

# TOWNSHIP OF GUELPH/ERAMOSA

## Application for a Minor Variance

### GUIDELINES AND EXPLANATORY NOTES

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**Introduction:**

The submission of an application to the municipality to seek relief from a municipal Zoning By-law is provided for under Section 45 of The Planning Act, R.S.O. 1990, as amended. As such, this form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

**Application Fee:**

Each application must be accompanied by the application fee in the form of a cheque/cash/money order **payable to the Township of Guelph/Eramosa in the amount of \$1060.00** (By-law 35/2008). This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. One copy of this application, including the drawing and other information as may be specified, shall be required.

**Authorization:**

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section G).

**Drawings:**

All applications for a Minor Variance must include an **accurate and to scale** sketch. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show the items listed in Part E as applicable to the relief being sought.

Each copy of this application must be accompanied by a plan/sketch showing the dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. **Where relevant to the relief being requested**, the drawing(s) must also show any of the following applicable items:

- Dimensions of area of relief
- Distance to lot lines
- Easements, restrictive covenants
- Neighbouring properties
- Neighbouring land uses
- Parking and loading areas
- Driveways and lanes
- Natural features
- Municipal Drains / Award Drains
- North arrow
- Other features (bridges, wells, railways, septic systems)
- Public roads, private roads, allowances, rights of way
- If water access, the location of parking and docking facilities

**Supporting Information:**

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

**Ontario Regulation 200/96** outlines specific information which must be included within an application for minor variance. This is known as "prescribed information" and is identified by this symbol (\*) beside the question number.

**Approval Process:**

Upon receipt of a **Minor Variance Application**, payment of the required **fee** and **other information** as may be required, the Secretary Treasurer of the Committee of Adjustment or the Clerk of the municipality will notify those parties that are to receive notice under Ontario Regulation 200/96. **The applicant must also pick up a copy of the Notice of Hearing (after it is prepared), which must remain clearly posted on the subject property until the Committee's meeting date.** This involves circulation of the application to various agencies and abutting landowners for their comments. The applicant or agent will be requested to attend a public meeting to present the proposal which are held in the evenings. **Please note that it is in the applicant's best interest to ensure that they are represented at this meeting.** The applicant and any other parties requesting notice in writing will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

**Further Information:**

Township of Guelph/Eramosa  
8348 Wellington Road 124  
P.O. Box 700  
Rockwood, ON N0B 2K0  
Tel: (519) 856-9596 Ext. 112 Toll Free: 1-800-267-1465  
Fax: (519) 856-2240 Email: gkruse@get.on.ca  
8:30 a.m. – 4:30 p.m.

# MINOR VARIANCE APPLICATION

*Pursuant to Section 45 of The Planning Act R.S.O. 1990, as amended.*

Township of Guelph/Eramosa  
Committee of Adjustment  
Address: P. O. Box 700, Rockwood, Ontario N0B 2K0  
8348 Wellington Road 124 (Bruceedale)  
Phone: 519-856-9596 Ext. 112 Fax: 519-856-2240  
Toll Free: 1-800-267-1465  
Secretary/Treasurer: Janice Sheppard

Application Fee Received: \$ \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
File Number: A \_\_\_\_\_ / \_\_\_\_\_  
Date Application Filed: \_\_\_\_\_

*The Personal Information collected on this form is collected pursuant to section 45 of the Planning Act and will be used in the processing of this application. Applicants are advised that the Committee of Adjustment is a public process and the information contained in the Committee of Adjustment files is considered public information and is available to anyone upon request.*

## A. GENERAL INFORMATION

### 1.\* APPLICANT INFORMATION

a)\* Registered Owner's Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**Please note: AUTHORIZATION IS REQUIRED IF THE APPLICANT IS NOT THE OWNER (See Section G)**

b)\* Applicant (Agent) Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

c)\* Name, Address, Telephone number of all persons having any mortgage charge or encumbrance on the property:  
\_\_\_\_\_

d) Send Correspondence To: Owner [ ] Agent [ ] Other [ ] \_\_\_\_\_

### 2.\* PROVIDE A DESCRIPTION OF THE "ENTIRE" PROPERTY Measurements are in Metric [ ] Imperial [ ] units

Municipal Address: \_\_\_\_\_  
Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_  
Area: \_\_\_\_\_ Depth: \_\_\_\_\_ Frontage (Width): \_\_\_\_\_ Width of Road Allowance (if known): \_\_\_\_\_  
Rural Addressing Green # \_\_\_\_\_ Road \_\_\_\_\_ Assessment Roll # \_\_\_\_\_

### 3a).\* WHAT IS THE ACCESS TO THE SUBJECT PROPERTY?

i) Provincial Highway [ ] ii) Seasonally maintained municipal road [ ] iii) Continually maintained municipal road [ ]  
iv) Other public road [ ] v) Right-of-way [ ] vi) Water access [ ]

### 3b).\* IF ACCESS IS BY WATER ONLY, PLEASE DESCRIBE THE PARKING AND DOCKING FACILITIES USED OR TO BE USED AND THE APPROXIMATE DISTANCE OF THESE FACILITIES FROM SUBJECT LAND TO THE NEAREST PUBLIC ROAD.

