



TOWNSHIP OF

**GREATER  
MADAWASKA**

19 Parnell Street  
P.O. Box 180  
Calabogie, ON K0J 1H0  
Phone: 613-752-2222  
Fax: 613-752-2617  
[www.greatermadawaska.com](http://www.greatermadawaska.com)

## APPLICATION FOR MINOR VARIANCE

Information to be provided under Section 45 of the *Planning Act*

FOR OFFICE USE ONLY	
Date Received:	
Date Deemed Complete:	
Assessment Roll Number:	
Application Number:	
Related applications (if any):	

### 1. CONTACT INFORMATION

#### 1.1 Owner:

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

#### 1.2 Agent or Applicant (if applicable):

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

**Note:** if the applicant is not the property Owner, the Owner must appoint the applicant as his/her agent (see Section 15.1).

### 2. INFORMATION ABOUT SUBJECT LANDS

Civic Address:			
Assessment Roll Number:			
Lot:		Concession:	
Geographic Township:			
Plan Number (if any):			
Existing Use:			
Proposed Use:			

### 3. OFFICIAL PLAN

Current Official Plan designation:	
Does the proposed land use comply with the current Official Plan requirements for the subject property?	
If NO, has an application for an Official Plan Amendment been filed? Please provide the relevant application number and status.	

### 4. ZONING

Current Zoning By-law designation:	
Does the proposed land use comply with the current Zoning requirements for the subject property?	
If NO, has an application for a Zoning By-law Amendment been filed? Please provide the relevant application number and status.	

**Note:** please contact Township staff or visit the Township's website to obtain Official Plan and Zoning information if required.

### 5. DETAILS OF APPLICATION

#### 5.1 Relief Requested

Please describe the nature and extent of the relief required from the Zoning By-law:
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#### 5.2 Reasons for request

Why is it not possible to comply with the provisions of the Zoning By-law:
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## 6. PROPERTY CHARACTERISTICS (please indicate feet or metres)

Lot Frontage (road):		Lot Frontage (water): (if applicable)	
Lot Depth:		Lot Area:	

## 7. ACCESS

### 7.1 Please check the appropriate box and indicate the road name:

Municipal Road, maintained year-round	<input type="checkbox"/>	
Municipal Road, maintained seasonally	<input type="checkbox"/>	
County Road (indicate #)	<input type="checkbox"/>	
Private Road	<input type="checkbox"/>	
Right of Way	<input type="checkbox"/>	
Water Access (indicate water body)	<input type="checkbox"/>	

### 7.2 Are there any easements, rights of way, restrictive covenants, etc. affecting the subject lands?

Yes                      No

If YES, please describe below, and indicate on the site plan the nature of the easement, right of way, restrictive covenant, etc.:

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## 8. ADJACENT LAND USES

Please provide a brief description of the adjacent land uses:

North:	
South:	
East:	
West:	

## 9. EXISTING BUILDINGS AND STRUCTURES

Are there any buildings or structures, including septic systems, located on the subject property?

Yes                      No

If yes, please complete the following tables:

**9.1 DETAILS OF EXISTING BUILDINGS AND STRUCTURES** (including dwellings, accessory buildings, sheds, etc.):

STRUCTURE	FLOOR AREA (m <sup>2</sup> )	LENGTH (m)	WIDTH (m)	HEIGHT (m)	DATE CONSTRUCTED

**9.2 SETBACKS FOR EXISTING BUILDINGS AND STRUCTURES:**

STRUCTURE	FRONT YARD (m)	REAR YARD (m)	SIDE YARD (m)	SIDE YARD (m)	WATER SETBACK (m) (if applicable)

Does this application propose to demolish any existing building or structure:

Yes                      No

If YES, please describe the building or structure to be demolished:

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**10. PROPOSED BUILDINGS AND STRUCTURES**

Are there any buildings or structures, including septic systems, proposed to be constructed on the subject property?

Yes                      No

If YES, please complete the following tables:

### 10.1 SETBACKS OF PROPOSED BUILDINGS AND STRUCTURES

TYPE OF BUILDING OR STRUCTURE	FRONT YARD (m)	REAR YARD (m)	SIDE YARD (m)	SIDE YARD (m)	WATER SETBACK (m) (if applicable)

### 10.2 DETAILS OF PROPOSED BUILDINGS AND STRUCTURES

	BUILDING 1	BUILDING 2
Building type:		
Ground Floor Area:		
Gross Floor Area:		
Building Height (m):		
Building Height (stories):		
Length (m):		
Width (m):		
Dwelling Units:		
Lot Coverage (%):		
No of Parking Spaces:		

**Note:** please add additional pages if more space is required.

## 11. SERVICING

Check the appropriate boxes for existing and proposed services:

### 11.1 WATER SUPPLY

	EXISTING	PROPOSED
Drilled Well		
Dug Well		
Lake or other water body		
Other means (please state)		
Water service not proposed		

### 11.2 SEWAGE DISPOSAL

	EXISTING	PROPOSED
Privately Owned Septic System		
Privy		
Holding Tank		
Other means (please state)		
Sewage service not proposed		

### 11.3 STORM DRAINAGE

	EXISTING	PROPOSED
Storm Sewers		
Ditches		
Swales		
Other means (please state)		

## 12. OTHER APPLICATIONS

### 12.1 Has the subject property ever been the subject of a Minor Variance application under Section 45 of the *Planning Act*?

Yes              No

If YES, please provide details of previous applications.

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### 12.2 Is the subject property currently the subject of any other application, such as a plan of subdivision or severance?

Yes              No

If YES, please provide details of other applications (e.g. Severance, zoning amendment, minor variance, official plan amendment, and relevant file numbers(s))

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### 12.3 Is the subject property currently under a Site Plan Control Agreement?

