



TOWNSHIP OF ADJALA-TOSORONTIO
PLANNING DEPARTMENT
7855 Sideroad 30, Alliston, Ontario L9R 1V1
Telephone: 705-434-5055 Fax: 705-434-5051

APPLICATION FOR MINOR VARIANCE UNDER THE PLANNING ACT

The Township encourages applicants to meet with Municipal staff to discuss a proposed project prior to spending time in preparing plans and/or completing the application and reports.

It is the responsibility of each applicant to ensure that the application is fully completed, and that all required information and fees are submitted with the application. The information provided will be forwarded to agencies that may have an interest in the application.

Fees associated with the application can be confirmed with staff, and are provided in By-law 13-16 (Fees and Charges By-law, Schedule F Planning), available at www.adjtos.ca/council/by-laws. Should an amendment to an application be required after the initial circulation and prior to the Committee making a decision, the amended application may be subject to additional charges. The applicant(s) will be advised of the required fees at the time the amendment is requested.

APPLICANT'S CHECKLIST

- 1 Copy of the completed application form
- 1 Copy of the deed for the subject property
- 10 Copies of the Sketch. All measurements are to be done in **metric units**.
- The applicable fees (application fee, septic review fee, Nottawasaga Valley Conservation Authority Fee)

PLEASE NOTE: If a decision to approve this application is appealed to the Ontario Municipal Board and the Township is required, or requested by the applicant to appear as a party at the hearing of the appeal in support of its decision, **you will be responsible for paying all costs incurred by the Township necessary to defend the *Planning Act* approval granted by the Township.**

OFFICE USE ONLY

Required Fee _____ Roll Number _____

Date Received _____ Application No. _____

1. APPLICANT INFORMATION

1.1. Name(s) of registered owner(s): _____

Address: _____

Telephone (Home): _____ (Office): _____

E-mail: _____ Fax: _____

Date Property Acquired by Current Owner: _____

1.2. Applicant(s) (if different from owner): _____

Address: _____

Telephone (Home): _____ (Office): _____

E-mail: _____ Fax: _____

1.3. Name of person or company having any mortgage, charge or
encumbrance on the property:

Address: _____

Telephone(Home): _____ (Office): _____

E-mail: _____ Fax: _____

2. MINOR VARIANCE REQUEST

2.1. Specify the nature and extent of the relief sought from the zoning by-law.

2.2. Specify why it is not possible to comply with the provisions of the zoning by-law (e.g. topography of lands, area of lands, etc.). Please be very specific.

2.3. Please describe how the proposal complies with the Provincial Policy Statement, Official Plan, and Zoning By-law.

2.4. Please describe how the proposal is minor in nature, appropriate and desirable.

3. LOCATION OF LANDS

3.1. Street Address: _____

Lot Number: _____ Concession Number: _____

Former Township: _____

Registered Plan Number: _____ Lot Number: _____

Reference Plan Number: _____ Part Number: _____

Roll Number: _____

4. DESCRIPTION OF LANDS

All measurements are to be in metric units.

4.1. Area: _____ Frontage: _____

4.2. Existing use(s) of the subject land: _____

4.3. Are there any existing buildings, structures, easements or restrictive covenants on the subject land?

Yes

No

If yes, provide a sketch, to scale, showing the location of each, and providing the following for each building or structure:

- Type of building or structure; and
- The height of the building, the outside dimensions of the building, the area of each floor, the setback from the front lot line, rear lot line and side lot lines.

4.4. The date any existing buildings or structures on the subject land were constructed: _____

4.5. The length of time that the existing uses of the subject land have continued: _____

4.6. Is the application consistent with the 2014 Provincial Policy Statement? Please explain.

4.7. Is the application within an area of land designated under any other Provincial plan or policy? Please describe how the application meets these requirements.

4.8. What is the current Official Plan Designation?

4.9. What is the current Zoning?

4.10. Are any of the abutting lands used for livestock purposes?

Yes No

If yes, specify the distance of the livestock facility(ies) from the lot line of the subject property.

4.11. Proposed use(s) of the subject land: _____

4.12. Are there any buildings or structures proposed for the subject lands?

Yes No

If yes, provide a sketch, to scale, showing the following for each building or structure:

- Type of building or structure; and
- The height of the building, the outside dimensions of the building, the area of each floor, the setback from the front lot line, rear lot line and side lot lines.

