
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.

This application form must be completed in its entirety and submitted to the Township for consideration. Personal information on this application is collected under the legal authority of the Planning Act, as amended.

The Committee of Adjustment is the approval authority. They may grant a variance if:

- They are satisfied that the general intent of the Official Plan and the Zoning By-law are maintained;
- The development permitted by the variance will be appropriate and the variance is desirable for the appropriate development of the property;
- There are not any detrimental impacts to neighbouring properties and/or land uses; and,
- The variance is minor.

The process for reviewing an application for a minor variance is established by the *Planning Act*. These requirements must be met as part of the municipal review and approval procedures.

Complete and accurate submissions are required to ensure that the file can be processed. Incomplete or inaccurate applications will be returned to the applicant for re-submission. Except for required signatures, answers must be typed or neatly printed in dark ink, suitable for reproduction. All sections must be completed, or marked "N/A" (not applicable), as the case may be.

Fees associated with the application can be confirmed with staff, and are provided in By-law 20-07 (Fees and Charges By-law, Schedule A), available [here](#). 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

BEFORE SUBMITTING AN APPLICATION, PLEASE ENSURE THE FOLLOWING IS COMPLETED:

- One (1) complete application form;
- One (1) copy of the deed for the subject property;
- Ten (10) sketches, plans or any required drawings in accordance with the requirements outlined in the application (all measurements are to be done in metric units) and;
- Attach the applicable non-refundable fees and deposits (Application fee, septic review fee, Nottawasaga Valley Conservation Authority Fee)

NOTE: If a decision to approve this application is appealed to the Local Planning Appeal Tribunal (LPAT) 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:

Date Received (DD-MM-YY): _____ Roll Number: _____
Application #: _____ Hearing Date (DD-MM-YY): _____
Required Fee: _____ Receipt #: _____
Application deemed Complete by _____ Date (DD-MM-YY): _____

1. APPLICANT INFORMATION

1.1 Name(s) of registered owner(s):	
Address:	Mailing Address (If different):
Telephone:	Fax:
Email:	
Date Property Acquired by Current Owner (DD/MM/YY):	
Date of Application (DD/MM/YY):	
1.2 Applicant/Agents Name(s) (if different from owner):	
Address:	Telephone:
Email:	Fax:
1.3 Name of person or company having any mortgage, charge or encumbrance on the property:	
Name(s):	Email:
Mailing Address:	Telephone:

2. PRE-CONSULTATION

Which municipal departments/agencies have you pre-consulted with in regard to this application? Please attach any relevant correspondence, if you choose to use this service.

3. LOCATION OF LAND

3.1 Municipal Address:	Concession Number:
Lot Number:	Registered Plan Number:
Part Number:	Roll Number(s):
Lot Frontage (m):	Lot Depth (m):
Lot Area (m ²):	Former Township:

3.2 Are there any easements or restrictive covenants affecting the subject lands?

YES or NO

If yes, supply a copy of such documents and provide a brief description of its effect:

4. CURRENT AND PROPOSED LAND USE

4.1 Current designation of the subject land in Official Plan:

4.2 Current zoning of the subject land:

4.3 Existing use(s) of the subject land:

4.4 Length of time that the current uses have existed:

4.5 What are the existing uses of abutting properties?

- 1) To the north:
- 2) To the south:
- 3) To the east:
- 4) To the west:

4.6 Proposed uses of subject land:

4.7 Specify the nature and extent of the relief sought from the zoning by-law (please provide section and dimensions):

4.8 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:

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

4.10 Please describe how the proposal is minor in nature, appropriate and desirable:

5. EXISTING AND PROPOSED STRUCTURES

5.1 Location of all buildings and/or structures on the subject land (metric)*:

Building/Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side Yard (m)	Rear Yard (m)
1.				
2.				
3.				
4.				

5.2 Dimensions of all existing buildings or structures on subject land*:

Building/Structure	Ground Floor Area (m ²)	Gross Floor Area (m ²)	# of Storeys	Length (m)	Width (m)	Height (m)
1.						
2.						
3.						
4.						

**Attach a separate sheet if more than four (4) structures exist*

6. PLANNING HISTORY OF THE SUBJECT LAND

6.1 Has the land ever been the subject of an application for approval of a plan of subdivision, consent or any application under Section 45 of the *Planning Act*?

