

Application for Minor Variance

(Under Section 45 of the Planning Act, R.S.O., 1990 c. P.13, as amended)

For use by Principal Authority:

Date Received: _____

Fee Received: _____

File No. **MV-** _____

Deemed Complete: _____

Roll Number: _____

Information to Applicants:

The application form must be complete at the time of submission. Dark blue or black ink only – do not use pencil. The original copy of the application must be submitted to the Township. The information in this form that must be provided by the applicant is indicated by the black arrows (▶) on the left side of the headings. This information is prescribed in the Schedule to Ontario Regulation 200/96 made under the Planning Act. If the mandatory information, including the fee is not provided, the Township will return the application or refuse to further consider the application until the prescribed information and fee have been provided.

The applicable Official Plan and Zoning By-law should be consulted by the applicant when preparing an application for a Minor Variance. Prior to submitting this application to the Township, pre-consultation with Township Planning staff is recommended.

For additional information, please contact the Township of Cavan Monaghan Planning Services Department at 988 County Road 10, Millbrook ON L0A 1G0 or by telephone at 705-932-9334 or 705-932-9321 between 8:30 a.m. and 4:30 p.m.

Please complete the following:

Date of Application (DD / MM / YYYY): / /

▶ Owner Information

Name of Owner:

E-mail Address:

Address:

City:

Province:

Postal Code:

Telephone:

Fax:

▶ Applicant/Agent Information (if different from the Owner)

Name:	E-mail Address:
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Address:	City:	Province:	Postal Code:
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Telephone:	Fax:
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Please Check to whom all communication should be sent:
 Owner Applicant Agent

▶ Official Plan and Zoning Information

(a) The present Official Plan Designation of the subject land? _____

(b) Please provide a brief explanation of how the application conforms to the Official Plan:

(c) The present zoning of the subject land? _____

(d) The nature and extent of the relief from the zoning by-law being requested?

(e) The reason why the proposed use cannot comply with the provisions of the zoning by-law?

► Description of Subject Land	
Ward:	
Lot:	Concession:
Registered Plan No. (if applicable):	
Parts:	
Name of Street:	Street No.:
Assessment Roll No.: 1509-	
Date the subject land was acquired by the current owner (if known):	
Frontage:	
Depth:	
Area:	
► Existing Uses (please provide details for each lot affected)	
(a) Existing Uses:	
(b) Length of time the existing uses of the subject land have continued:	
(c) Are there any buildings or structures existing on the subject land? <input type="checkbox"/> Yes <input type="checkbox"/> No	
(d) If the answer to the above is 'Yes', please complete the following for each building or structure:	
A:	B:
Type of building/structure: _____	Type of building/structure: _____
Date of construction (if known): _____	Date of construction (if known): _____
Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____	Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____
Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____	Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____
C: Please attach a separate sheet for additional structures	D: Please attach a separate sheet for additional structures

► Proposed Uses (please provide details for each lot affected)

(a) Proposed Use:

(b) Are buildings or structures proposed for the subject land?
 Yes No

(c) If the answer to the above is 'Yes', please complete the following for each building or structure proposed:

<p>A: Type of building/structure: _____</p> <hr/> <p>Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____</p> <hr/> <p>Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____</p>	<p>B: Type of building/structure: _____</p> <hr/> <p>Setbacks: Front lot line: _____ Rear lot line: _____ Side lot lines: _____</p> <hr/> <p>Height of building/structure: _____ Building/structure dimensions: _____ Building/structure floor area: _____</p>
<p>C: Please attach a separate sheet for additional structures</p>	<p>D: Please attach a separate sheet for additional structures</p>

► Services

(a) Access is provided to the subject land by:
 Provincial Highway County Road Municipal Road
 Right-of-Way Unopened Road Allowance
 Other (please specify): _____

(b) Water supply is provided to the subject land by:
 Municipal owned/operated piped water system
 Privately owned/operated individual well
 Privately owned/operated communal well
 Other (please specify): _____

(c) Sewage disposal is provided to the subject land by:
 Municipal owned/operated piped sewer system
 Private individual septic tank
 Privately owned/operated communal sewage system
 Other (please specify): _____

(d) Storm drainage is provided to the subject land by:
 Sewers Ditches Swales
 Other (please specify): _____

▶ Previous Applications

(a) Has the land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

Yes

No

Unknown

(b) If Yes, please provide the File No. and Status? _____

Unknown

▶ Provincial Policy Statements and Plan(s)

(a) Is the subject property or a portion of the subject property within a designated Vulnerable Area around the source of a municipal residential drinking water supply and subject to policy(s) in the Trent Source Protection Plan, developed under the *Clean Water Act*?

Yes

No

Unknown

If yes, please indicate if a Section 59 Notice is attached or explanation for not including this Notice.

Yes

No

Explain: _____

(b) Is the subject property or a portion of the subject property within any part of the hazard distance for a propane operation (i.e. Golden Eagle Development Ltd., Kelly's Propane, Superior Propane)?

Yes

No

Unknown

Applicant's Checklist:

Information to be Included

The following information must be included with the application to ensure completeness:

1. **One (1) copy** of the complete application.
2. **Application Fee.**
3. **Conservation Authority Plan Review Fee.**
4. **One (1) copy of a sketch/survey** 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 their distance from the front lot line, rear lot line and side 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 and septic tanks) that,
 - i) are located on the subject land and on land that is adjacent to it, and;
 - ii) in the applicant's opinion, may affect the application;
 - d. the existing uses of adjacent 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 will be by water only, the location of the parking and docking facilities to be used; and
 - g. the location and nature of any easement affecting the subject land.

The dimensions on the sketch must be accurate. Should changes in dimensions occur on the survey, it is the responsibility of the owner/applicant to make further application at the expense of the owner/applicant to rectify any deficiency.

Measurements on the sketch SHALL correspond to those identified on the application. Photocopies of the survey, if available, should be used.

Species at Risk

The applicant and any prospective owners are advised that endangered and threatened species exist in the area and may exist on the site. Property owners are responsible for identifying endangered and threatened species and their habitat within the property prior to undertaking work. They must also ensure that the work/activity will not result in negative impacts. Property owners are encouraged to consult with their local Ministry of Natural Resources District Office if they have questions about the *Endangered Species Act, 2007*. The Peterborough District Office is located at 300 Water Street in Peterborough. The telephone number for the office is 705-755-2000 or 1-800-667-1940.

Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local Ministry of Natural Resources Species at Risk Biologist. For more information on the Endangered Species Act, 2007 or the full list of species at risk, please visit www.ontario.ca/speciesatrisk. A list of the Species at Risk in the Township of Cavan Monaghan is also available from the Township Planning Department.