\_\_\_\_\_

### 4.\* WHAT IS THE CURRENT OFFICIAL PLAN AND ZONING STATUS?

Official Plan Designation: \_\_\_\_\_  
Zoning: \_\_\_\_\_

## B. EXISTING AND PROPOSED SERVICES

### 5.\* INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Well</u>	<u>Other Water Supply</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>	<u>Other Sewage Disposal</u>
a) Existing*	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
b) Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

6. IS STORM DRAINAGE PROVIDED BY: Sewers [ ] Ditches [ ] Swales [ ] Other means [ ]

7. WHAT IS THE NAME OF THE ROAD OR STREET THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?

\_\_\_\_\_

**C. REASON FOR APPLICATION**

8.\* WHAT IS THE NATURE AND THE EXTENT OF THE RELIEF THAT IS BEING APPLIED FOR?  
(Please specifically indicate on sketch)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9.\* WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?  
(Please specifically indicate on sketch)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D. EXISTING SUBJECT AND ABUTTING PROPERTY LAND USES, BUILDINGS & THEIR LOCATIONS**

10.\* WHAT IS THE "EXISTING" USE OF:

a) THE SUBJECT PROPERTY? \_\_\_\_\_

b) THE ABUTTING PROPERTIES? \_\_\_\_\_

11.\* PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS ON OR PROPOSED FOR THE SUBJECT LAND:

Measurements are in Metric [ ] Imperial [ ] units

	<u>Existing</u>	<u>Proposed</u>		<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	_____	_____	b) Main Building Height	_____	_____
c) % Lot Coverage	_____	_____	d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____	f) Number of Floors	_____	_____
g) Total Floor Area (exclude basement)	_____	_____	h) Ground Floor Area	_____	_____

12.\* WHAT IS THE LOCATION OF ALL BUILDINGS EXISTING AND PROPOSED FOR THE SUBJECT PROPERTY

(Specify distances from front, rear and side lot lines) Measurements are in Metric [ ] Imperial [ ] units

	<u>Existing</u>	<u>Proposed</u>		<u>Existing</u>	<u>Proposed</u>
a) Front Yard	_____	_____	c) Side Yards	_____	_____
b) Rear Yard	_____	_____			

13.\* DATE OF ACQUISITION OF SUBJECT PROPERTY: \_\_\_\_\_

DATE OF CONSTRUCTION OF ALL BUILDINGS ON SUBJECT PROPERTY: \_\_\_\_\_

14. HOW LONG HAVE THE EXISTING USES CONTINUED ON THE SUBJECT PROPERTY?

\_\_\_\_\_

15.\* HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY

YES [ ] NO [ ]

IF THE ANSWER IS YES, PLEASE INDICATE THE FILE NUMBER AND DESCRIBE BRIEFLY:

\_\_\_\_\_

**E. OTHER RELATED PLANNING APPLICATIONS**

16.\* HAS THE APPLICANT/ OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING ON THE SUBJECT LAND?

Official Plan Amendment	Yes [ ]	No [ ]
Zoning By-law Amendment	Yes [ ]	No [ ]
Plan of Subdivision	Yes [ ]	No [ ]
Consent [Severance]	Yes [ ]	No [ ]

17.\* IF THE ANSWER TO QUESTION 15 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: \_\_\_\_\_  
 Purpose of Application: \_\_\_\_\_  
 Status of Application: \_\_\_\_\_

**F. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

*(If affidavit (G) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ County/Region of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent in this application.

\_\_\_\_\_  
*Signature of Owner(s)*

\_\_\_\_\_  
*Date*

**G.\* AFFIDAVIT:** *(This affidavit must be signed in the presence of a Commissioner)*

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County/Region of \_\_\_\_\_ solemnly declare that all the 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 by virtue of the **CANADA EVIDENCE ACT**.

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_ in the County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Commissioner*

\_\_\_\_\_  
*Date*