

TOWNSHIP OF ELIZABETHTOWN-KITLEY

6544 New Dublin Road, R.R. #2, Addison, Ontario Tel. (613) 345-7480 ext. 217 Fax. (613) 345-7235 Email: planning@ektwp.ca

Information Guide - Applications for Minor Variance

Prior to filing an application, persons are encouraged to consult with Planning & Development Department

A public hearing is held before the Committee of Adjustment (C.O.A.) for all minor variance applications. To meet the notification requirements under the Planning Act and related regulations, notice of the application and meeting date will either be published in the local newspaper or circulated to neighbours within 200 ft. of the property and a sign will be posted on the property by Township staff. Agencies are also circulated for comments.

Members of the public are welcome to attend the hearings and provide comments. Applicants are encouraged to attend the hearing. The Committee generally considers and decides upon minor variance applications at these public hearings, although they may also reserve their decision.

The C.O.A. generally meets the fourth Thursday of every month. Minor variance applications should be submitted 20 days prior to the meeting date to allow for proper evaluation and to meet notice circulation.

IN ORDER TO PROCESS AND PROPERLY EVALUATE A MINOR VARIANCE APPLICATION, THE FOLLOWING MUST BE UNDERTAKEN BY THE APPLICANT. Failure to comply with these requirements may delay consideration of the application.

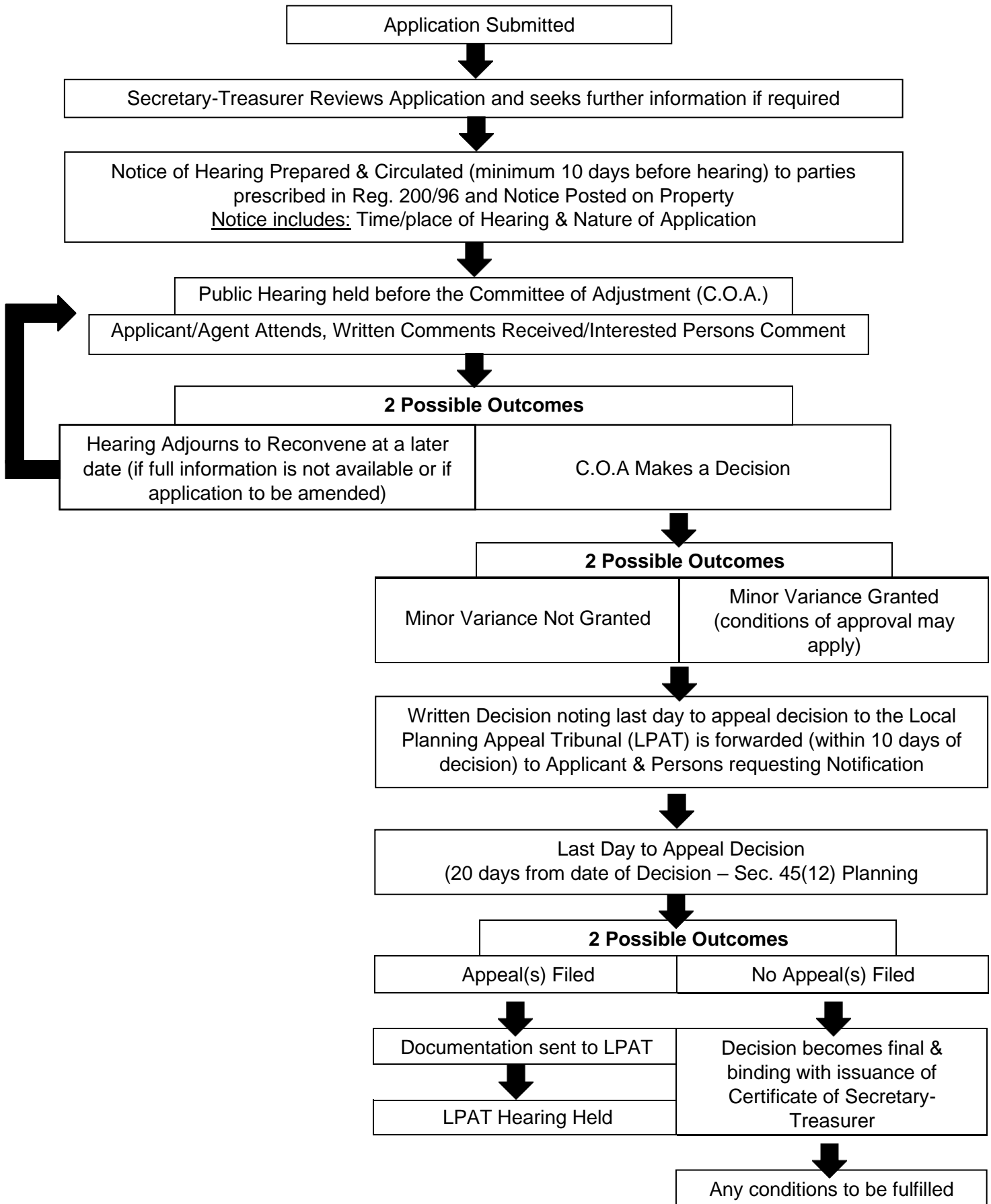
1. The attached **APPLICATION FORM** must be submitted to the New Dublin Municipal Office and must:
 - be legible and page 7 must be signed and witnessed by a Commissioner for taking affidavits
 - include the required fee of **\$800.00***
 - include a lot plan, drawn to scale, (refer to item 25 of application form)
 - if available, include a survey of the property (or a photocopy copied at 100%).
2. Members of the Committee conduct site visits on all applications. To assist on-site review, please physically mark the property as follows:
 - (a) Where unclear, mark property corners (by stakes, tape, ribbons, spray paint, etc.);
 - (b) Where a building or addition is proposed, mark the exact location and size of the proposed building/addition. (Mark foundation size/location, not the overhang.);
 - (c) Where a reduced yard requirement(s) is being requested, mark lot lines;
3. For VACANT LOTS, please provide specific directions to the property (include road names, neighbouring addresses, landmarks etc.).
4. Where deemed required by Township staff the attached CONSERVATION AUTHORITY FORMS are to be submitted by the applicant directly to these authorities with the required **FEES**.
Note: Conservation Authority Forms and their fee can be forwarded to them by the Township.

