



Building and Planning Services Department
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4

(519) 271-0250 Ext. 345
building@stratford.ca
planning@stratford.ca
www.stratford.ca

Application for Minor Variance

Office Use Only

File Number _____ Date Accepted _____

Related File Numbers: _____

Note to Applicants:

The information in this form that must be provided by the applicant is prescribed in Ontario Regulation 200/96 made under the *Planning Act*. This mandatory information must be provided with the appropriate fee.

1. Owner Information:

OWNER: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E Mail: _____

2. Agent Information:

APPLICANT OR AGENT (IF ANY): _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

E Mail: _____

NOTE: (1) unless otherwise requested, all communications will be sent to the agent, if any. (2) an owner's authorization is required in Section 23 if the agent or applicant is not the owner.



3. Names and addresses of any mortgagees, holders of charges or other encumbrances:

4. Nature and extent of relief applied for:

5. Why is it not possible to comply with the provisions of the By-law?

6. Location of subject land (complete applicable lines):

Municipality: _____ Concession: _____
Registered Plan No.: _____ Lot(s) No.: _____
Reference Plan No: _____ Part(s) No: _____
Name of Street: _____ Street No.: _____

7. Dimension of land affected:

Frontage: _____
Depth: _____
Area: _____
Width of Street: _____



8. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.).

Existing:

Proposed:

9. Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines).

Existing:

Proposed:

10. Date of acquisition of subject land:



11. Date of construction of all buildings and structures on subject land:

12. Existing uses of the subject property:

13. Proposed uses of the subject property:

14. Existing uses of abutting properties:

15. Length of time the existing uses of the subject property have continued:

16. Municipal services available (check appropriate space or spaces)

Type of access (check appropriate box):

- provincial highway
- municipal road, maintained all year
- municipal road, seasonally maintained
- other public road
- right of way

Type of water supply (check appropriate box):

- publicly owned and operated piped water system
- privately owned and operated individual well
- privately owned and operated communal well



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- lake or other water body
- other means



Municipal services available continued:

Type of sewage disposal (check appropriate box):

- publicly owned and operated sanitary sewage system
- privately owned and operated individual septic tank
- privately owned and operated communal septic system
- privy
- other means

Type of storm drainage (check appropriate box):

- storm sewers
- ditches
- swales
- other means

17. Present Official Plan provisions applying to the land:

18. Present Zoning By-law provisions applying to the land:

19. Is the subject property the subject of a current application for subdivision or consent under the *Planning Act*?

Yes __ No _

If the answer is YES, specify the appropriate file number and the status of the application.

20. Has the owner previously applied for a minor variance in respect to the subject property?

Yes__ No _

If the answer is YES, describe briefly.

21. Sketch



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The application shall be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land.



- the 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.
- 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; and
- the location and nature of any easement affecting the subject land.

22. Other fees:

In addition to the application fee where the City requires assistance from its solicitors or other technical or professional consultants in the processing of this application, the applicant shall be responsible for reimbursing all legal and consulting fees incurred by the City, at the City's actual cost. Depending on the amount of such fees, which the City expects to incur on any given application, the City may also require the applicant to enter into an agreement with respect to the payment of such fees and may, where appropriate, require security to be posted.

The applicant is hereby notified that in the event the City of Stratford Council approves the application and the matter is appealed to the Local Planning Appeal Tribunal, the applicant may be required to enter into a financial agreement to bear all legal and consulting costs incurred by the City with regard to its preparation for and attendance at such hearings, including all prehearing conferences and all hearing related matters.



23. Affidavit or Sworn Declaration:

Declaration for the Prescribed Information

I, _____ of the _____

in the _____

make oath and say (*or solemnly declare*) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the above Sections is true.

Sworn (*or declared*) before me:

at the: _____

in the: _____

this _____ day of _____, 20_____

Commissioner of Oaths

Applicant

24. Authorization:

I hereby authorize the City of Stratford and municipal staff to access the subject site for the purpose of evaluation of the subject application.

Date

Signature of Owner

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

Authorization of Owner for Agent to make the Application

I, _____ am the owner of the land that is the subject of this application for a minor variance and I authorize _____ to make this application on my behalf.



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Date

Signature of Owner



Applicant's Checklist:

Have you included:

- ✓ One copy of the completed application form.
- ✓ One copy of the sketch required in Section 21.
- ✓ Application fee.

NOTICE OF COLLECTION

The personal information collected on this form is collected under the authority of the *Planning Act* and will be used by Infrastructure and Development staff, Committee of Adjustment and authorized agents for the purpose of considering this application and for administrative purposes. All names, addresses and comments will be included in material available to the public and Committee of Adjustment. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, ON, N5A 6W1 or by telephone 519-271-0250 ext. 5329 during business hours.

If you require this form in an alternate format, contact Development Services at 519-271-0250 extension 5345.