

Minor Variance

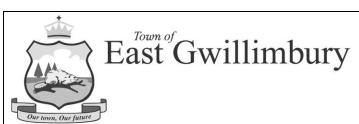
Application Guide

MATERIALS ENCLOSED

General Information
Application Form
Authorization Of Owner Form
Conservation Authority Review Application
Form Check List For Owner/Agent/Solicitor
Summary Of Development Application Fees

Town of East Gwillimbury, Development Servces - Planning Branch 19000 Leslie Street, Sharon, Ontario L0G 1V0 Telephone: (905) 478-4282 Fax: (905) 478-2808

Website: www.eastgwillimbury.ca



MINOR VARIANCE APPLICATION <u>GENERAL INFORMATION</u>

1. PURPOSE OF THE APPLICATION

The purpose of this Minor Variance Application Guide is to set forth the information required by the Town to allow it to properly evaluate your application.

The attached application form is to be used only when applying for a Minor Variance to the Committee of Adjustment for the Corporation of the Town of East Gwillimbury. One completed copy of the application must be filed.

2. APPLICATION FEES

Please refer to the Development Application Fees By-law for the schedule of fees. The basic application fee is required to cover normal costs incurred in processing a Minor Variance Application. The fee is payable to the Town of East Gwillimbury.

Refund Policy

NO refunds will be given for Committee of Adjustment Applications.

Revisions to Applications

Should revisions to applications require re-circulation, a fee in the amount of \$1,037 must accompany the request for revision.

Additional Fees

In the event that additional costs are incurred by the Town for Special Studies necessitated by an application(s), the additional costs shall be paid by the applicant in the manner and amount to be determined by the Council of the Town of East Gwillimbury.

Ontario Municipal Board Hearing Deposits

Ontario Municipal Board Hearing Deposits are due and payable upon the receipt of an appeal with respect to the application. The deposit shall be paid by the applicant in a manner and amount to be determined by the Council of the Town of East Gwillimbury. Fees incurred by the Municipality above and beyond the amount of deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of deposit required, the appropriate refund will be issued to the applicant.

3. <u>APPLICATION FORM</u>

The application form should be completed by the owner of the subject lands, his/her solicitor, or his/her authorized agent. If this application is to be submitted by a solicitor or agent on behalf of the owner, the attached authorization form <u>must</u> be completed and signed by the owner. If the owner is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation, who has the authority to bind the corporation, and the corporation's seal, if any, must be affixed.

[NOTE TO OWNER: If the application is to be prepared by a solicitor or agent, authorization should not be given until the completed application and its attachments have been examined and approved by the owner.]

It is important to note that the signature on the application form must be witnessed by a Commissioner. Where the subject lands are owned by a corporation, the application must be under corporate seal and/or must be signed by an authorized signing officer who has the authority to bind the corporation. Names and titles are to be typed under the signatures, where shown. If there is more than one owner, all parties are required to sign the application and/or authorization form.

The questions on the application form identified with an asterisk (*) provide information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed Amendment.

4. INFORMATION REQUIRED

It is the responsibility of the owner/authorized agent/applicant to provide complete and accurate information. This form will not be accepted as an application until all questions have been answered and all requirements have been met in the manner requested. If the form is incomplete or inaccurate, the application will be returned for completion, correction or clarification prior to processing.

The following additional information in support of this application is also required by the Town:

- (a) A legal survey of the subject lands, prepared by an Ontario Land Surveyor, showing all boundaries and dimensions of the subject land;
- (b) A plan identifying the following:
 - 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;
 - current uses on land that is adjacent to the subject lands;

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

A copy of the deed for the subject lands <u>must</u> accompany each application as proof of ownership.

5. <u>APPLICATION SIGN</u>

The Development Sign shall be erected and maintained in accordance with the following requirements.

Written confirmation must be forwarded to the Town advising that the required sign has been erected.

The sign shall be constructed of a durable material and shall be approximately 2 feet square. It shall be supported by a minimum of two uprights and secured in the ground. The sign face should be at eye level [approximately 5 feet above ground].

The sign shall have black lettering on a white background and be clearly visible from the street. The lettering should be plain upper case [Helvetica medium or similar typeface].

The sign shall be completely unobstructed, clearly visible from the street, and shall not be set back more than 15 feet from the lot line.

The notice shall contain the following information and in the following form:

<u>NOTICE</u>	
A Minor Variance Application [File No.:	_] has been made to facilitate A public
meeting has been scheduled for	, at p.m. to be eslie Street, Sharon, to discuss
For further information contact the Town of Ea Adjustment [Telephone No. 905-478-4282].	st Gwillimbury, Committee of

All proposed wording should be approved by the Town.

The applicant and/or owner of the lands shall be responsible for preparing, erecting and maintaining the sign and the removal of same and all costs involved.