Yes No Unknown

If yes, include file number and status:

File #:	Status:

6.2 Is the subject land also the subject of an application for site plan approval? If yes, include file number and status:

Yes No Unknown

File #:	Status:
<p>6.3 Has the owner previously applied for relief in respect of the subject property or is there any intentions of applying for further relief in respect of the subject property?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>If yes, include file number and status:</p>	

7. SERVICING

Servicing	Type of Servicing	Existing		Proposed	
		Yes	No	Yes	No
Water Supply	Publicly owned and operated system				
	Private Well				
	Private Communal Well				
	Other (specify):				
Road Access	Provincial highway				
	Municipal road, maintained all year				
	Municipal road, seasonally maintained				
	Other public road				
	Right of way				
	Other (specify):				
Storm Water Drainage	Publicly owned and operated sewers				
	Diches/Swales				
	Other (specify):				
Sewage Disposal	Publicly owned and operated system				
	Private individual septic tank				
	Private communal septic system				
	Other (specify):				
Other Services	Electricity				
	School Bussing				
	Garbage Collection				
	Natural Gas				

8. SKETCH

8.1 Please attach 10 copies of sketch drawn to scale or survey showing existing and proposed information:

- Boundaries and dimensions of the subject land
- 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
- 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 (i.e. buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
- Current uses on land that is adjacent to the subject land
- Location, width 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
- Location and nature of any easement affecting the subject land

Sketches or reproductions must be to scale, and should be no larger than 8 ½" x 14"; electronic copies are also appreciated. Failure to provide the requested information may result in your application being delayed. This information is being collected in accordance with the Planning Act, 1990, c.P.13, for the purpose of defining the development proposal. A site visit to the property may be conducted to review this application, without further notice in accordance with the Planning Act, 1990, C.p.13.

Please submit 10 copies of all studies and reports required to be submitted with this application or prepared in support of the application.

9. OWNER'S AUTHORIZATION

I/We _____ am the owner of the land that is the subject of this application,
(Name of Owner(s))

and I/we authorize _____ to make this application on my behalf.
(Name of Agent)

Furthermore, for the purposes of the *Freedom of Information Act*, I authorize and consent to the use by disclosure to any person or public body of any information collected under the *Planning Act* for the purposes of processing this application.

Signature of Owner

Date

Signature of Owner

Date

10. AGREEMENT ON COSTS

I/we have enclosed the applicable application processing fees and deposits.

I/we _____, being the applicant for the subject lands,
(Name of Applicant(s))

hereby agree that notwithstanding that the agent may make payments on my behalf, I shall be solely and fully responsible for paying all costs the municipality may incur in the processing of this application. I further agree that such costs shall be paid promptly upon being invoiced by the Township, failing which, such costs, and interest and administration fees, may be collected, which may include recovering costs as taxes.

Signature of Applicant

Date

Signature of Applicant

Date

11. STATUTORY DECLARATION: *This must be signed by the applicant in the presence of a Commissioner*

I/we _____, of the _____ of _____ County of _____ solemnly declare that all the statements contained in this application and all supporting documentation 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 _____ in the County/Region of _____ this _____ day of _____.

Signature of Owner(s) or Authorized Agent

Signature of Commissioner of Oaths

Signature of Owner(s) or Authorized Agent

Note: Submission of this application Township Staff, Commenting Agencies and Committee Members are permitted to access the property for the purpose of site inspections related to this application. Access to the property to conduct site inspections shall be between the hours of 8 a.m. to 7 p.m.

12. PUBLIC NOTIFICATION OF PLANNING APPLICATION AND SIGNAGE AGREEMENT

In compliance with the *Planning Act*, your application for Minor Variance will be circulated to affected parties who, in all probability will be visiting the site prior to submitting their comments. The area subject to the proposed Minor Variance must be clearly marked and posted 10 days prior to the hearing and remain posted until the date the appeal period expires.

It is the responsibility of the applicant to ensure the sign(s) is securely posted on the subject lands so that it is visible and legible from a public roadway. The Township has provided the sign for your convenience only, therefore the Township is not responsible for any damages from the improper posting of the sign.

Please use the sign supplied and any extra posts or stakes supplied by owner and post it so it is clearly visible from the roadway. In the event that the property is not marked, the Committee of Adjustment may decline to hear the application until such time as the posting of the sign has been completed and a date for the next hearing is available, or the Committee may deny the application. Any additional costs caused by the deferment shall be paid by the applicant, agent or solicitor. In the case of rural properties, the appropriate emergency number (911) must be part of the site address on the application.

I/We _____ have submitted a Minor Variance application
(Owner/Agent)

to the Corporation of the Township of Adjala-Tosorontio, and hereby confirm that I/we have received the sign and acknowledge the information outlined in the above notice.

Dated this _____ day of _____, 20_____.

Signature of Applicant

Signature of Applicant

Signature of Witness

This application package is to be submitted to:

**PLANNING DEPARTMENT
7855 Sideroad 30
Alliston, Ontario
L9R 1V1**