



# ▶ City of Elliot Lake

## Application for Minor Variance

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Introduction:	The submission of an application to the municipality for a Minor Variance is provided for in the <i>Planning Act</i> s. (45). This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application for a Minor Variance. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.
Application Fees:	Each application must be accompanied by the <b>non-refundable administration fee of: \$250.00 and the application fee (deposit) of: \$700.00</b> . This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.
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.
Drawing:	All applications for a Minor Variance must include an accurate, to scale, drawing.
Supporting Information:	Additional information may be required by the municipality, district, local and provincial agencies in order to evaluate the application. This information is often a requirement of the Official Plan, Provincial policies and/or applicable regulations. 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.  In addition, the applicant may be required to submit a more detailed site plan, under site plan control, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

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Ontario Regulation 200/96 outlines required information to be included in an application for a Minor Variance. This is identified in the following application with an asterisk \* beside the question number.

**Application Processing:** Upon receipt of an application, the required fee and other information as may be required, the City will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the *Planning Act*). The applicant will be provided notice of any decision made by the City concerning the application. Minor Variances are approved by the Committee of Adjustment.

<b>Further Information:</b>	Secretary-Treasurer, Committee of Adjustment City of Elliot Lake 45 Hillside Drive North Elliot Lake, ON P5A 1X5 Tel: 705.848.2287	<b>Fees:</b> <b>\$250</b> (Non-refundable Administration Fee) <b>\$700.00</b> (Minor Variance)
		<b>Copies:</b> One (1) copy of this application, including the drawing and other information, shall be required.

**1. \* Applicant Information**

a)	Registered Owner(s):	
	Address:	
	e-mail address:	
	Phone:	

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

b)	Authorized Agent(s):	
	Address:	
	e-mail address:	
	Phone:	

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

2. Date of Application:

3. \* Date the subject land was acquired by the current owner:

**4. \* Legal Description of Entire Property**

Municipal Address:					
Lot:		Concession:		Township:	
Registered Plan No.				Part/Lot/Block:	
Parcel:					

**5. \* Dimensions of the Lands Affected**

Lot Frontage (m):	
Lot Depth (m):	
Lot Area (ha):	

6. \* Current Official Plan Designation:

7. \* Current Zoning of Subject Land:

**8. \* NATURE AND EXTENT OF RELIEF FOR WHICH APPLICATION IS MADE:** Please refer to the By-law requirement(s) from which relief is being sought (i.e. section number(s), if known) to describe what it is you wish to do and why you cannot meet the provisions of the By-law.


**9. \* Existing Use of Land:**

a)	Please provide the following:		
	Date of Construction:		Length of Time Existing Uses have Continued:

**10. \* Proposed Use of Land:**

**11. \* PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS** (use an additional sheet if necessary)

	Existing Structures		Proposed Structures
Type			
Length (m) x Width (m)			
Floor Area (m <sup>2</sup> )			
Height (m)			
No. of Storeys			

Setbacks from:

	Existing Structures		Proposed Structures
Front Lot Line (m)			
Rear Lot Line (m)			
Side Lot Line (m)			
Side Lot Line (m)			

**ACCESS / SERVICING**

**12. \* Access to Land:**

<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Seasonal Municipal Road
<input type="checkbox"/>	Year-Round Municipal Road	<input type="checkbox"/>	Other Public Road or Right-of-Way
<input type="checkbox"/>	Water		



**APPLICATION SKETCH**

17. ‡ ACCURATE, TO SCALE, DRAWING OF PROPOSAL: Please provide a drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

The drawing(s) should show:

<input type="checkbox"/>	Property boundaries & dimensions
<input type="checkbox"/>	Location, size and type of existing and proposed buildings and structures,
<input type="checkbox"/>	Setbacks of buildings and structures to all lot lines
<input type="checkbox"/>	Adjacent land uses (residential, commercial, agricultural, etc.)
<input type="checkbox"/>	Easements or restrictive covenants
<input type="checkbox"/>	Location, name and width of abutting public roads, allowances, rights-of-way
<input type="checkbox"/>	Approximate location of all natural and artificial features on subject land and on adjacent lands that may affect the application (buildings, railways, watercourses, drainage ditches, rivers or stream banks, wells, and septic tanks, etc.)
<input type="checkbox"/>	If access to subject land is by water only, location of parking & docking facilities to be used
<input type="checkbox"/>	North arrow

**AFFIDAVIT**

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I (we) make 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 \_\_\_\_\_ (municipality) in the

District of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER**

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

I (we) \_\_\_\_\_ of the \_\_\_\_\_(municipality),

District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_

\_\_\_\_\_ to act as my agent in this application.

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

\_\_\_\_\_  
Date

**APPLICATION AND FEE RECEIVED BY THE MUNICIPALITY**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fee