Failure to erect the prescribed sign and maintain such in good order may be considered sufficient grounds to stop the processing of the application at any time.



6. <u>APPLICATION PROCESS</u>

It is recommended that the owner/agent meet with Planning Staff prior to making the formal submission. This should assist in avoiding delays due to incomplete applications or lacking information requirements. Staff may also recommend preconsultation with other applicable commenting public bodies or agencies.

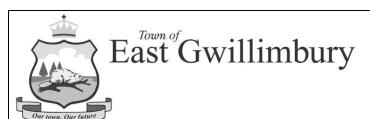
Once the completed application has been submitted, a request for written comments is sent to various agencies. A notice of your proposal is also sent to property owners within 60 metres [200 feet] of the subject lands. These owners will have the right to attend the scheduled Hearing and express any concerns or support they may have to the Committee. The request for comments and notices of hearing are circulated a minimum of ten days prior to the date when the application is to be heard by the Committee.

The applicant, his/her staff and/or consultant, is required to attend the public meeting. They should be prepared to make a brief presentation of the proposal and answer any questions that may arise.

Once the Committee has considered all evidence available, they will make their decision. The written decision will be mailed within ten days from the date in which the Committee made its decision. From the date the Committee made its decision and including the above noted ten days, there is a twenty day waiting period within which the decision may be appealed.

If no appeal is lodged, the decision of the Committee is final and binding.

If an appeal is lodged, a record of information pertaining to the Application will be forwarded to the Ontario Municipal Board [O.M.B.]. The O.M.B. will schedule and hold a public hearing to decide the final disposition of the application.



MINOR VARIANCE APPLICATION

This application must be filed with the Development Services, Planning Branch of the Town of East Gwillimbury together with the required documents and fees.

I hereby submit a Minor Variance Application to the Committee of Adjustment for the Town of East Gwillimbury under Section 45 of The Planning Act, R.S.O. 1990, for relief as identified in this

application in respect of the property herein after described. 1. Date of the Application: 2. *Assessed Owner[s] of the subject property: Name: Mailing Address: Postal Code: Phone (Daytime): _____ Cell: _____ Contact E-mail: 3. *Applicant: Name: Mailing Address: Postal Code: Cell: Phone (Daytime): Contact E-mail: 4. Solicitor: Name: Mailing Address: Postal Code: Phone (Daytime): Cell: Contact E-mail:

*If known, the names and addresses of the holder(s) of any mortgages, charges or other
encumbrances in respect of the subject land:
[If space is insufficient, attach a separate sheet.]
*Describe in detail the nature and extent of the relief applied for:
*Describe, in detail, the nature and extent of the relief applied for:
[If space is insufficient, attach a separate sheet.]
*Outline, in detail, the reason why the proposed use cannot comply with the provisions of the
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*Outline, in detail, the reason why the proposed use cannot comply with the provisions of the Zoning By-law:

		-		eet]						
Lot	:						_	oncession: egistered		
Pro								an:		
*Size	of property:									
(a) (b) (c)	Frontage: Depth: Area:				met met hec		-		feet feet acres	
*Are	there any buildi	ngs o	r struc	tures	curr	ently lo	ocat	ed on the s	subject prope	erty?
	□ Y	es			J No)				
*If the	e answer to iten	n #11	is yes,	for	each	buildir	ng o	r structure,	identify the	following:
	Type Of ilding/Structure		Setback			t Lines	de	He	ight Of g/Structure	Dimensions [Ground Floor Area]
										Alcaj
		[1	f space i	s insu	fficient	, attach	a sep	arate sheet.]		
	nown, identify t ructed.	he d	ate the	e ex	isting	build	ings	or structi	ures on the	subject land w
В	Type Of uilding Or Structur	·e	Da Cons	ite Of tructi					e Of r Structure	Date Of Construction
							-			

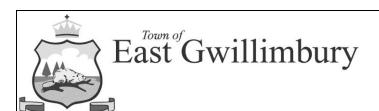
ture										
	*Current use of Property:									
*lde	*Identify the length of time that the existing uses of subject land have continued:									
*Cu	*Current Official Plan designation of the property:									
*Cu	ırrent Zoning of th	ne prope	rty:							
*Pro	oposed use of the	e propert	ry:	*Proposed use of the property:						
	☐ Yohe answer to item	es ı #19 is y	es, for	I No each bι	uilding or	e built on the subject professions the structure, identify the	following:			
*If tl	□ Y	es ı #19 is y	es, for] No	uilding or					
*If tl	he answer to item	es ı #19 is y Sett	es, for	No each bu	uilding or	structure, identify the	following: Dimensions [Ground Floo			
*If tl	he answer to item	es ı #19 is y Sett	es, for	No each bu	uilding or	structure, identify the	following: Dimensions [Ground Floo			
*If tl	he answer to item	es ı #19 is y Sett	es, for	No each bu	uilding or	structure, identify the	following: Dimensions [Ground Floo			
*If tl	he answer to item	es ı #19 is y Sett	es, for	No each bu	uilding or	structure, identify the	following: Dimensions [Ground Floo			
*If tl	he answer to item	es #19 is y Sett Front	ves, for packs From Rear	No each but the side	uilding or	structure, identify the	following: Dimensions [Ground Floo			
*If the	he answer to item	es #19 is y Sett Front [If spa	res, for packs From Rear	No each but the side side side side side side side sid	uilding or	r structure, identify the Height Of Building/Structure parate sheet.]	following: Dimensions [Ground Floo			