5. PLANNING HISTORY OF THE SUBJECT LAND

5.1. Has the subject land ever been the subject of an application for a Plan of Subdivision or for a Consent?

Yes No Unknown

If yes, include file number and status: _____

5.2. Has the subject land ever been the subject of an application for a Zoning By-law Amendment?

Yes No Unknown

If yes, include file number and status: _____

6. SERVICING

For the proposed subject land (check all that apply)

	Existing	Proposed
6.1. Access		
Provincial highway	—	—
Municipal road, maintained all year	—	—
Municipal road, seasonally maintained	—	—
Other public road	—	—
Right of way	—	—
Other (specify) _____	—	—
	Existing	Proposed
6.2. Water Supply		
Publically owned and operated system	—	—
Private Well	—	—
Private communal Well	—	—
Other (specify) _____	—	—
	Existing	Proposed
6.3. Sewage Disposal		
Publically owned and operated system	—	—
Private individual septic tank	—	—
Private communal septic system	—	—
Other (specify) _____	—	—
	Existing	Proposed
6.4. Storm Water Drainage		
Publically owned and operated sewers	—	—
Ditches	—	—
Swales	—	—
Other (specify) _____	—	—

7. SKETCH

Include on a separate page a sketch showing, in metric units:

- a) The boundaries and dimensions of the subject land;
- b) The location, size and type of all existing and proposed buildings and structures including the distance of the buildings or structures on the subject land to the front lot line, rear lot line and side lot lines;
- c) The approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application (for example, buildings, railways, roads, watercourses, drainage ditches, wooded areas, wells and/or septic systems);
- d) The existing uses on the adjacent land (e.g. residential, commercial, etc.);
- e) The location and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- f) If access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,
- g) The location and nature of any easement affecting the subject land.

Sketches or reproductions must be to scale, and should be no larger than 8 1/2" x 14"; electronic copies are also appreciated.

8. DECLARATION OF INTENT

I/We, (owner(s)/applicant) hereby declare that, as required under the Planning Act, I/We will post the sign provided by the Township of Adjala-Tosorontio on the lands subject to the application in a location that is legible and visible from the roadway and for the required length of time as provided for under the Planning Act (currently for minor variance applications it should be posted 10 days before the public meeting).

IF THE SIGN IS NOT POSTED THE REQUIRED AMOUNT OF TIME PRIOR TO THE MEETING, THEN THE COMMITTEE MAY CHOOSE NOT TO HEAR THE APPLICATION ON THAT DATE.

.....
Date

.....
Signature of Owner / Applicant

.....
Signature of Owner / Applicant

9. CONSENT OF THE OWNER

Consent of the Owner to the Use and Disclosure of Personal Information

9.1. I/We,....., am/are the owner(s) of the land that is the subject of this application and for the purpose of the Freedom of Information and 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.

.....
Date
Signature of Owner
Signature of Owner

Consent of the Owner to Enter Property

9.2. I/We, am/are the owner(s) of the land that is the subject of this application and give permission to Municipal Staff and Committee of Adjustment Members to enter onto the subject land for the purpose of inspecting the lands to evaluate the merits of the application.

.....
Date
Signature of Owner
Signature of Owner

10. AUTHORIZATION

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner(s) that the applicant is authorized to make the application must be included, or the authorization set out below must be completed by the owner.

I/We,, am/are the owner(s) of the land that is the subject of this application and I/we authorize to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of the application.

.....
Date
Signature of Owner
Signature of Owner

11. AFFIDAVIT OR SWORN DECLARATION

Do not sign until in front of Commissioner of Oaths. If the subject property is in joint ownership, the application must be signed before a commissioner by all parties. Alternately, any owner not available to sign before a commissioner may sign Section 10, authorizing a person/agent to act on their behalf.

Declaration for the Information Provided in this Application:

I/We, of the of in the of make oath and say (or do solemnly declare) that the information contained within this application is true and that the information contained in the document(s) that accompany this application in respect of the application is/are true.

Sworn (or declared) before me at the in thethis day of.....20.....

.....
Commissioner of Oaths
Applicant
Applicant