

Application For Minor Variance

Pursuant to Section 45 of the *Planning Act*



For Office Use Only

Application No.: _____ Date Received: _____

1. Applicant/Agent Information

1.1 Registered owner(s) of the subject land

Name(s): _____

Address: _____

Postal Code: _____ Town/Municipality/City: _____

Phone: _____ Email: _____

Date Subject Land was Acquired by the current Owner(s): _____

1.2 Agent (authorized by the owner to file the application, if applicable)

Name: _____

Address: _____

Postal Code: _____ Town/Municipality/City: _____

Phone: _____ Email: _____

Notes: Correspondence will be sent to the applicant/agent, unless otherwise requested. If the applicant is not the owner, **Authorization of Owner for Agent to Make the Application** must be completed.

1.3 Mortgagees, holders of charges, or other encumbrances of the subject land

Name: _____

Address: _____

2. Description & Purpose of Proposed Application

2.1 Describe the nature and extent of the relief from the Zoning By-law (what is being varied):

2.2 Provide reasons why the relief is being requested/why it is not possible to comply with the provisions of the Zoning By-law:

3. Description of the Subject Land

3.1 Location of Subject Land

Street Address: _____

Concession(s): _____ Lot(s): _____ Registered Plan: _____

Reference Plan and Part(s): _____

Roll Number: _____

3.2 Land Use of Subject Land

a) Existing

Official Plan Designation: _____

Zoning: _____

Existing use(s) of subject land: _____

Length of time that existing uses have continued: _____

Type/use of existing building(s)/structure(s): _____

Construction date of building(s)/structure(s) (if known): _____

Existing uses of abutting properties: _____

b) **Proposed**

Proposed use(s) of subject land: _____

Type/use of proposed building(s)/structure(s): _____

3.3 Particulars of Subject Lands and all Building(s)/Structure(s)

a) Dimensions of land affected:

Frontage (m): _____

Depth (m): _____

Area (m²): _____

b) Please indicate whether there are any existing buildings or structures on the subject lands.

☐ Yes ☐ No

If yes, please complete the following table indicating the types of buildings and structures. Please complete the table in **metric units**.

Type of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

c) Please indicate whether any buildings or structures are proposed on the subject lands.

☐ Yes ☐ No

If yes, please complete the following table indicating the types of buildings and structures. Please complete the table in **metric units**.

Type of Building/ Structure	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

4. Access and Servicing of Subject Lands

4.1 Access to Subject Lands

Access to subject lands (name): _____

Access Type:

☐ Municipal Road

☐ Right of Way

☐ Provincial Highway

☐ Other Public Road

☐ County Road

☐ Water

4.2 Water Supply to Subject Lands

☐ Publicly owned & operated piped water system

☐ Privately owned & operated individual well

☐ Privately owned & operated communal well

☐ Water Body

☐ Other: _____

4.3 Sewage Disposal on Subject Lands

☐ Publicly owned & operated sanitary sewage system

☐ Privately owned & operated individual septic system

☐ Privately owned & operated communal septic system

☐ Privy

☐ Other: _____

4.4 Storm Drainage on Subject Lands

☐ Storm sewers

☐ Swales

☐ Municipal drainage ditches

☐ Other: _____

5. Additional Information

5.1 Other Applications

a) Have you consulted Planning Staff with respect to this application? (If yes, please provide Staff name):

☐ Yes: _____

☐ No

☐ Unknown

b) Have the subject lands ever been or are currently the subject of an application for approval of a Plan of Subdivision under Section 51 or a Consent under Section 53 of the *Planning Act*? (If yes, please provide the application number):

☐ Yes: _____

☐ No

☐ Unknown

c) Have the subject lands ever been or are currently the subject of an application for Minor Variance under Section 45 of the *Planning Act*? (If yes, please provide the application number and status of the application):

☐ Yes: _____

☐ No

☐ Unknown

d) Have the subject lands ever been or are currently the subject of an application for Consent under the *Planning Act*? (If yes, please provide the application number and status of the application):

☐ Yes: _____

☐ No

☐ Unknown

Sketch

The application shall be accompanied by a sketch, in metric units, showing the following:

- i. The boundaries and dimensions of the subject land.
- ii. 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.
- iii. 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.
- iv. The current uses on land that is adjacent to the subject land.
- v. 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.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. the location and nature of any easement affecting the subject land.

Notice of Collection

The personal information collected on this form is collected under the authority of the *Planning Act* and will be used by City staff and authorized agents for the purpose of processing this application. All names, addresses and comments will be included in material available to the public and City Council. 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 the Building and Planning Department at 519-271-0250 extension 5345.