE, IF KNOWN, THE FILE NO. AND THE STATUS OF THE APPLICATION:**

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

19. **\*HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION UNDER SECTION 45 OF THE PLANNING ACT? (ie: previous minor variance application)** Yes [ ] No [ ] Don't Know [ ]

**20. APPLICATION SKETCH**

On a separate page(s), please provide a sketch, preferably prepared by a qualified professional, showing the following:  
(In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- \*Boundaries and the dimensions of the subject land for which the amendment is being sought.
- \*The location, size and type of all existing and proposed buildings and structures, indicating the distances 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 on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, 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.
- Applicant's Name
- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities
- Planting strips and landscaped areas
- Buildings to be demolished or relocated.

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**PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

(If affidavit (Part IV) is signed by an Agent on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County of Renfrew  
do hereby authorize \_\_\_\_\_ to act as my (our) agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

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**PART VI CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION AND TO ALLOW SITE VISITS TO BE CONDUCTED**

The owner must also complete the following or similar authorization attached to this application form:

I, \_\_\_\_\_ being the registered owner of the lands subject of this application and, for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, I 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 Committee of Adjustment, Township Staff and/or Township Consultants, and the persons and public bodies conferred with under Section 45. of the Planning Act and/or Section 3. of Ontario Regulation 200/96, whichever is applicable, entering upon the lands that are the subject of this application for the purposes of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

*Note: If more than one property owner, please attach a separate page if necessary.*

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**PART V \*AFFIDAVIT: (This affidavit *must* be signed in the presence of a Commissioner)**

I, (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County of Renfrew solemnly declare that all of the information required under Ontario Regulation 200/96, and 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**.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

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**(To be completed by the Municipality)**

FEE OF \$ 500.00 RECEIVED BY THE MUNICIPALITY:

\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Date

DEEMED TO BE A "COMPLETE" APPLICATION BY THE MUNICIPALITY:

\_\_\_\_\_  
Signature of Township Planner or CAO

\_\_\_\_\_  
Date