* TOWNSHIP FEE: The Committee may reduce the amount of, or waive the requirement for payment of, the Township fee where they are satisfied that it would be unreasonable to require payment in accordance with the tariff. (Section 4, By-law No. 0130), *also* Any person who is required to pay a fee for a planning application may pay the fee under protest and thereafter appeal to the Local Planning Appeal Tribunal (LPAT) against the levying of, or amount of, the fee by giving written notice of appeal to the Tribunal within thirty days of payment. (Planning Act, R.S.O. 1990)

Thank you for your Anticipated Co-operation

Minor Variance Application Process

(In accordance with Section 45 of the Planning Act, R.S.O., 1990, & Ontario Regulation 200/96, as amended by Ontario Regulation 432/96, 508/98)



Township of Elizabethtown-Kitley



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APPLICATION FOR MINOR VARIANCE

To Be Submitted to the Township Office with the Required Processing Fee of \$800.00)

PLANNING ACT, R.S.O., FORM 1 (as per Regulation 200/96)

The undersigned hereby applies to the Committee of Adjustment of the TOWNSHIP OF ELIZABETHTOWN-KITLEY under Section 45 of the Planning Act for relief, as described in this application, from Zoning By-law No. 13-21, as amended.

The undersigned hereby acknowledges that the filing of this application alone does not necessarily constitute fulfilling all the requirements of either the Township or The Planning Act.

