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DATE RECEIVED BY STAFF: _____
RECEIVED BY STAFF PERSON: _____
ASSIGNED NUMBER: _____

**CORPORATION OF
THE TOWNSHIP OF GUELPH/ERAMOSIA
APPLICATION FOR A MINOR VARIANCE
Under Section 45 of the Planning Act.**

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.

PART 1 | GENERAL INFORMATION

1. CONTACT INFORMATION

Name	Mailing Address	Contact
<i>Registered Owner(s):</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
<i>Applicant:</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
<i>Agent:</i>		<i>Telephone 1:</i>
		<i>Telephone 2:</i>
		<i>Email:</i>
		<i>Fax:</i>
Primary Contact (all communications will be directed to this contact): <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent/Solicitor		

2. LOCATION OF PROPERTY

<i>Municipal Address</i>	<i>Concession(s)</i>	<i>Lot(s)</i>
<i>Division</i>	<i>Geographic Township (Former Municipality)</i>	<i>Registered Plan No.</i>
<i>Lot(s)/Block(s) of Registered Plan</i>	<i>Reference Plan No.</i>	<i>Part(s) of Reference Plan</i>

3. PROPERTY DIMENSIONS

<i>Lot Frontage (m)</i>	<i>Lot Depth (m)</i>	<i>Lot Area (km²)</i>	<i>Width of Road Allowance (m)</i>
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4. ENCUMBRANCES

a. Are there any mortgages, easements, or restrictive covenants affecting the property?

Yes No

b. If yes, provide names and addresses of the holders of any mortgages, charges, or other encumbrances with respect to the land(s).

5. OFFICIAL PLAN

- a. List the current designation(s) of the subject land in the County of Wellington Official Plan.

6. ZONING BY-LAW

- a. The current zone(s) of the subject property:

- b. Existing uses of the land and length of time existing used has continued:

- c. Proposed uses of the land:

- d. What existing land uses are adjacent to the subject land(s)?

- i. North: _____
- ii. South: _____
- iii. East: _____
- iv. West: _____

Date the subject land was acquired by current owner: _____

7. PROPOSED VARIANCE

- a. What is the nature and the extent of the relief that is being applied for? (Please specifically indicate on sketch):

- b. Explain why it is not possible to comply with the provisions of the by-law:

8. EXISTING BUILDINGS

List all existing buildings/structures on the property:

Type of Building/ Structure	Yard Setbacks (m)	Building Dimensions	Ground Floor Area (m ²)	Gross Floor Area (m ²)	Height (m)	Date Built
1.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	
2.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	
3.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	

Number of EXISTING parking and/or loading stalls: _____

9. EXISTING EMPLOYEES

Number of EXISTING employees on the site: _____

10. PROPOSED BUILDINGS

List all proposed buildings/structures for the property:

Type of Building/ Structure	Yard Setbacks (m)	Building Dimensions	Ground Floor Area (m ²)	Gross Floor Area (m ²)	Height (m)	Date Built
1.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	
2.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	
3.	<i>Front:</i> <i>Rear:</i> <i>N/E Side:</i> <i>S/W Side:</i>				<i>Number of Storeys:</i>	

Number of PROPOSED parking and/or loading stalls: _____

11. PROPOSED EMPLOYEES

Number of PROPOSED employees on the site: _____

12. SITE ACCESS

a. Access to site is provided by:

Access Type	Access Name
<input type="checkbox"/> Provincial Highway	
<input type="checkbox"/> County Road	
<input type="checkbox"/> Township Road (Year-round Maintenance)	
<input type="checkbox"/> Township Road (Seasonal Maintenance)	
<input type="checkbox"/> Private Road/ Right-of-Way	
<input type="checkbox"/> Water (If access is via water only please see the Planning Dept. for an additional form)	

13. SERVICING

a. Water supply is provided via:

- Municipal Servicing
- Private Well(s) *Specify individual or communal well:* _____
- Other *Specify:* _____

b. Sewage disposal is provided via:

- Municipal Servicing
- Private Septic System *Specify individual or communal septic system:*

- Other *Specify:* _____

c. Storm drainage is provided via:

- Sewer
- Ditches
- Swales
- Natural
- Other *Specify and explain:* _____

PART 4 ADDITIONAL INFORMATION

14. OTHER APPLICATIONS

List any applications made under the *Planning Act* for the subject lands, or lands within 120 m of the subject lands. If a decision has been made on an application for the subject lands, please include a copy of this decision.

Application Type	File Number	Purpose	Status
<i>Official Plan Amendment</i>			
<i>Zoning By-law Amendment</i>			
<i>Site Plan</i>			
<i>Minor Variance</i>			
<i>Plan of Subdivision/Condominium</i>			
<i>Consent/Severance</i>			

15. REQUIRED DRAWINGS

Please provide all drawings in both digital and hardcopy. Hard copy drawings must be individually folded with 6 copies provided. Digital copies must be provided on a CD, in both pdf and AutoCAD format (where applicable). All drawings must be drawn to metric scale (including measurements) and prepared by a qualified professional.

Please see attached “Minor Variance Application Checklist” for detailed drawing requirements.

I/We _____
(Applicant/Owner/Agent Name)

of the _____
(Name of Local Municipality)

in the County/Region of _____,
(Name of County/Region)

solemnly declare that all the statements contained in this application are true, and that the information contained in the documents that accompany this application is 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.

Signature of Agent/Applicant

Date

Signature of Commissioner

Date

PART 6 | APPLICANT AUTHORIZATION FORM

I/We _____
(Owner Name/Signing Authority)

the registered owner(s) of _____
(Municipal Address or Legal Description of the Property)

hereby authorize _____
(Applicant/Agent Name)

as an officer/employee of _____ to act
(Company Name)

as agent for the Application which relates to the above-noted lands.

Signature of Owner/Signing Authority

Date