



COMMITTEE OF ADJUSTMENT FOR THE TOWNSHIP OF WEST LINCOLN

318 Canborough Street, P.O. Box 400
Smithville, Ontario L0R 2A0
Phone: (905) 957-3346
Fax: (905) 957-3219



SCHEDULE UNDER SECTION 45 Planning Act, R.S.O. 1990, As Amended APPLICATION FOR MINOR VARIANCE

The undersigned hereby applies to the Committee of Adjustment under Section 45 of the Planning Act, R.S.O. 1990, as amended, for relief as described in this application, from By-law No. 79-14 (as amended).

PLEASE TYPE OR USE BLACK INK

1. (a) **Registered Owner(s):** _____
(Please Indicate Name(s) Exactly as Shown on the Transfer/Deed of Land)

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____ Fax: _____

Email Address: _____

(b) **Authorized Agent (if any):** _____

Mailing Address: _____

City: _____ Province: _____

Postal Code: _____ Telephone: _____ Fax: _____

Email Address: _____

NOTE: Unless otherwise requested, all communications will be sent to the agent, if any.

2. Current designation of the subject land in any applicable Official Plan: _____

3. Current zoning of the subject land: _____

4. Nature and extent of the relief from the zoning by-law (Site By-law Section requiring variance): _____

5. Why is it not possible to comply with the provisions of the zoning by-law? _____

6. Legal description of the subject land (i.e. concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number) _____

7. Dimensions of subject land:
Frontage: _____ Depth: _____ Area: _____ Width of Street: _____
8. Type of Access to Subject Land: (Check appropriate space)
- | | |
|--------------------------------------|-------------------|
| Provincial Highway | Regional Road |
| Municipal Road Maintained All Year | Other Public Road |
| Municipal Road Maintained Seasonally | Right-of-Way |
| Water Access | Private Road |
9. If proposed access is by water only, describe boat docking and parking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.
10. Existing uses of the subject land:
11. Are there any buildings or structures on the subject land?
- Yes No
12. If the answer to #11 is yes, for each building or structure indicate the type, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area. (Alternatively this information may be provided on the sketch required under Note #2, page 3).
13. Proposed uses of the subject land:
14. Are any buildings or structures proposed to be constructed on the subject land?
- Yes No
15. If the answer to #14 is yes, for each proposed building or structure indicate the type, the setback from the front lot line, rear lot line and side lot lines, the height in metres of the building or structure and the dimensions or floor area. (Alternatively this information may be provided on the sketch required under Note #2, page 3).
16. Date subject land was acquired by the current owner: _____
17. Date existing buildings or structures were constructed: _____
18. Length of time existing uses of subject land have continued: _____
19. What type of water supply is provided? (Check appropriate space)
- Publicly owned and operated piped water system
Lake
Well (private or communal)
Other (specify) _____

20. What type of sewage disposal is provided? (Check appropriate space)

Publicly owned and operated sanitary sewage system

Septic system (private or communal)

Other: _____

21. What type of storm drainage is provided? (Check appropriate space)

Sewers

Ditches

Swales

Other: _____

22. Is the subject land the subject of an application under the Act for approval of a plan of subdivision or a consent?

Yes

No

23. If the answer to #22 is yes, and if known, give file number and status of application:

24. If known, state whether the subject land has ever been the subject of an application under Section 45 of The Act.

25. **DECLARATION OF OWNER(S) THAT INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT**

I/We _____

of the City/Town/Township of _____

in the County/District/Regional Municipality of _____

solemnly declare that all the statements contained in this application are 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.

DECLARED before me at the _____ of _____)

in the Regional Municipality of Niagara)

This _____ day of _____)

A.D. _____)

) TO BE SIGNED IN THE PRESENCE OF A
) COMMISSIONER FOR TAKING AFFIDAVITS

)
)
)
)
)

(Signature of applicant(s), solicitor or authorized agent)

A Commissioner, etc.

26. AUTHORIZATION

Location of Subject Lands (Legal Description & municipal Address)

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

of the _____ of _____
(Municipality) (Region/County/District)

to make application(s) on my/our behalf to the Committee of Adjustment for the Township of West Lincoln for consent to convey an interest in the land in accordance with Subsection 1 of Section 53 of the Planning Act, R.S.O. 1990.

Dated at the _____ of _____ in the Regional Municipality of _____, this day of _____ 20____ .

Signature of Owner (Name of owner - printed)

Signature of Owner (Name of owner - printed)

Signature of Owner (Name of owner - printed)

NOTE: This Section is only to be filed out where applications are to be signed by someone other than the owner(s). If the applicant is a corporation, the corporate seal is to be affixed over the owner's signature(s).

Personal information collected on this application will become part of a public record. Any questions regarding this collection should be directed to: **The Freedom of Information and Privacy Coordinator: 318 Canborough Steet, P. O. Box 400, Smithville, Ontario L0R 2A0 (905) 957-3346.**

Requirements to Process Minor Variance Applications:

Application Form and Processing Fee:

- Ensure **all owner names** appear at question 1: Registered Owner. Names should be exactly as shown on the Deed of Land.
- Include complete mailing address, including post office box number, rural route address if required, postal code, etc. Also include telephone number where owner may be contacted.
- Include name, mailing address and telephone number of authorized agent, if applicable.
- Answer ALL questions fully and clearly. Municipal planning and/or building staff will assist with completing information pertaining to the applicable sections of the zoning by-law requiring relief, and the specific wording to be used in this regard.
- Do not sign the application form until you are in the presence of a Commissioner for Taking Affidavits (Secretary-Treasurer is a Commissioner and no additional fee is applicable).
- Complete the Authorization Form if anyone other than all registered owners are signing the application form, under affidavit. Authorization or a sworn signature is required for all registered owners.
- Refer to Fee Tariff, attached, for all applicable fees. Health Unit fee may apply if municipal sewer and water not available. Additionally, a Regional Review Fee may be required where an application is located on a Regional Road, where Regional infrastructure/facilities are nearby, or where a regional of Provincial issue is determined by the Local Municipal Planner.

Accompanying Drawings:

- Drawings are not necessarily required to be prepared by an Ontario Land Surveyor, although the Committee of Adjustment may require that the plan be prepared and signed by an Ontario Land Surveyor.
- In accordance with Provincial Regulations drawings **must** include the following:
 - (a) The boundaries and dimensions of the subject land ~ **drawings must be to scale and include a directional (north) arrow**, and drawings must be of high quality to facilitate photocopying;
 - (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the exact 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 on the subject land and on land that is adjacent to the subject land that 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 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.

Additional Information:

Please include Niagara Peninsula Conservation Authority Prescreening Criteria for Municipal Plan Review Questionnaire, together with fees if applicable, with every application for minor variance.

Also include any additional information that may be of benefit to the decision making authority (i.e. MDS calculations for animal operations; letters of explanation, etc.)

If you have any questions, please contact the Director of Planning & Building, the Chief Building Official, or Adam Huycke, Secretary-Treasurer at the Township of West Lincoln, (905) 957-3346.