

# GUIDELINE TO COMPLETING MINOR VARIANCE APPLICATION FORM

*This Guideline has been prepared to assist you and hopefully simplify the task of completing your application for a minor variance. Although municipal planning staff are not permitted to complete the application for you for liability reasons, we would be pleased to advise and assist you in the process, if you are still having difficulty with some areas of the application form. To arrange to meet with the Planning Coordinator, please call 613-279-2935 ext. 222 for an appointment.*

## **1. APPLICANT INFORMATION**

(a) (b) & (c) *Name of Owner* section is self-explanatory

(d) (e) & (f) *Name of Agent*: This section is to be filled out if the owner has appointed an agent to act on his/her behalf. Often an owner will appoint someone such as a solicitor, relative, friend or building contractor to make the application on his/her behalf.

## **2. PROPERTY DESCRIPTION**

Include the township *lot* (a) and *concession* number (b) as well as the Plan (c) and *lot or part* number of the plan (d) if the property is located in a Plan of Subdivision or has been described on a registered plan.

(e) The name of the *geographic township* is the name of the township in which the property is geographically located such as Kennebec, Hinchinbrooke, Olden, Oso.

(f) *Dimensions of Land: Frontage, Depth & Area* (i) (ii) (iii) is self-explanatory. Note that we will accept approximate dimensions for large tracts of land – e.g. Depth = 500'+.

(iv) Information about features such as a right-of-way or an irregularly shaped lot can be provided in the *Other* section

*Name of Body of Water* (g) is self-explanatory.

Legally the municipality cannot grant a minor variance to permit construction on land the applicant does not own.

## **3. NATURE OF APPLICATION**

(a) & (b) The purpose of a minor variance application is to obtain permission to develop land in a manner that varies slightly from that which is required in the pertinent zoning by-law, or in other words, to obtain relief from a specific section of that zoning by-law. The Secretary-Treasurer for the Committee of Adjustment can provide you with the by-law number and pertinent section(s)

(c) Minimum setback requirements means the minimum distance that a structure can be located from a lot line or a body of water. In addition to minimum setbacks, there is also a requirement for a minimum lot size –generally a minimum area and frontage. Information concerning the by-law's minimum requirements as it pertains to your application can also be obtained from the Secretary Treasurer.

**(d) Reason for Minor Variance**

Please provide a brief explanation why you cannot comply with the zoning by-law (For example: Construction project will be located in the front yard setback because existing cottage to which addition is being built is located 50 feet from the water)

**OR**

Provide a brief explanation why you prefer not to comply with the zoning by-law (For example: Existing cottage is located 50 feet from the water and although the proposed addition would not be located in the front yard setback if located to the rear of the cottage, it would be less costly if the proposed construction is situated on the east side because of the rock cliff located just 10 feet at the rear of the building)

**4. ZONING AND/OR USE**

(a) (i) *Zoning*: The Secretary-Treasurer can provide this information.

(a) (ii) *Main Use*: Please indicate the main use of the property – example: Cottage, residence, store etc.

(b) *Main Use of Abutting Properties*: Please indicate main uses of the properties abutting your land. Example: East – cottage

West – cottage

South – Lake

North – Private road

(c) If you are applying concurrently for a severance, please provide the Severance application #. An example of when one might be required to submit concurrent applications might be if an applicant wished to create, through the severance process, a new lot that would not meet one or more of the minimum lot size requirements. A minor variance would be required to grant relief from the Zoning By-law requirement for that minimum lot dimension(s).

**5. DEVELOPMENT**

(a) The application form provides enough space for information about four existing buildings on the subject property. If there are more than four buildings, please use a separate sheet of paper.

(b) (i) Indicate if the proposed construction is new or if it is to be an addition and to what building.

Example: Addition to Building # 1.

Describe main use of proposed construction: Example – 2-bedroom addition

Accurate dimensions and measurements are very important.

Setbacks-Indicate how far the proposed construction would be located from each lot line when completed.

(b) (ii) If the purpose of the minor variance is for something other than a construction project (for example: creation of a new lot that does not meet the minimum lot size requirements), please describe the proposal in this section.

**6. SEWAGE DISPOSAL**

Completion of this section is self-explanatory. Minor Variance applications are circulated to the Inspector with the KFLA Health Unit and the municipality's Chief Building Official. Information contained in this section is important for these persons.

**7. HISTORY OF THE PROPERTY**

Complete this section to the best of your ability. The Committee of Adjustment realizes that some or all of this information may not be available to the current owner.

**8. SKETCH**

Please provide ALL the information that is requested. Refer to the application for this requested information. Please note that this sketch is a guideline only to show approximately how much detail is required in order to provide the Committee and municipal personnel with sufficient information to assess your application.



**9. ABUTTING PROPERTIES**

Complete this section to the best of your ability.

**10. DIRECTIONS**

Clear directions to your property are very important. Failure to provide these could delay your application. A good rule of thumb is to provide the same directions that you would to a good friend that you have invited to dinner and who has never visited you at this location before.

**11. AFFIDAVIT**

This section will be completed by the person commissioning the signature of the applicant or agent. Do not sign this section until you are in the presence of the Commissioner of Oaths. The signature of one owner is sufficient however if the property is owned by more than one person, the municipality requires a written statement signed by all other owners confirming that the person signing the application has been authorized to sign on their behalf. This statement must be on file before the scheduled hearing or the application will be deferred until the hearing following receipt of the statement.

## **12. AUTHORIZATION**

Again, one owner's signature is sufficient on the actual application but a written statement signed by all owners authorizing the agent must be on file before the scheduled hearing to avoid deferment.

## **OTHER INFORMATION**

- It is required that a copy of a completed application be filed with the Secretary-Treasurer of the Committee of Adjustment accompanied by an application fee of \$250.00 in cash or cheque made payable to the Township of Central Frontenac. If the applicant wishes to withdraw their application at this point, the Minor Variance fee of \$250. is non-refundable.
- A copy of your application will be circulated to the Health Inspector at the KFLA Health Unit as well as the Conservation Authority. The fee schedule for these agencies is attached.
- To ensure that your proposal has regard for such matters as the Provincial Policy Statement; flood plain and fish habitat issues; conformity to the Official Plan etc., the Secretary-Treasurer along with the noted agencies will review this criteria.
- **Please Note: It is the policy of the Committee of Adjustment that Severance and Minor Variance Applications will not be processed between December 1<sup>st</sup> and April 15<sup>th</sup>.**