	[If spac	ce is insufficient, attach a se	eparate sheet.]	
*Identify	the water supply provi	ided to the subject p	operty:	
	☐ Municipal Water	☐ Individual W		
_	☐ Communal Well ☐ Other (explain)	☐ Lake or Othe	•	
•				-
*Idon#fir	the type of sewage dis	anacal ayatam prayis	ad to the authors =	roporty:
	☐ Municipal Sanitary	· _ ·	e Septic System	roperty.
_	☐ Communal Septic		5 deptie dystem	
ĺ	Other (explain)			-
*Identify	the type of storm drain	nage provided to the	subject property:	
_	☐ Municipal Sewers	☐ Ditches	☐ Swales	
	☐ Other (explain)			
*Are the Consent?	subject lands subjec ?	ct of an application	or approval of a F	Plan of Subdivisi
	☐ Yes	□ No		
*If the ar applicatio	nswer to item #26 is yon:	es, and if known, id	entify the file numb	per and the statu

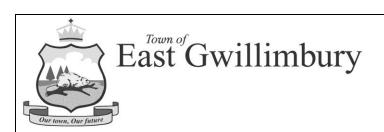


28.	*Have the subject lar	nds ever be	en the subje	ect to a prev	vious Minor V	/ariance Ap _l	plication	1?
	☐ Yes		□ No		☐ Unknown			
29.	Does the subject pro on a plot plan]	perty have	any of the	following lo	ocated there	on? [if so, s	how loc	cation[s]
	☐ Marshlar ☐ Waterco ☐ Oak Rido	urses or dra	inage ditch	•	surface pon age swales	ding		
30.	Is the subject proper	ty predomin	ately: [answ	er yes or n	0]			
	Low Lying: Rolling:		<u> </u>					
31.	Does the assessed related to an appeal Municipal Board?							
	ПΥ	es	□ No					
Dated	at the					this		
Batoa	<u></u>	[Name of Mu	nicipality]				[Da	
day of				,				
of the	[Month]	[Year]	[Applicant's Full Name] in the					
or the		[Name of Mu						_ 111 11110
					solemnly	y declare th	at all the	e above
	[Name of Regional Municip	ality]						
statem	nents contained in this	application	and all the	exhibits tra	ansmitted he	rewith are tr	ue, and	I make
solemi	n declaration conscier	ntiously belie	eving it to b	e true and	knowing that	it is of the	same fo	rce and
effect	as if made under oath	, and by virt	ue of the "C	Canada Evid	dence Act".			
By sig	ning this application	form, I als	o confirm t	hat I have	read and u	inderstand ¹	the info	rmation
include	ed in the Minor Varian	ce Applicati	on Guide.					
			Sign	nature of Ass	sessed Owner	/Authorized A	Agent	
			0.9.			,, (41.101.204)	.go	
Declar	red before me at the							in the
	_		[Name of	Municipality]				
	INI of Denier al Municip	-114-3				this		day of
	[Name of Regional Municip	alityj				[Da	y]	
	[Month]			,	[Year]			
				Signature o	f a Commissio	ner, etc.		

[If signed by other than Owner, written authorization of the Owner <u>must</u> accompany the application.]



NOTE: The questions on the application form identified with an asterisk (*) represent information prescribed in accordance with The Ontario Planning Act, R.S.O. 1990. Those questions not identified in this manner provide the Town with required information in order to facilitate a complete review and proper analysis of the proposed variance.



AUTHORIZATION OF OWNER

	, hereby authorize
[print full name of assessed owner]	
	, to submit the enclosed
[print full name of agent]	
application to the Development and Legal Service	es, Planning Branch of the Town of East Gwillimbury
and to appear on my behalf at any Hearing[s]	of the application and to provide any information or
material required by the Council or Planning Con	nmittee of said Town relevant to the application.
Furthermore, for the purposes of the Freedom	of Information and the Protection of Privacy Act, I
authorize	, as my agent for this application, to
[print full name of agent]	
provide any of my personal information that will	be included in this application or collected during the
processing of the application.	
Dated at the of	
this day of,	
·	
	[signature of assessed owner]