Yes              No

If YES, please provide details (e.g. Date of agreement, By-law number, etc.)

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**13. DATE THE SUBJECT LAND WAS ACQUIRED BY THE PROPERTY OWNER:**

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**14. OTHER INFORMATION**

Are any of the following uses on the subject property or within 500 metres of the subject property? (check all that apply)

USE OR FEATURE	ON SUBJECT PROPERTY	WITHIN 500 METRES OF SUBJECT PROPERTY (unless otherwise specified)
An agricultural operation including a livestock facility (ie. barn) or manure storage facility		
A landfill site (active or closed)		
An industrial land use		
A licensed pit or quarry or an aggregate reserve designation		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
A hydro easement		
A Provincially Significant Wetland (within 120 metres)		
A designated heritage building, historic site or cemetery		

Is there any other information or materials that would be helpful in processing this application? If so, please describe here:

## 15. AUTHORIZATIONS

### 15.1 AUTHORIZATION FOR AGENT OR APPLICANT *(if applicable)*

I/we, \_\_\_\_\_ being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ to prepare and submit this application for Minor Variance approval on my/our behalf, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, to provide any of my personal information that will be included in this application or collected during the processing of this application to the Township of Greater Madawaska.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Date

### 15.2 CONSENT OF OWNER(S)

I/we consent to the use by or the disclosure to any person or public body any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application. I/we also agree to allow the Township of Greater Madawaska, its employees and agents to enter upon the subject property for the purposes of conducting surveys, inspections and tests that may be necessary for the processing of this application.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Date

### 15.3 PAYMENT OF FEES

I/we, as part of this application, hereby agree to pay for and bear the entire cost and expense for any external consulting fees and expenses (eg. Legal, engineering, etc) incurred by the Township of Greater Madawaska as required during the processing of this application, in addition to all applicable application fees as set out by the Township. I/we further acknowledge and agree that, in the event of an appeal to the Ontario Land Tribunal (OLT), I/we will be responsible to reimburse the Township for any municipal costs and disbursements for legal counsel and/or external consultants, for preparation and attendance at an OLT hearing, where the Township is requested to defend



the decision of Council. I/we acknowledge and agree to pay the Township a cash security deposit upon notice of an appeal of the application to the OLT by a third party.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Date

## 16. AFFIDAVIT

The following section must be completed by the Owner(s) or authorized agent/applicant in front of a Commissioner of Oaths prior to the submission of the application package, or at the Township office:

I, \_\_\_\_\_, of the

\_\_\_\_\_

In the \_\_\_\_\_, do solemnly declare that all of the above statements contained in this application are true, and further I make this solemn declaration conscientiously, believing it to be true and knowing that this is the same force and effect as if it were made under oath.

Declared before me at the \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner/agent signature

\_\_\_\_\_  
A Commissioner of Oaths

## APPENDIX 1: SUBMISSION REQUIREMENTS

All Minor Variance applications must be accompanied by the following:

1. Detailed Site Plan, drawn to scale, to include the following elements:
  - a. Title block including owner/s name/title of the development
  - b. Legal description of the subject property (lot, concession and geographic township)
  - c. Civic address of the subject property
  - d. The property boundaries and dimensions of the subject land.
  - e. The location, size and type of all existing and proposed buildings and structures on the subject land, including the distance of the buildings and structures to the front, rear and side lot lines and the water if applicable. This includes all buildings, structures, decks, wells, and septic systems.
  - f. The approximate location of driveways, parking areas, sidewalks, retaining walls and fencing as well as major landscape features or natural features on the site
  - g. The approximate location of all natural and artificial features on the subject land on land that is adjacent to the subject land 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
  - h. Identification of land uses on abutting properties
  - i. Identification of all road(s) abutting the subject property
  - j. 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 that is maintained seasonally or year-round, a private road or right of way.
  - k. If access to the subject land is by water only, the location of the parking and docking facilities used to access the land.
  - l. The location and nature of any easements affecting the subject land.
  - m. North arrow and scale
  - n. Date

## APPENDIX 2: MINOR VARIANCE GUIDELINES

### Pre-consultation:

While pre-consultation with Township staff is not mandatory, it is strongly encouraged prior to submitting an application in order to clarify any submission requirements and discuss any potential issues that may arise. Please contact the Planning Department to arrange for a pre-consultation meeting at 613-752-2222 or at [development@greatermadawaska.com](mailto:development@greatermadawaska.com)

### Minor Variance Approval

The purpose of a Minor Variance is to permit relief from one or more sections of the Zoning By-law, where a development proposal cannot reasonably comply with the required provisions. Minor Variance applications are considered by the Township's Committee of Adjustment, and are evaluated based on what is commonly referred to as the "four tests" of a Minor Variance:

1. Whether the proposal meets the general intent and purpose of the Official Plan.
2. Whether the proposal meets the general intent and purpose of the Zoning By-law.
3. Whether the proposal is desirable for the appropriate development or use of the land, building or structure.
4. Whether the proposal is "minor" in nature.

### Fees

The Township will require payment of an application fee as well as a deposit, as set out in the Township's Fees and Charges By-law. The deposit will be used for such things as peer review fees by independent professional consultants such as engineers, environmental consultants, hydrogeologists, etc as required for the processing and approval of the application.

In addition, the deposit will be used for legal fees associated with the processing of this application and the preparation and registration of any agreements, including a title search if required.

**NOTE: One of the purposes of the *Planning Act* is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the local Municipality to such persons as the local Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information,**

**you shall be deemed to have consented to its use and disclosure as part of the planning process.**