



Township of Otonabee-South Monaghan
Application for Minor Variance
(Updated October 11, 2023)

(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. 2010-65.

Fees are as follows:

Minor Variance with pre-consultation: \$1,622.40

Minor Variance without pre-consultation: \$2,163.20

1. Name of Property Owner(s):

2. Name of Agent: (if an agent authorized by the property owner to act on their behalf)

3. Address:

4. Address:

5. Telephone: _____

6. Telephone: _____

7. Fax: _____

8. Fax: _____

9. Email: _____

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:

17. **Access** – to the subject land will be by:

<input type="checkbox"/> Municipal Road – year round	<input type="checkbox"/> Private Road
<input type="checkbox"/> County Road	<input type="checkbox"/> Right-of-way
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Water
<input type="checkbox"/> Other public road (specify): _____	

18. **Water Access** – where access to the subject land is only by water:

Docking facilities (specify) _____	Parking facilities (specify) _____
Distance from subject land _____	Distance from subject land _____
Distance from nearest public road _____	Distance from nearest public road _____

19. **Existing Uses** of subject land: _____

20. **Length of time** the existing uses of the subject land have continued: _____

21. **Date purchased by current owner** _____

22. **Existing Buildings – Structures** – Where there are any buildings on the subject land, provide a sketch and indicate for each (in Metric units):

Please be aware that an up-to-date location survey will be required for most applications.

Type: _____	Front lot line setback: _____	Height in metres: _____
	Rear lot line setback: _____	Dimensions: _____
Date constructed: _____	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: _____
Date constructed: _____	Side lot line setback: _____	Floor area: _____
	Side lot line setback: _____	Lot coverage: _____
	Water lot line setback: _____	

23. **Proposed uses** of the subject land: _____

24. **Proposed Buildings – Structures** – where any buildings or structures are proposed to be built on the subject land indicate for each (in Metric units):

NOTE: See sketch requirements attached to this application. These dimensions must be accurate and complete. You will likely require a scaled builder's plan as well as a current survey or site plan to determine the setback and lot coverage information.

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: _____

NOTE: If your application is approved, you may be required to obtain/update a Plan of Survey and provide a copy to the Township of Otonabee-South Monaghan to confirm compliance with the Decision of the Committee.

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 _____

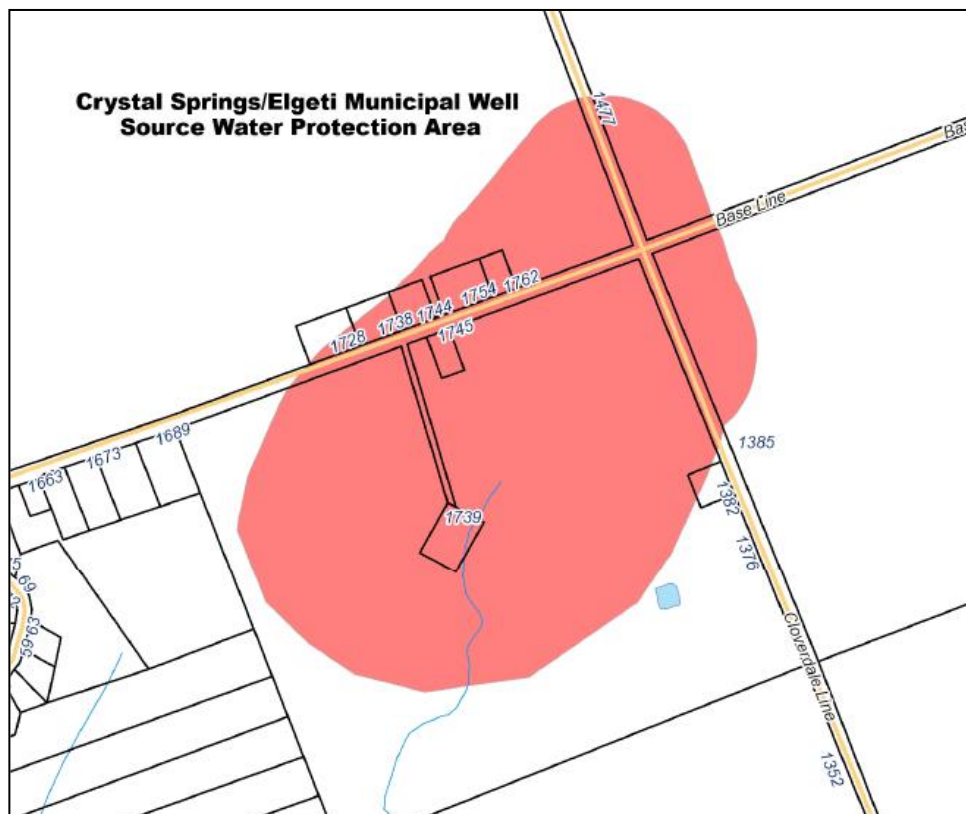
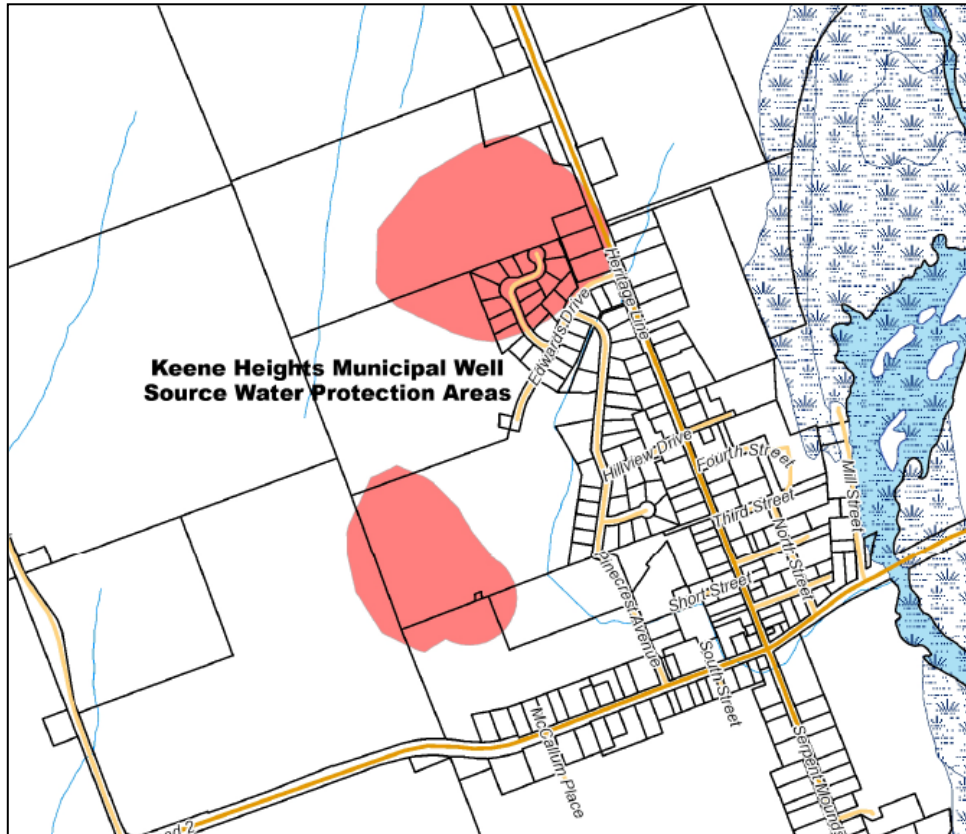
_____ Consent (Severance) (under section 53) File # _____ Status _____

