

# Minor Variance Application

Section 45 of the Planning Act, R.S.O 1990, As Amended

Township of Wainfleet  
Committee of Adjustment  
31940 Highway #3  
Wainfleet, ON L0S 1V0  
Tel: 905-899-3463 Fax: 905-899-2340



## For Office Use Only

Date Received:	Received By:
Application Deemed Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Deemed Complete:
Roll Number:	File No.:

Note: Prior to completing this form, the applicant should read the minor variance brochure. Please type or write clearly using blue or black ink.

## SECTION 1 – CONTACT INFORMATION

Owner Information	
Registered Owner(s): (please indicate names exactly as shown on the Transfer Deed of Land)	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Solicitor Information (if applicable)	
Owner's Solicitor:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Authorized Agent Information (if applicable)	
Owner's Authorized Agent:	
Mailing Address (Street address, unit number, city and postal code)	
Phone Number	Fax Number
Email Address	
Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input type="checkbox"/> Solicitor <input type="checkbox"/> Agent	

## SECTION 3 – LOCATION OF SUBJECT LAND

Address of Subject Property (Street address, unit number, city)
Legal Description (lot, concession, registered plan, etc.)
Are there any easements or restrictive covenants affecting the land? <input type="checkbox"/> Yes (explain below) <input type="checkbox"/> No
Date of acquisition of subject land by current Owner:

**SECTION 4 – SKETCH**

An application must be accompanied by a metric site plan drawn to scale and must show the following information:

- The boundaries and dimensions the subject land;
- The road and access onto the subject land;
- The location, size, height and type of all existing structures on the subject land and the distances of each to the property line;
- The location, size, height and type of all proposed structures on the subject land and the distances of each to the property line;
- The location of all natural (trees, hedges etc.) and manmade features (deck, pool, fence, gazebos etc.) on the subject lands that in the opinion of the applicant may affect the application
- The location of the well (if applicable), septic tank and bed and the distances to all proposed structures;
- The location and type of easement affecting the subject land (if applicable);
- The location and number of existing and proposed parking spaces with dimension.

**SECTION 5 – SUBJECT LAND INFORMATION**

Zoning	Township Official Plan Designation	Regional Official Plan Designation
Frontage (m):	Depth (m):	Area (m <sup>2</sup> or ha):
Existing Land Use		Proposed Land Use
Type of access to subject parcel:		
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal Road maintained all year	<input type="checkbox"/> Water Access
<input type="checkbox"/> Regional Road	<input type="checkbox"/> Municipal Road maintained seasonally	<input type="checkbox"/> Right-of-Way
<input type="checkbox"/> Private Road	<input type="checkbox"/> Other Public Road	
Type of water supply proposed for subject parcel:		
<input type="checkbox"/> Publicly owned and operated piped water	<input type="checkbox"/> Cistern	
<input type="checkbox"/> Well (private or communal)	<input type="checkbox"/> Other: _____	
Type of sewage disposal proposed for subject parcel:		
<input type="checkbox"/> Publicly owned and operated sanitary sewage system	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Septic system (private or communal)		
Existing Structures		Proposed Structures

**SECTION 6 – NATURE & EXTENT OF RELIEF APPLIED FOR**

Bylaw Section	Bylaw Requirement	Requested Variance

Is this an extension of a legal non-conforming building, structure or use?  Yes  No

Is this a change in use (legal non-conforming?)  Yes  No

If yes,  
Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**SECTION 7 – PURPOSE OF THE APPLICATION**

What are you proposing to make this application necessary? (Use an extra page if necessary)

Empty table with 10 rows for providing details on the purpose of the application.

**SECTION 8 – JUSTIFICATION OF REASONS**

Why is it not possible to comply with the provisions of the bylaw? (Use an extra page if necessary)

Demonstrate how the variance is minor in nature, how the variance is appropriate and desirable for the use of land and how the variance meets the intent of the Official Plan and Zoning Bylaw. If you wish, you can include photos or letters of support.

Empty table with 15 rows for providing justification of reasons for the variance.

**SECTION 9 – CONSENT TO THE USE AND DISCLOSURE OR PERSONAL INFORMATION**

All submission materials on file, including cover letters, application forms and plans will be made available to the public for viewing at the Township office, as required under Section 1.0.1 of the Planning Act, R.S.O. 1990 C.P.13. Personal information on file with the Planning Department is collected under the authority of the Planning Act and will be used to process the application.

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for minor variance and for the purposes of the *Municipal Freedom of Information and Privacy Act*, I/We authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**SECTION 10 – POSTING OF PUBLIC HEARING SIGN**

A public hearing sign is required to be posted by all applicants or agents on each property under application. A sign will be made available to you after review of your application(s) and you are directed to post each sign in a prominent location that will enable the public to observe the sign. The location of each sign will depend on the lot and location of structures on it, however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the contact information should they wish to make inquiries. In most cases, please post the sign on a stake. Please take a picture from the roadway and email it to the Secretary-Treasurer for confirmation of its location and it will be placed in the file as evidence of the requirement.

Each sign must remain posted a minimum of 10 days prior to the hearing, until the day following the hearing. Should a sign go missing or become damaged or illegible please contact the Secretary-Treasurer as soon as possible and a replacement sign will be provided. Failure to post the sign as required may result in deferral of your application(s).

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for minor variance and I/We agree to post the required sign(s) a minimum of 10 days prior to the hearing and will remain posted, and replaced if necessary, until the day following the hearing.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**SECTION 11 – PERMISSION TO ENTER**

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for minor variance and I/We authorize the members of the Committee of Adjustment and Township staff to enter onto the property for the purposes of evaluating the merits of the application(s).

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**SECTION 12 – AUTHORIZATION FOR AGENT (If applicable)**

If the applicant is not the owner of the land that is the subject of this application, the authorization set out below must be completed by the owner(s). All registered owners must complete the authorization form for it to be valid.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application for minor variance and I/We hereby authorize \_\_\_\_\_ as my/our agent for the purpose of submitting an application(s) to the Committee of Adjustment for a minor variance or for permission in accordance with Subsections 1 or 2 of Section 45 of the Planning Act, R.S.O. 1990, as amended.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**SECTION 13 – AFFIDAVIT OF OWNER(S) OR AUTHORIZED AGENT**

The declaration below must be signed in the presence of a Commissioner for Taking Affidavits. This may be done when presenting your application at the Township office. Please make sure to bring your photo I.D. with a signature.

Please Note: if the owner is a Corporation, the application must be signed by an officer of the Corporation and the Corporation’s seal (if any) should be affixed or the words “I have the authority to bind the Corporation” may be printed under the signing officer’s name instead of affixing the Corporate seal.

I/We, \_\_\_\_\_ of the City/Town/Township of \_\_\_\_\_

in the County/Region of \_\_\_\_\_ do solemnly declare that all 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 virtue of the Canada Evidence Act.

SWORN before me at the City/Town/Township of \_\_\_\_\_ )  
\_\_\_\_\_ in the \_\_\_\_\_ )  
County/Region of \_\_\_\_\_ )  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ )

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

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

\_\_\_\_\_  
A Commissioner etc.