



The Corporation of the City of Pembroke

## Application for Minor Variance

Fee: \$700.00 + HST = \$791.00

## Letter of Application

To Whom It May Concern:

I, **[applicant first and last name]** \_\_\_\_\_, have

made, on the **[date]** \_\_\_\_\_ day of **[month]** \_\_\_\_\_, **[year]** \_\_\_\_\_, an application for consideration of a minor variance to Zoning By-law 2010-57 as amended.

I understand that any relief which the Planning Advisory and Adjustment Committee enacts in response to my application may be subject to the approval of the Local Planning Appeal Tribunal. My signature affixed hereto is evidence of my support of any relief which the City may enact in response to my application.

Should the Local Planning Appeal Tribunal deem it expedient to convene a public hearing to inquire into the merits of this application, or to hear any objections which may be made to the approval of this application, I hereby undertake that I, or my agent, will attend any such hearing to support the application.

Should the City of Pembroke's Planning Advisory and Adjustment Committee be held liable for any costs as a result of its actions in support of my application I hereby indemnify the City of Pembroke's Planning Advisory and Adjustment Committee against any such liability.

Signed at the City of Pembroke, County of Renfrew, Province of Ontario, this

**[date]** \_\_\_\_\_ day of **[month]** \_\_\_\_\_, **[year]** \_\_\_\_\_.

\_\_\_\_\_  
Applicant/Agent Signature

### OFFICE USE ONLY

- Application submitted to municipality on: \_\_\_\_\_
- Complete application and fee of \$ \_\_\_\_\_ received by the Corporation of the City of Pembroke.

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

\_\_\_\_\_  
Date

# Application for Minor Variance

Under Section 45 of The Planning Act and Ontario Regulation 200/96, as amended

## A. General Information

### 1. Owner, Applicant, Solicitor Information

a) Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

b) Is the applicant the registered owner of the land in question?  Yes  No

Name(s) of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

c) The applicant is the:  Owner  Agent Authorized by Owner

d) To whom should correspondence be sent?

Owner  Applicant  Both

### 2. Describe the nature and extent of the relief applied for:

### 3. Why isn't it possible to comply with the provisions of the Zoning By-law?

4. Description and Approximate Area of the Subject Land

a) Municipal Address: \_\_\_\_\_

b) Registered Plan Number: \_\_\_\_\_

c) Block or Lot Numbers in the Plan: \_\_\_\_\_

d) Concession: \_\_\_\_\_

e) Lot: \_\_\_\_\_

f) Lot Dimensions

i) Lot Depth: \_\_\_\_\_ metres/\_\_\_\_\_ feet

ii) Lot Frontage: \_\_\_\_\_ metres/\_\_\_\_\_ feet

iii) Lot Area: \_\_\_\_\_ square metres/\_\_\_\_\_ square feet

5. What are the existing uses of the subject property, and how long have they continued?

\_\_\_\_\_

6. What are the proposed uses of the subject property?

\_\_\_\_\_

7. Existing and Proposed Structures

a) How many buildings are on the subject land? \_\_\_\_\_

b) How many buildings or structures will be built on the subject land? \_\_\_\_\_

c) Please provide details for all buildings and structures on the subject land as follows:

Building Element or Parameter	Existing Building 1	Existing Building 2	Proposed Building 1	Proposed Building 2
i) Description (type of building)				
ii) Setback from front lot line				
iii) Setback from rear lot line				
iv) Setbacks from side lot lines				

Building Element or Parameter	Existing Building 1	Existing Building 2	Proposed Building 1	Proposed Building 2
v) Height (metres or feet)				
vi) Dimensions or floor area				
vii) Date constructed, if known				

8. What date was the subject property purchased? \_\_\_\_\_

9. How long has the current use of the property continued? \_\_\_\_\_

10. Indicate what municipal services are available by checking the appropriate boxes below:

Municipal Service	Yes	No	If no, describe how the service is provided. (Privately-owned system, etc.)
a) Water	<input type="checkbox"/>	<input type="checkbox"/>	
b) Sanitary Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
c) Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>	

11. Check and list the most applicable types and names of the roads providing access to the subject land:

a)  Provincial highway \_\_\_\_\_

b)  Municipal road maintained all year \_\_\_\_\_

c)  Municipal road maintained seasonally \_\_\_\_\_

d)  Registered right-of-way \_\_\_\_\_

e)  Water access (If applicable, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land to the nearest public road.)

\_\_\_\_\_

f)  Other \_\_\_\_\_

12. What are the present Official Plan provisions applying to the land?

\_\_\_\_\_

13. What are the present Zoning By-law provisions applying to the land?

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14. Has the owner previously applied for relief under Section 45 of the Planning Act in respect of the subject property?  Yes  No

If yes, describe briefly: \_\_\_\_\_

15. Is the subject property the subject of a current application for consent (severance) or Plan of Subdivision?  Yes  No

If yes, what is the file number and status of the application? \_\_\_\_\_

## **B. Application Sketch**

All applications shall be accompanied by 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 lot line, rear lot line and the side yard lot lines
- c) The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
- d) The existing use(s) on adjacent lands
- 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 traveled 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 boat docking facilities to be used
- g) The location and nature of any easement affecting the subject land

\*Note that the Planning Advisory and Adjustment Committee may require that the applicant provide a plan signed by an Ontario Land Surveyor at the applicant's expense. This will be requested if it is required.

**C. Affidavit**

This affidavit must be signed in the presence of a Commissioner.

**To be completed by Owner/Applicant:**

I, [applicant or owner name] \_\_\_\_\_, of the

[city or town] \_\_\_\_\_ in [county] \_\_\_\_\_

solemnly declare that the information required under Ontario Regulation 200/96, as amended, and all other statements contained in this application 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 and by virtue of the Canada Evidence Act.

**To be completed by a Commissioner of Oaths:**

Sworn or Declared before me at the **City of Pembroke** in the **County of Renfrew** this

[date] \_\_\_\_\_ day of [month] \_\_\_\_\_, [year] \_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent Date

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

**D. Authorization of Owner for Agent to Make the Application**

**\*if owner not making application**

I, [owner] \_\_\_\_\_ do hereby authorize

[applicant] \_\_\_\_\_, of the

[city or town] \_\_\_\_\_ in [county] \_\_\_\_\_

to act as my agent in this application.

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