

# APPLICATION FOR MINOR VARIANCE



**THE CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
101-225 HOLDITCH STREET, STURGEON FALLS, ON P2B 1T1  
Telephone : 705-753-2250 • Fax : 705-753-3950**

**➤➤➤ PLEASE READ BEFORE COMPLETING THIS APPLICATION ◀◀◀**

This application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 200/96 and 432/96 made under the *Planning Act*, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. Two (2) copies of the completed application accompanied by the fee of \$425.00 made payable to the Municipality of West Nipissing must be filed with the Secretary-Treasurer of the Planning Committee.

**Please Print and Complete or (  ) Appropriate Box(es)**

<b>File No.:</b>
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## SECTION 1 - OWNER / AGENT INFORMATION

**1.1 Registered Owner(s):**

Mailing Address:			Telephone No.:
City:	Province:	Postal Code:	Fax No.:
Email Address:			

**1.2 Authorized Agent (if any):**

Mailing Address:			Business Telephone No.:
City:	Province:	Postal Code:	Fax No.:
Email Address:			

**1.3 Name(s) and Address(s) of any Mortgagees, holders of charges or other encumbrances:**

## SECTION 2 - NATURE OR RELIEF

**2.1 Nature and extent of relief for which application is made.** Please refer to the by-law requirement(s) from which relief is being sought, if known, to describe what it is that you wish to do and why you cannot meet the provisions of the By-law.

## SECTION 3 - PLANNING INFORMATION

Existing Zone Classification:	
Zoning By-law No.:	
Official Plan Designation:	



**SECTION 4 - LAND INFORMATION**

4.1 Concession No.:		Lot(s):	
Registered Plan No.:		Lot(s):	
Reference Plan:		Part(s):	
Parcel No.(s):			
PIN No.(s):			
Town/Township:			
Municipal Address:			
4.2 Date of Acquisition of Land:			
4.3 Dimensions of Land Affected (in meters):	Frontage:		Depth:
	Area:		
4.4 Are there any easement or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
If the above answer is "Yes", please describe the easement or covenant:			

**SECTION 5 - USE OF PROPERTY**

5.1 Existing:		
Proposed:		
5.2 Buildings and Structures:	<i>Existing</i>	<i>Proposed</i>
Ground Floor Area		
Gross Floor Area		
No. of Stories		
Width		
Height		
Length		
5.3 Location of all Buildings and Structures on or proposed for the subject lands (specify distances from side , rear and front lot lines):	<i>Existing</i>	<i>Proposed</i>
Front		
Rear		
Side		
Side		
5.4 Date(s) of construction of all buildings and structures on subject land:		



**SECTION 6 - SERVICING INFORMATION**

**6.1** Access to Subject Land:

- Provincial Highway
- Municipal Road maintained all year
- Other Public Road
- Private Road
- Regional Road
- Municipal Road (seasonal)
- Right-of-Way
- Water Access

**6.2** What type of water supply is proposed for the Subject Lot?

- Publicly owned and operated piped water system
- Well
- Lake
- Other (specify): \_\_\_\_\_

**6.2** What type of sewage disposal is proposed for the Subject Lot?

- Publicly owned and operated sanitary sewage supply
- Septic System (private of communal)
- Other (specify): \_\_\_\_\_

**SECTION 7 - ADDITIONAL INFORMATION**

**7.1** To the best of your knowledge has the subject lands ever been the subject of a previous application for minor variance?

- Yes
- No
- Unknown

If the above answer is "Yes", please provide details, if knows:

**7.2** Is the property the subject of a concurrent application for Consent? (i.e. severance) under Section 53 of the *Planning Act*?

- Yes
- No
- Unknown

If the above answer is "Yes", please indicate file number:

**SECTION 8 - SKETCH REQUIREMENTS**

**8.1** This application must be accompanied by a sketch or drawing, in metric units, signed and dated, setting out the information below:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
- (f) the existing uses on adjacent land, such as residential, agricultural and commercial uses;
- (g) 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;
- (h) if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- (i) the location and nature of any easement affecting the subject land.



**SECTION 9 - CHECK LIST**

**9.1 HAVE YOU REMEMBERED TO ATTACH:**

- 1 original copy of the complete application form
- 1 photocopy of the application
- Copy of PIN (Property Identification Number) Sheet for subject property
- 1 copy of the required sketch
- the required fee of **\$425.00**  
(cash, money order or cheque made payable to the Corporation of the Municipality of West Nipissing)

**SECTION 10 - AUTHORIZATION**

**10.1** If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form of the authorization set out below must be completed.

**AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION**

I/We the undersigned, being the registered owner(s) of the above lands, hereby authorize :

\_\_\_\_\_

to make this application on my/our behalf to the Committee of Adjustment of the Municipality of West Nipissing for Consent to convey an interest in the lands in accordance with Subsection 1 of Section 53 of the *Planning Act*, R.S.O. 1990.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Owner*

\_\_\_\_\_ *Name of Owner (Printed)*

\_\_\_\_\_ *Signature of Owner*

\_\_\_\_\_ *Name of Owner (Printed)*

**NOTE:** This form is only to be used for applications which are to be signed by someone other than the owner(s). If the applicant is a corporation, the corporate seal or statement "I/We have authority to bind the corporation" is to accompany the owner's signature(s).



**10.2 Consent of Owner:**

**AUTHORIZATION OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I/We am/are the owner(s) of the land that is subject of this application and for the purpose of the *Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Owner*

\_\_\_\_\_ *Name of Owner (Printed)*

\_\_\_\_\_ *Signature of Owner*

\_\_\_\_\_ *Name of Owner (Printed)*

**SECTION 11 - AFFIDAVIT**

**NOTE: ALL APPLICANTS SHALL ENSURE THAT A "COMPLETE APPLICATION" UNDER THE PLANNING ACT HAS BEEN MADE BEFORE COMPLETING THIS DECLARATION.**

I/We \_\_\_\_\_ of the \_\_\_\_\_ in the District of \_\_\_\_\_ in the province of Ontario, MAKE OATH and state that all the 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 *Evident Act*.

Declared before me at the \_\_\_\_\_ in the District of \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ *Signature of Commissioner of Oaths*

\_\_\_\_\_ *Signature of Applicant, Solicitor or Authorized Agent*

**SECTION 12 - TO BE COMPLETED BY MUNICIPALITY**

**12.1** Date received by Planning Services :

**12.2** In addition to the information contained within Sections 1 to 11 of this Application, the following information/studies are requested to satisfy the requirements of a complete application under the Planning Act.

**12.3** I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Planning Services Staff*