

The Corporation of the Town of Minto  
Committee of Adjustment

Minor Variance Application  
Guidelines and Explanatory Notes

**Introduction:** The submission of an application to the Town of Minto to seek relief from the Town of Minto Zoning By-law No. 01-86 is provided for in the *Ontario Planning Act (RSO 1990 s.45)*. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application.

A pre consultation appointment with the Town of Minto Building Department staff as well as the County Planner is also required. Should you require clarification on any matter covered by this application form, or wish to book an appointment, please contact the Town of Minto Building Department at (519) 338-2511 ext 1.

**Application Fees:** Each application must be accompanied by the application fee in the form of a cheque/cash/money order payable to the Town of Minto. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application.

**Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

**Drawing:** All applications for a Minor Variance must include an **accurate and to scale sketch**. In some cases, the Committee of Adjustment **may** require that the plan be prepared or signed by an Ontario Land Surveyor. This sketch should show the items listed in Section D as applicable to the relief being sought. Each copy of this application must be accompanied by a plan/sketch showing the dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. **Where relevant to the relief being requested**, the drawing(s) must also show any of the following applicable items:

- Dimensions of area of relief
- Neighbouring properties
- Driveways and lanes
- Easements, restrictive covenants
- Municipal Drains / Award Drains
- Public Roads, allowances, rights of way
- Municipal Drains / Award Drains
- Other features (bridges, wells, railways, septic systems)
- Neighbouring land uses
- Natural features
- North Arrow
- Parking and Loading Areas
- Distance to lot lines

Supporting Information: Additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and stormwater management.

Approval Process: The Secretary Treasurer of the Committee of Adjustment will notify those parties that are to receive notice under *Regulation 447/83* upon receipt of an **application**, the required **fee** and **other information** as may be required. This involves the circulation of the application to various agencies and abutting landowners for their comments. The applicant or agent will be requested to attend a public meeting to present the proposal. **Please note that it is in the applicant's best interest to ensure that they are represented at this meeting.** The applicant and any other parties requesting notice will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

Further Information: **Municipality:** The Corporation of the Town of Minto  
5941 Highway #89, R.R. #1,  
Harriston, ON  
N0G 1Z0  
Phone: (519) 338-2511  
Fax: (519) 338-2005

**Fees for Minor Variance Application:  
\$1,600.00 Total Required**

**2 Copies of this application, including the drawing and other information as may be specified, shall be required.**



Roll Number: \_\_\_\_\_  
 File Number: \_\_\_\_\_  
 Submission Date: \_\_\_\_\_  
 Public Meeting Date: \_\_\_\_\_

**Committee of Adjustment Minor  
 Variance Application**

**1. Applicant Information**

a) Registered Owner's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Home:( ) \_\_\_\_\_ Work:( ) \_\_\_\_\_ Email: \_\_\_\_\_

*Please note: Authorization is required if the Applicant is not the Owner*

b) Applicant (Agent) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Home:( ) \_\_\_\_\_ Work:( ) \_\_\_\_\_ Email: \_\_\_\_\_

c) Name, and contact information of any mortgagees, easements or encumbrance on the property:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

d) Send Correspondence To: Owner [ ] Agent [ ] Other [ ]

**2. Provide a Description of the "Entire Property", Measurements in Metric [ ] Imperial [ ] Units**

Municipal Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No. \_\_\_\_\_

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

**3. What is the Current Official Plan Designation and Zoning of the subject property?**

Official Plan: \_\_\_\_\_

Zoning: \_\_\_\_\_

**4. What is the "Existing" use(s) of the subject land and how long have the Existing use(s) been applicable to the subject land?**

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

5. What is the existing use of the abutting properties?

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6. What is the proposed use of the subject land?

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7. What is the nature and extent of the relief that is being applied for? Please specifically indicate on the sketch as well.

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8. Why is it not possible to comply with the provisions of the existing By-Law? Please use a separate sheet if necessary.

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9. Indicate the Applicable Water Supply and Sewage Disposal:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Well</u>	<u>Other Water Supply</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>
a) Existing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
b) Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

**10. How will storm drainage be provided for the subject lands?**

Sewers \_\_\_\_\_ Ditches \_\_\_\_\_ Swales \_\_\_\_\_ Other (specify) \_\_\_\_\_

**11. Provide the Following Details for all Buildings on or Proposed for the Subject Land:**

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s) _____	_____	_____
b) Main Building Height _____(m.) _____(ft.)	_____ (m.) _____(ft.)	_____ (m.) _____(ft.)
c) Total Floor Area _____(sq.m.) _____(sq.ft.)	_____ (sq.m.) _____(sq.ft.)	_____ (sq.m.) _____(sq.ft.)
d) Ground Floor Area _____(sq.m.) _____(sq.ft.) (exclude basement)	_____ (sq.m.) _____(sq.ft.)	_____ (sq.m.) _____(sq.ft.)
e) % Lot Coverage _____	_____	_____
f) #of Parking Spaces _____	_____	_____
g) #of Loading Spaces _____	_____	_____
h) Location of all Buildings ( Specify Distances from front, rear and side lot lines):		
Front Yard: _____	_____	_____
Rear Yard: _____	_____	_____
Interior Side Yard: _____	_____	_____
Exterior Side Yard: _____	_____	_____

**12. Indicate the name of the Road or Street etc.... that provides access to the subject land:**

Provincial Highway \_\_\_\_\_ County Road \_\_\_\_\_  
 Municipal Road \_\_\_\_\_ Right of Way \_\_\_\_\_  
 Seasonal Road \_\_\_\_\_ Waterway \_\_\_\_\_

**13. Has the Applicant/Owner Made Application for any of the Following on the Subject Land?**

APPLICATION	YES	NO	FILE NO. & STATUS OF APPLICATION
Official Plan Amendment			
Zoning By-law Amendment			
Plan of Subdivision			
Consent (severance)			
Prior Minor Variance			

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below **must** be completed)

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

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

\_\_\_\_\_  
Date

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

I, (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region  
of \_\_\_\_\_ solemnly declare that all 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/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**APPLICATION AND FEE \$** \_\_\_\_\_

**RECEIVED BY THE TOWN OF MINTO:**

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

\_\_\_\_\_  
Date