

**CORPORATION OF  
THE TOWNSHIP OF GUELPH/ERAMOSIA  
CHECKLIST FOR A MINOR VARIANCE APPLICATION**

- \$2,577.00 non-refundable administration fee in the form of cash, cheque, or debit.
- If the applicant is not the owner of the property the owner must sign and date the applicant authorization.
- Completed and signed application form (signature must be witnessed by a Commissioner of Oaths).
- A Concept Plan**
- Land Registry Office - Parcel Register**
- Six (6) individually folded hard copies of each plan showing the proposed development.
- Digital copies of all plans, provided on a CD, in both pdf and AutoCAD format (where applicable).

**REQUIREMENTS FOR A CONCEPT PLAN DRAWING:**

The Concept Plan may be required to show:

- Key map showing the location of the property;
- True dimensions and bearings of the property, including North arrow and municipal address;
- Drawing name and number, drawing date, and revision table;
- Name and address of authoring firm, along with stamp or seal as appropriate (if applicable);
- Metric scale (1:100, 1:200, 1:300, 1:1500) with all measurements shown in metres;
- Adjacent streets, sidewalks and land uses;
- Legal designations (i.e. road widening, easements, right-of-ways);
- Location and dimensions of all existing and proposed buildings and structures;
- Dimensions of all yards (i.e. setbacks of all buildings and structures from property lines);
- Location and dimensions of existing and proposed services (i.e. septic tanks and tile field areas, wells, snow removal/storage, etc.), and their setbacks; and
- Location and dimensions of relief requested specifically indicated.