

<p style="text-align: center;">APPLICATION</p> <p style="text-align: center;">for</p> <p style="text-align: center;">MINOR VARIANCE or PERMISSION</p>

PLANNING ACT, R.S.O., 1990

Ontario Regulation 200/96, as amended

1. COMPLETION OF THE APPLICATION

The application must be completed in its entirety. Measurements shall be in metric. A sketch map must be provided showing the features outlined in Section 23 of the application. Failure to file a completed and accurate application may result in the application being returned to the applicant or delay in processing the application.

2. FILING THE APPLICATION

A duly signed and completed application shall be filed with the Secretary-Treasurer of the Committee of Adjustment (at the Municipal Building) along with a fee of \$800.00 payable in cash or by cheque to the CORPORATION of the MUNICIPALITY OF SOUTHWEST MIDDLESEX as set out in By-law No. 2008/039.

3. NOTICE OF HEARING

Notice of the public meeting will be given by the Municipality by prepaid first class mail to every owner of land within 60 metres of the subject lands and posting signage at every separately assessed property in the area that constitutes the subject lands (or at a nearby location chosen by the Secretary-Treasurer). The Committee of Adjustment may direct that the area of notification be reduced to 30 metres where the uses of the subject lands are restricted by the applicable zoning by-law to detached, semi-detached or duplex housing. The Notice of Hearing will be given at least 10 days prior to the day of the hearing. The Municipality will be responsible for posting and removing signage. Applications are normally heard by the Committee of Adjustment on the 4th Wednesday of every month in the Municipal Offices or as may otherwise be called by the Chair.

4. ATTENDANCE AT HEARING

The applicant or his/her agent is expected to attend the hearing in order to present the application and answer any questions of the Committee. The Committee may grant (with or without conditions) or deny the application, or defer its decision. In the case of a deferral, the applicant or his/her agent will be notified by the Secretary-Treasurer of the Committee of the date the hearing will be resumed.

5. NOTICE

Notice of the Committee's decision will be forwarded not later than 10 days after the making of the decision. The decision will be forwarded to the applicant (or authorized agent) in addition to any person appearing at the hearing who filed a written request to be notified of the decision.

6. APPEAL

Any person or public body, including the applicant or authorized agent, may appeal the decision of the Committee of Adjustment to the Ontario Municipal Board within 20 days of the making of the decision. The appeal must be filed with the Secretary-Treasurer of the Committee and must state the objection to the decision and the reasons in support of the objection. A fee of \$125 payable to the Minister of Finance shall accompany the appeal.

If no appeals are received within 20 days of the notice of the decision, the decision is deemed to be final and binding and a certified copy of the decision will be forwarded to the applicant and filed with the Clerk of the Municipality.

7. APPLICATION OF OTHER BY-LAWS, REGULATIONS AND LEGISLATION

The applicant (or authorized agent) should be aware, or make himself aware, of other by-laws, regulations and legislation which may have a bearing on the approval being requested or the development being proposed. Accordingly, acceptance of the application by the Municipality, along with the required application fee, shall not be construed as relieving the applicant from the obligation to comply with the requirements of the Ontario Building Code or any other by-law of the Municipality, or the obligation to obtain any license, permit, authority or approval required by the Municipality or any other public authority or body.

Mailing Address:

*Corporation of the Municipality of Southwest Middlesex
153 McKellar Street
Glencoe, Ontario
N0L 1M0
Phone: (519) 287-2015
Fax: (519) 287-2359*

MUNICIPALITY OF SOUTHWEST MIDDLESEX
153 McKellar Street
Glencoe, Ontario
N0L 1M0
Phone: (519) 287-2015
Fax: (519) 287-2359

March 2006
**APPLICATION for
MINOR VARIANCE or PERMISSION**
Application No. _____

1. Registered Owner of Lands

- a) Name _____
- b) Mailing Address _____

- c) Telephone/Fax/E-mail _____

2. Applicant (if different from owner)

- a) Name _____
- b) Mailing Address _____

- c) Telephone/Fax/E-mail _____

3. Planner/Solicitor/Agent

- a) Name _____
- b) Address _____

- c) Telephone/Fax/E-mail _____

4. Communication

To whom should all communication be directed? (check only one)

- a) Owner _____ b) Applicant _____ c) Planner/Solicitor/Agent _____

List the names and addresses, where applicable, of any mortgages, charges or other encumbrances in respect of the subject land.

