

Appendix A-4

Township of Otonabee-South Monaghan  
Application for Minor Variance

**(Section 45 (1) & (2) of the Planning Act, R.S.O. 1990, c. P.13, as amended)**

The undersigned hereby applies to the Committee of Adjustment for the Township of Otonabee-South Monaghan under section 45 of the Planning Act for relief, as described in this application, from By-law No. 12-79 (Otonabee Ward) and 74-8 (South Monaghan Ward)

1. Name of Applicant(s):

\_\_\_\_\_

3. Address:

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

5. Telephone: \_\_\_\_\_

7. Fax: \_\_\_\_\_

9. Email: \_\_\_\_\_

2. Name of Agent: (if the applicant is an agent authorized by the owner)

\_\_\_\_\_

4. Address:

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

6. Telephone: \_\_\_\_\_

8. Fax: \_\_\_\_\_

10. Email: \_\_\_\_\_

11. **Legal Description** of the subject land (municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number):

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

12. **Dimensions of Land affected:**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

13. **Official Plan** – current designation of the subject land: \_\_\_\_\_

14. **Zoning By-law** – current zoning of the subject land: \_\_\_\_\_

15. **Relief** – Nature and extent of relief from the Zoning By-law:

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

16. **Reason** – why the proposed use cannot comply with the provisions of the Zoning By-law:

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



Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
Rear lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Lot coverage: \_\_\_\_\_  
Water lot line setback: \_\_\_\_\_

Type: \_\_\_\_\_ Front lot line setback: \_\_\_\_\_ Height in metres: \_\_\_\_\_  
Rear lot line setback: \_\_\_\_\_ Dimensions: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Floor area: \_\_\_\_\_  
Side lot line setback: \_\_\_\_\_ Lot coverage: \_\_\_\_\_  
Water lot line setback: \_\_\_\_\_

25. **Water** is provided to the subject land by:

\_\_\_\_\_ Privately-owned/operated individual well \_\_\_\_\_ Publicly-owned/operated piped water system  
\_\_\_\_\_ Privately-owned/operated communal well \_\_\_\_\_ Lake or other water body  
Other (specify): \_\_\_\_\_

26. **Sewage Disposal** is provided to the subject land by:

\_\_\_\_\_ Privately-owned/operated individual septic system \_\_\_\_\_ Publicly-owned/operated sanitary sewage system  
\_\_\_\_\_ Privy \_\_\_\_\_ Privately-owned/operated communal septic system  
Other (specify): \_\_\_\_\_

27. **Storm Drainage** is provided to the subject land by:

\_\_\_\_\_ Sewers \_\_\_\_\_ Ditches \_\_\_\_\_ Swales \_\_\_\_\_ Other (specify) \_\_\_\_\_

28. **Other Applications** – If known, indicate if the subject land is the subject of an application under the Act for:

\_\_\_ Approval of a plan of subdivision (under section 51) File # \_\_\_\_\_ Status \_\_\_\_\_  
\_\_\_ Consent (Severance) (under section 53) File # \_\_\_\_\_ Status \_\_\_\_\_  
\_\_\_ Previous Minor Variance application (under section 45) File # \_\_\_\_\_ Status \_\_\_\_\_

## Authorization by Owner

I, the undersigned, being the owner of the subject land, hereby, authorize \_\_\_\_\_  
to be the applicant in the submission of this application.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

## Declaration of Applicant

I, \_\_\_\_\_ of the \_\_\_\_\_ of  
\_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare that:

All the statements contained in this application and provided by me are true and I 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

Declared before me at the \_\_\_\_\_  
of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of commissioner, etc.

\_\_\_\_\_  
Signature of applicant

I, \_\_\_\_\_, hereby authorize the members of the Committee of Adjustment or  
their agent(s)/representative(s) to attend at the property subject to the Application(s), located at  
*[Insert address]* \_\_\_\_\_.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Signature of Witness

This application must be accompanied by a fee of \$1500.00 in cash or cheque made payable to the  
Treasurer of the Township of Otonabee-South Monaghan (\$200.00 will be forwarded to Otonabee Region  
Conservation Authority  
where necessary).

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial  
application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures  
under the Act.

File Name/No. \_\_\_\_\_

Roll No. \_\_\_\_\_

### Affidavit

In the Matter of a **Minor Variance** application to  
the Committee of Adjustment of the  
Township of Otonabee-South Monaghan,

I, \_\_\_\_\_, make oath and say that:  
*[Print individual's name]*

**1.** I am:  
*[Place a clear mark within the square opposite one of the following paragraphs that describes capacity of deponents.]*

- the applicant or one of the applicants in the Application(s).
- the authorized agent acting in this matter for the applicant or applicants.
- an officer of the corporate applicant named in the Application(s).

**2.** On or before the \_\_\_\_\_,  
*[Insert date]*

I will ensure that the notice or notices of the Application(s) provided to me (or the Applicant, as the case may be) by the Secretary-Treasurer of the Committee of Adjustment of the Township of Otonabee-South Monaghan have been posted so as to be clearly visible and legible from a public highway, or other place to which the public has access, at every separately assessed property in the area that constitutes the subject land of the Application(s) or, where posting on the property was impractical, at a nearby location so as to adequately indicate to the public what property is the subject of the Application(s).

**Should the notice(s) be removed, by any means from the posting area(s), I will immediately contact the Secretary-Treasurer of the Committee of Adjustment for replacement copies of the notice(s).**

Sworn before me at the \_\_\_\_\_ ) )  
of \_\_\_\_\_ ) )  
in the County of \_\_\_\_\_ ) )  
this \_\_\_\_\_ day of \_\_\_\_\_ 200 . ) )  
Signature of Applicant/Agent ) )

\_\_\_\_\_  
A Commissioner for Taking Affidavits, etc.

## **Sketch Requirements**

**It will be necessary to submit preliminary site plans for the development at the time of the filing of this application.**

**Minimum requirements will be a sketch showing the following:**

- a) The boundaries and dimensions of the subject land
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
- c) The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, septic tanks, hydro lines, telephone lines or any other services) on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application.
- d) The current uses on land that is adjacent to the subject land
- e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way
- f) If access to the subject land is by water only, the location of the parking and docking facilities to be used
- g) The location and nature of any easement affecting the subject land