

**The Corporation of the Township of Pelee**

**APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

Please find the following instructions for completion of a Minor Variance Application under Section 45 of the Planning Act:

1. It is required that a completed copy of this application and sketches referred to in number 2 below, be filed with the Secretary Treasurer of the Township of Pelee Committee of Adjustment along with the applicable fee of $500.00 in cash, debit, credit or cheque made out to the “Township of Pelee”.

2. Each application must be accompanied by a sketch and as a the sketch is to be copied and

circulated, it must be clearly drawn in dark ink on a sheet of paper no larger than 8 ½ x 14 with the following information:

i) The boundaries and dimensions of the subject land;

ii) The location, size and type of all existing and proposed buildings and structures on the subject

land, indicating the distance of the buildings and structures from the front, rear and side lot line.

iii) 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 this application.

iv) The current uses on the land that is adjacent to the subject land.

v) The location, width and name of any roads within or abutting the subject land including:

* an unopened road allowance,
* a public travelled road, or
* a private road on a right-of-way.

vi) The location and nature of any easement affecting the subject land (e.g. Ontario Hydro, Bell

Canada, access roads or driveways).

**A SAMPLE SKETCH IS ATTACHED. SKETCHES MUST HAVE METRIC MEASUREMENTS.**

3. The applicant is responsible for any additional fees that may be required

by any agency for the review of planning and development proposals and/or any additional applications for providing related approvals and services.

4. All information which is submitted in support of this application, either at the time of

submitting the application or at the Public Hearing, must remain as part of the file and will not be returned to the Applicant or an Agent.

5. All information presented to the Secretary Treasurer of the Committee of Adjustment for

the Township of Pelee which forms part of an application is public information and can be provided to the general public when requested.

6. It is the responsibility of the applicant to post notices required by the Planning Act and Planning

Act regulations.

7. Questions about the application process should be directed to:

**The Corporation of the Township of Pelee**

**Secretary Treasurer, Committee of Adjustment**

1045 West Shore Road

Pelee Island, ON N0R 1M0

P: (519) 724-2931; F: (519) 724-2470

k.digiovanni@pelee.ca



**APPLICATION FOR**

**□ MINOR VARIANCE – s. 45 (1) □ PERMISSION – s. 45 (2)**

The undersigned hereby applies to the Committee of Adjustment for the Township of Pelee under Section 45 of the *Planning Act* for relief, as described in this application, from Zoning By-law No. 2012-24 (as amended).

|  |  |
| --- | --- |
| Name of Owner | Name of Agent  (if the applicant is an agent authorized by the owner) |
| Address | Address |
|  |  |
| Telephone E-mail | Telephone E-mail |

|  |
| --- |
| **OFFICIAL PLAN – current designation of subject land:** |
|  |
|  |
|  |

|  |
| --- |
| **ZONING BY-LAW – Current zoning of the subject land:** |
|  |
|  |
|  |

|  |
| --- |
| **RELIEF – Nature and extent of requested relief from the Zoning By-law:** |
|  |
|  |
|  |

|  |
| --- |
| **REASON – What are the reasons why the proposed use cannot comply with provisions of the applicable Zoning**  **By-law?** |
|  |
|  |
|  |

|  |
| --- |
| **LEGAL DESCRIPTION of the subject land such as municipal lot #, registered plan and lot numbers, reference plan and part numbers, civic address (911#).** |
|  |
|  |
|  |

***Please see example sketch attached to this application.***

|  |  |  |
| --- | --- | --- |
| **DIMENSIONS OF LAND (in metric units) affected:** | | |
| **Frontage:** | **Depth:** | **Area:** |

|  |  |
| --- | --- |
| **ACCESS – Access to the subject land is by:** | |
| □ Municipal road that is maintained all year or seasonally | |
| □ Private Road | □ Fire Route |
| □ Right-of-Way | □ Other (specify) |

|  |  |
| --- | --- |
| **EXISTING USES of the subject land:** | **LENGTH OF TIME the existing uses of the subject land have continued:** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **EXISTING BUILDINGS – STRUCTURES – Where there are any buildings or structures on the subject land, indicate for each:** | | |
| TYPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE CONSTRUCTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Height in metres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TYPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE CONSTRUCTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Height in metres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location of existing sewage system if any | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | ***(attach additional page if necessary)*** |

|  |
| --- |
| **PROPOSED USE(S) of the subject land:** |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **PROPOSED BUILDNGS – STRUCTURES – Where are buildings or structures proposed to be built on the land, indicate for each:** | | |
| 1. TYPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Height in metres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. TYPE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Height in metres\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Floor area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Location of proposed sewage system, if any | Front lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rear lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Side lot line setback\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dimensions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | ***(attach additional page if necessary)*** |

|  |
| --- |
| **Date subject land was acquired by current owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **WATER is provided to the subject land by:** |  |
| □ Privately owned and operated individual well | □ Privately owned and operated communal well |
| □ Lake or other body of water | □ Municipal water supply |
| □ Other means (specify) |  |

|  |  |
| --- | --- |
| **SEWAGE DISPOSAL is provided to the subject land by:** |  |
| □ Privately owned and operated individual septic system | □ Privately owned and operated communal septic system |
| □ Privy | □ Publicly owned and operated sanitary sewage system |
| □ Other means (specify) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **STORM DRAINAGE is provided to the subject land by:** | | | |
| □ Municipal Drain | □ Ditches | □ Swales | □ Other (specify) |

|  |  |  |
| --- | --- | --- |
| **OTHER APPLICATIONS – if known, indicate if the subject land is the subject of an application under the Planning Act for:** | | |
| □ Approval of a plan of subdivision (under Section 51) | File #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| □ Consent (under Section 53) | File #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| □ Previous application (under Section 45)  □ Other | File #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  File #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **SOLEMN DECLARATION**  I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_solemnly declare 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 Evidence Act.  **DECLARED** before me at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(City, Town, Township, etc.)*  of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of applicant  In the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Region, County, District)*  of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  this\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Commissioner, etc. |
| **AUTHORIZATION BY OWNER**  I/We, the undersigned, being the owner of the subject land, hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be the applicant in the submission of this application.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Owner  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Witness Date |

|  |
| --- |
| **Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinate at the institution conducting the procedures under the Act.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR OFFICE USE ONLY:** | | | |
| Name of Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name of Agent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Date of receipt of completed application:\_\_\_\_\_\_\_\_\_\_\_\_\_ | Checked by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Zoning By-law No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| As amended by By-law No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| And By-law No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Passed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Sections:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Zone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Official Plan Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Agricultural Land use in Canada; Land Inventory: | |  | |
| Site visit carried out by staff or committee member (circle one) | | Yes | No |
| Authorization of owner received (if required) | | Yes | No |
| Conformity with the Agricultural Code of Practice (if applicable) | | Yes | No |
| Committee File No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Committee Submission No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Hearing Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Adjourned Hearing Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| General Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |  |
| --- | --- |
| **SKETCH** | |
| **A draft survey or the following, in metric units, is required:** | |
| a)  b)  c)  d)  e)  f)  g)  h)  i) | The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land.  The approximate distance between the subject land and the nearest Township lot line or landmark such as a bridge or road intersections:  The boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;  The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;  The approximate location of all natural and artificial features (e.g. buildings, roads, watercourses, drainage ditches, banks of drains, dikes, 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;  The current uses of land that is adjacent to the subject land (e.g. residential, agricultural, or commercial);  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;  If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and  The location and nature of any easement affecting the subject land. |
|  | |