5. Location of Land

- a) Lot No. _____ Concession No. _____
- b) Lot No. _____ Registered Plan No. _____
- c) Part No. _____ Reference Plan No. _____
- d) Street No. and Address _____

6. Date of Purchase _____

7. Description of Lands

- a) Frontage _____
- b) Depth _____
- c) Area _____

8. **Existing Use(s) of Lands and Length of Time**

Existing Uses(s) have Continued

9. **Existing Buildings and Structures** (include type, height and floor area)

(attach additional page if necessary)

10. **Proposed Use of Lands**

11. **Proposed Buildings and Structures** (include type, height and floor area)

(attach additional page if necessary)

12. **Use of Adjacent Lands**

north: _____

south: _____

east: _____

west: _____

13. **Method of Water Supply**

a) municipal water supply _____ c) communal system _____

b) on-site well _____ d) other (specify) _____

If a communal well system is proposed, include letter of authorization from the owner confirming availability for the proposed use.

14. **Method of Sewage Disposal**

a) municipal sanitary sewage system _____

b) on-site system _____

c) other (specify) _____

If b) or c) has you applied for a permit from the authority having jurisdiction?

Yes _____ No _____

15. **Method of Storm Drainage**

a) municipal storm sewers _____ c) swales _____

b) ditches _____ d) other (specify) _____

16. **Access** (indicate name(s))

a) County Road: _____

b) Local Street: _____

c) Private Road (describe): _____

17. **Official Plan Designation of the Lands**

18. **Zoning of the Lands**

19. **Relief**

Nature and extent of the variance or permission being applied for:

20. **Reasons**

Reasons(s) why the provisions of the Zoning By-law cannot be complied with (attach additional page if necessary).

21. **Applications under the Planning Act**

- a) Is the land currently the subject of an application for approval of a plan of subdivision under Section 50 of the Planning Act?

Yes _____ No _____ Unknown _____

If yes (and if known), provide the file number of the application and the status of the application.

- b) Is the land currently the subject of an application for approval of a consent under Section 53 of the Planning Act?

Yes _____ No _____ Unknown _____

If yes (and if known), provide the file number of the application and the status of the application.

- c) Is the land currently the subject of an application for an amendment to the zoning by-law under Section 34 of the Planning Act?

Yes _____ No _____ Unknown _____

If yes (and if known), provide the file number of the application and the status of the application.

- d) Has the land ever been the subject of an application for a minor variance or permission under Section 45 of the Planning Act?

Yes _____ No _____ Unknown _____

If yes (and if known), provide the file number of the application and the status of the application.

22. Additional Comments / Information

23. SKETCH MAP

An accurate, detailed sketch map must accompany the application which shows the following information.

- a) the boundaries and dimensions of the subject lands;
- b) the dimensions, location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
- c) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application, such as bridges, buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells & septic tanks;
- d) the current uses on adjacent land, such as residential, industrial, institutional, commercial and agricultural uses;
- e) the location, width and name of any roads abutting the subject lands, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- f) the location and nature of any easements affecting the subject lands.

I/We (please print) _____
of the _____ of _____, in the
County of _____, do solemnly declare:

THAT to the best of my/our knowledge and belief, all the information and statements given in this application and in all the plans, drawings and exhibits transmitted herewith are true; and

THAT 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

of _____, in the
_____ of _____
this _____ day of _____,
20_____.

A Commissioner, etc.

(Signature of applicant or authorized agent)

FOR OFFICE USE ONLY

1. Date of Receipt: _____

2. Checked By: _____

3. Approved for Processing: _____
name date

4. Application Fee Received: _____

5. Application No: _____

6. Assessment Roll No: _____

7. Tax Arrears (if any): _____

8. Outstanding Orders (if any): _____

9. Additional Information:

