



Committee of Adjustment Minor Variance Application Form

Corporation of the Municipality of Meaford
Secretary Treasurer
21 Trowbridge Street West
Meaford, ON N4L 1A1

Phone: 519-538-1060 ext. 1127 Fax: 519-538-1556 Email: planning@meaford.ca

This application is made to the Committee of Adjustment for the Municipality of Meaford under Section 45 of the Planning Act, R.S.O. 1990, for relief, as described in this application, from Meaford Zoning By-law 60-2009, as amended.

Once signed and commissioned, this application shall be filed with the Secretary Treasurer of the Committee of Adjustment.

An application is only considered complete once:

- ☐ The application is completed in full
- ☐ A sketch or survey as described in this application is included
- ☐ All required fees have been paid

Date Accepted: _____ Accepted By: _____ File #: _____ Roll #: _____

Type of Application:

- | | |
|--|------------------|
| ☐ Minor Variance Application Fee | \$2800.00 |
| (Required for all variance applications - Payable to the Municipality) | |
| ☐ Septic Review | \$210.00 |
| (Required for all variance applications on Private Services – Payable to the Municipality) | |
| ☐ Grey Sauble Conservation Authority (GSCA) Fee | |
| (Required for all variance applications – Cheque made out to GSCA
Amount to be confirmed by Planning Services) | |
| ☐ Grey County Review Fee | |
| (Payable to the Municipality - Amount to be confirmed by Planning Services) | |
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Applicant Information:

1. Registered Owner(s): _____
Full Mailing Address: _____
Phone: _____ Fax/Email: _____
2. Applicant(s)/Agent(s) (if different then owner): _____
Full Mailing Address: _____

Phone: _____ Fax/Email: _____

Applicant's relationship to subject lands: _____

Communications should be sent to: ☐ **Owner(s)** ☐ **Applicant(s)** ☐ **Agent(s)**

Signs for posting on the lands should be sent to: ☐ **Owner(s)** ☐ **Applicant(s)** ☐ **Agent(s)**

Subject Lands:

3. Municipal Address: _____

Former Township/Town: ☐ St. Vincent ☐ Sydenham ☐ Meaford

Concession: _____ Lot: _____ Registered Plan: _____

Part(s): _____ of Lot(s) _____ Reference Plan: _____

Date Lands were acquired by current owner(s): _____

4. Description:

	Area (hectares)	Frontage (meters)	Depth (meters)
Entire Property			
Lands Affected (if only a portion)			

5. Current Official Plan Designation of the Lands: _____

6. Current Zoning By-law Designation of the Lands: _____

7. Please indicate any environmental constraints apply to the subject lands:

- ☐ Wetlands ☐ Specialty Crop Lands ☐ Floodplains ☐ ANSI's
- ☐ Heritage Resources ☐ Streams, Ravines and Lakes ☐ Solid Waste Management
- ☐ Springs or Sinkholes ☐ Niagara Escarpment Plan ☐ Water Resources
- ☐ Aggregate Resources ☐ Thin Overburden (Karst) ☐ Sewage Treatment Plant
- ☐ Fisheries, Wildlife & Environment ☐ Wooded Areas and Forest Management

8. Describe the nature and extent of relief applied for: _____

9. Describe the reasons why it is not possible to comply with the provisions of the by-law:

10. Existing use of the lands and how long the use has continued (Agricultural, Residential, Commercial, Industrial, Vacant, Other) : _____

11. Describe any new proposed uses of the lands: _____

12. Present use of abutting properties:

North _____ South _____

East _____ West _____

13. Indicate the Type of Road Access:

☐ Provincial Highway Access

County Road

☐ Open and Maintained Municipal Road Allowance

☐ Non-maintained/Seasonally Maintained Municipal Road Allowance

☐ Private Right-of-Way

☐ Water Access **(Not recognized by the Municipality of Meaford)**

14. If access to the subject land is by water only, what are the parking and docking facilities at the site and what is the approximate distance of these facilities from the subject land to the nearest public road? **(Not recognized by the Municipality of Meaford).**

15. Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 51 of the Planning Act or Consent under Section 53 of the Planning Act? ☐ Yes ☐ No

If yes, please describe briefly (i.e. Date of application, file number, nature of application, etc.):

16. Has the subject land ever been the subject of an application for minor variance under Section 45 of the Planning Act? ☐ Yes ☐ No

If yes, please describe briefly (i.e. Date of application, file number, nature of application, etc.):

17. Is there any related development applications that are currently in process for this property? ☐ Yes ☐ No

If yes, please describe briefly (i.e. Date of application, file number, nature of application, etc.): _____

18. Provide the following details for all the building, both existing and proposed (Use separate page if necessary).

Building Type:	Existing	Proposed	Existing	Proposed
Date of Construction				
Ground Floor Area (m²)				
Gross Floor Area (m²)				
Number of Stories				
Width (m)				
Length (m)				
Height (m)				
Use				
Setback from front lot line (m)				
Setback from rear lot line (m)				
Setback from side lot line (m)				

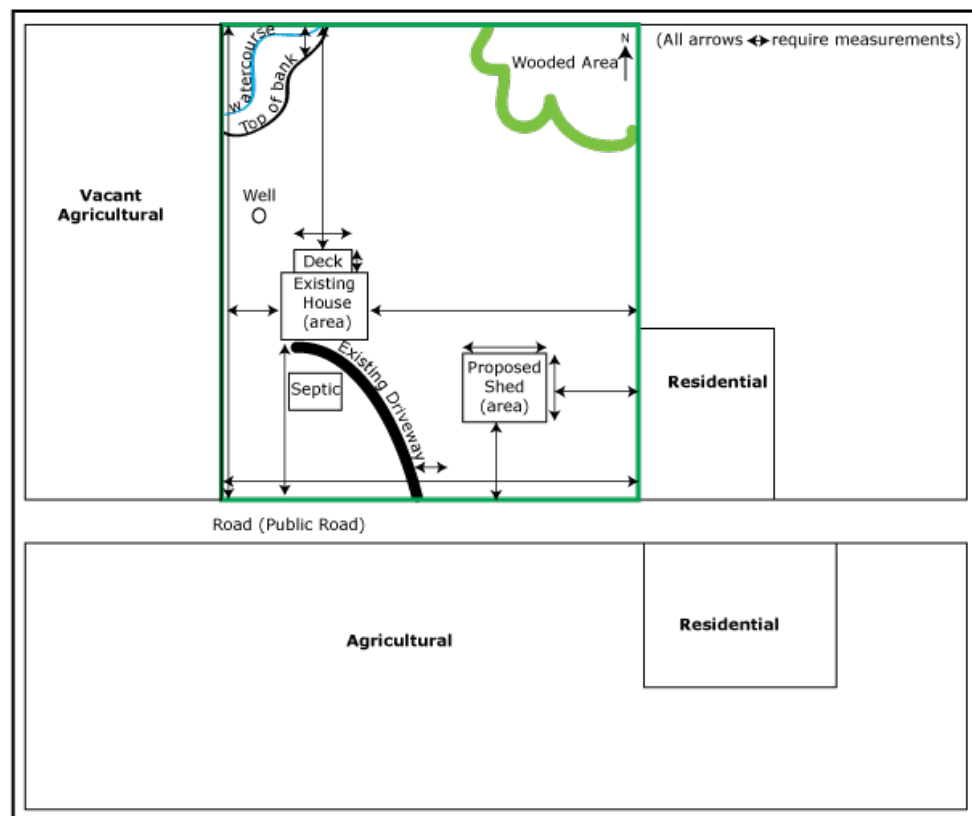
19. Indicate the Applicable Water Supply, Sewage Disposal and Storm Servicing:

Types of Servicing	Existing	Proposed
Water Servicing (Municipal, Communal, Private Well)		
Sewer Servicing (Municipal, Communal, Private System)		
Storm Servicing (Storm Sewer, Ditches, Swales)		

20. Provide a sketch in **METRIC UNITS** 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 line, rear yard lot line and the side yard lot line;
- c) The approximate location of all natural and artificial features 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. Examples include buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, springs, sinkholes or erosion features, wooded areas, wells and septic tanks;
- d) The current uses on the 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 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 docking facilities to be used;
- g) The location and nature of any easement affecting the subject land.