1. Name of Property Owner(s) _____

2. Name of Applicant/Agent _____

*Note: If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see p. 5).
The Applicant/Agent will receive all communications relating to this application.*

3. Phone Number/Mailing Address of Agent (or Property Owner if Property Owner is Applicant)

Telephone Number (Home) _____ (Cell/Work) _____

Email _____

Mailing Address _____

4. Legal description of subject land:

Lot(s) _____ Concession(s) _____; Registered Plan _____ Lot(s) _____

Reference Plan _____ Part(s) _____; Assessment Roll Number _____

Street Address (No./Rd. Name) _____

Dimensions of subject land: Frontage _____ Depth _____ Area _____

5. Current designation of subject lands in the Official Plan:

6. Current zoning of subject lands in the Zoning By-law:

7. Nature and extent of relief applied for (Note Section of Zoning By-law):

8. Reasons why the proposed use cannot comply with the provisions of the by-law:

Date of acquisition of property by current owner: _____

9. Existing use(s) of the subject land:

10. Length of time that the existing uses of the subject land have continued:

11. Proposed use(s) of the subject land:

12. Are there any buildings or structures on the subject land? YES NO

13. Identify each **existing** building or structure, the setbacks, height, and dimensions:

Type of Building or Structure	Setbacks to lot lines (viewed from road)				Height	Storeys	Dimensions	Total Area
	Front	Rear	Side	Side				

please indicate if in feet or meters:

14. Date that the existing buildings/structures were constructed: _____

15. Are there any buildings or structures proposed to be built on the subject land? YES NO

16. Identify **proposed** buildings or structures, the setbacks, height, and dimensions:

Type of Building or Structure	Setbacks to lot lines (viewed from road)				Height	Storeys	Dimensions	Total Area
	Front	Rear	Side	Side				

16 a) Proposed Use of Additions: _____

17. Are there any new water fixtures proposed? (eg. tap, sink, toilet)

YES NO

If yes, please explain:

18. Specify whether storm drainage is provided by sewers, ditches, swales, or other means:

19. Type of water provided to the subject land: (check appropriate space/spaces):

- Publicly owned/operated piped water system
- Privately owned/operated communal well
- Privately owned/operated individual well
- Other (please specify)

20. Type of sewage disposal provided to the subject land: (check appropriate space/spaces):

- Publicly owned/operated sanitary sewage system
- Individual, privately owned/operated communal septic system
- Privately owned/operated privy, or other means (please specify)

21. Type of access: (check appropriate space):

- | | | | |
|----------------|-------------------------|----------------|-------------------------|
| Municipal Road | (maintained year round) | Municipal Road | (seasonally maintained) |
| County Road | | Right-of-way | |
| Water Access | | Other | |

22. If access is by water only, specify the parking and docking facilities used/to be used and the approximate distance of these facilities from the subject land and the nearest public road:

23. Is the property the subject of an application under the Planning Act for approval of a plan of subdivision or a severance:

YES NO

If yes, please describe application, specify the file number: _____

24. If known, please specify whether the property has ever been the subject of an application before the Committee of Adjustment under Section 45 of the Planning Act:

YES NO

If yes, please describe application, specify the file number: _____

25. Please submit a sketch showing the following:

Please Check

Required Information

- i. The boundaries and dimensions of the subject land.
- ii. The location, size and type of all existing and proposed buildings/structures on the subject land and on abutting lots indicating the distance of building/structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii. The approximate location of all natural and artificial features on the subject land and on abutting lots 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.
- iv. The location of well and sewage system components (eg. tank and leaching bed) and the distances from sewage system to adjacent existing or proposed buildings, water supplies (including neighbours), driveways, property lines, lakes, rivers, water courses, swimming pools, wells, etc.. Also note any topographic features (eg. swamps, steep slopes) near system.
- v. The current uses on adjacent lots.
- vi. The location, width and name of any roads within or abutting the subject land, indicating whether it is: unopened road allowance; public travelled road; private road; right of way.
- vii. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- viii. Location and nature of any easement affecting the subject land.

The Committee reserves the right to request, at any time, that the applicant provide a locational survey drawn by an Ontario Land Surveyor to clarify details of the application.