— Previous Minor Variance application
(under section 45)

File # _____ Status _____

29. Is the subject land located in a Source Water Protection Area? **If unsure, please refer to Source Water Protection Maps below:** Yes or No _____

If yes, ☐ Keene Heights Municipal Well or ☐ Crystal Springs/Elgeti Municipal Well



Authorization by Owner for Agent

I, the undersigned, being the owner(s) of the subject land, hereby, authorize _____
to be the Agent in the submission of this application.

Signature of owner

Signature of witness

Signature of owner

Date

Declaration of Owner or Agent if 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 Owner or Agent if applicant

Signature of Owner or Agent if applicant

MUST BE SIGNED IN PRESENCE OF COMMISSIONER

ACCESS TO PROPERTY FOR VIEWING

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 Owner (s)

Signature of Witness

Signature of Owner (s)

Date

This application must be accompanied by a fee of \$1500.00 with pre-consultation or \$2000 without pre-consultation in cash or cheque made payable to the Township of Otonabee-South Monaghan. If filing in person at the Township Office, debit services are also available. Fee does not include ORCA review fees which are determined based on the type of application.

The application must also be accompanied by a separate cheque also made out to the Township of Otonabee-South Monaghan which will be used to remit the necessary application review fee to the Otonabee Region Conservation Authority. Please pre-consult with ORCA to determine the fee and please make your cheque payable to the Township of Otonabee-South Monaghan.

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.

Township of Otonabee-South Monaghan

Planning Application Costs Acknowledgement Form

I, _____

do hereby acknowledge and agree that the payment of the fee of \$1500 or \$2000 that is submitted with this application for Minor Variance, as being the Municipal planning fee to process a minor variance, and;

do also hereby acknowledge and agree to assume all costs incurred by the Township of Otonabee-South Monaghan associated with the processing of this application, said external costs including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, which are in addition to the municipal costs associated with the application fee above; and

do also hereby acknowledge and agree to assume all costs including, but not restricted to, Professional Planning Fees, Engineering Fees and Legal Fees, incurred by the Township of Otonabee-South Monaghan associated with any Appeal to the Ontario Municipal Board with respect to this application by a person other than the Applicant.

Dated this _____ day of _____, 20____.

Signature of Owner(s) or Agent of applicant

Signature of Owner(s) or Agent of applicant

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