Sample Drawing: (for reference purposes)



The Committee may also request the applicant to provide a photograph and/or survey of the lands or location for which this application is made.

21. OWNER(S) AUTHORIZATION OF AGENT OR APPLICANT
(Only required if the applicant or agent is not the registered owner - all owners must sign authorization. Include additional pages if necessary):

I/We _____ and _____
Name of Owner *Name of Owner*
Of the **City/Town/Municipality** of _____ in the **County/Region** of _____,
the registered owner of the property known as _____

Property Description

Do hereby authorize _____
Name of Authorized Agent(s)

To make application upon my property under the Planning Act, and to act as my (our) applicant or agent for the purposes of this application.

_____ <i>Signature of Owner</i>	_____ <i>Date</i>
_____ <i>Signature of Owner</i>	_____ <i>Date</i>
_____ <i>Signature of Witness</i>	_____ <i>Date</i>

22. AFFIDAVIT – SOLEMN DECLARATION (Affidavits MUST be signed by the party making this application under the Planning Act, in the presence of a Commissioner of Oaths):

I/We _____ and _____
Name of Owner or Applicant *Name of Owner or Applicant*

Of the **City/Town/Municipality** of _____ in the **County/Region** of _____,

Solemnly declare that all statements contained in this application and all the information provided 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**.

I have been advised that incomplete and/or inaccurate information will delay the procession of my application and may result in additional costs to me.

DECLARED before me at the City/Town/Municipality of _____ in the County/Region of _____. this ____ day of _____, 20____.

_____ <i>Signature of Owner or Agent/Applicant</i>	_____ <i>Date</i>
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_____ <i>Signature of Owner or Agent/Applicant</i>	_____ <i>Date</i>
---	----------------------

_____ <i>Signature of Commissioner</i>	_____ <i>Date</i>
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23. Owner’s Consent (Freedom of Information), Authorization For Access:

I/We _____ and _____
Name of Owner Name of Owner

Of the City/Town/Municipality of _____ in the County/Region of _____

Hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public. **AND;**

Hereby permit Municipal Staff and its representatives to enter upon the premises for the purpose of performing inspections of the subject property.

Signature of Owner

Date

Signature of Owner

Date

Signature of Witness

Date

24. COSTS OF APPLICATION & SIGNAGE ACKNOWLEDGEMENT

I/We _____ and _____
Name of Owner or Applicant Name of Owner or Applicant

Of the City/Town/Municipality of _____ in the County/Region of _____

In accordance with the provision of the Planning Act, notice signs, provided by the Municipality for your convenience, must be posted on the subject lands in a location visible and legible from a public highway, providing notification the public in advance of the public meeting. In submitting this development application and supporting documentation,

I/We hereby acknowledge our responsibility to post the notice sign on the subject property as instructed by the Municipality and further I/We further indemnify the Municipality from any damages resulting from the improper postings of this sign. **AND;**

I/We acknowledge receiving and reviewing the fee and tariffs related to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any planning matters listed in the fee tariff.

I/we understand and agree that the Fees submitted with this application cover only the anticipated processing cost (i.e. review by the Municipality, Public Meeting and documents if approved). It is further understood and agreed that any additional costs or requirements, incurred and charged by the Municipality (i.e. Planning, Legal or Engineering Review Fees, OLT hearing costs, Agreements, Special Studies, other Approvals or Applications and any other related matters) will be my/our responsibility to pay and/or reimburse the Municipality for same. Failure to pay all associated costs after being invoiced by the Municipality may be added to my municipal tax bill and collected by the Municipality in the same manner such as municipal taxes, or by any other means legally available to the Municipality.

Signature of Owner or Applicant Date

Signature of Owner or Applicant Date

Signature of Witness Date