



**Township of
Central Frontenac**

1084 Elizabeth Street, P.O. Box 89, Sharbot Lake, Ontario, K0H 2P0
Telephone: 613-279-2935 or 1-800-300-6851 (613 area code only) **Fax:** 613-279-2422
E-mail: planning@centralfrontenac.com

MINOR VARIANCE APPLICATION

1. APPLICANT INFORMATION

Name of Owners(s):	Name of Agent*: (see below)
Address:	Address:
Home Phone Number:	Home Phone Number:
Work Phone Number:	Work Phone Number:
Cell/Alternate Phone Number:	Cell/Alternate Phone Number:
Fax:	Fax:
Email Address:	Email Address:

**When an applicant has appointed an Agent to act in his/her behalf, all communication will be sent to the Agent, unless otherwise requested.*

2. PROPERTY DESCRIPTION

2.1: Location and Description

Civic Address (911 Number and Road Name):	
Lot(s):	Concession(s):
Registered Plan Number:	Part Number(s):
Geographic Township (Former Township):	



2.2: Site Characteristics

Average Depth (m):	Area (ha):
Road/Water Frontage (m):	Other:
Adjacent Body of Water (if applicable):	

3. EXISTING DEVELOPMENT

If property is adjacent to water, the front lot line faces the water. If not, it faces the road.

	Structure #1	Structure #2	Structure #3	Structure #4
Type of Structure				
Setback to Front Lot Line (m)				
Setback to Rear Lot Line (m)				
Setback to Side Lot Line (m)				
Setback to Side Lot Line (m)				
Height (m)				
Building Footprint (m ²)				
Year of Construction				

4. EXSISTING USES

	Subject Property	Abutting Property to North	Abutting Property to East	Abutting Property to South	Abutting Property to West
Official Plan Designation					
Zoning					
Primary Use					

Is the property the subject of a current application for severance? Yes No

If yes, please indicate Severance Application File No. _____



5. BY-LAW REQUIREMENTS

Please indicate zone requirements of the subject property

Requirements/Setbacks	Main Building	Accessory Buildings
Front Yard (waterfront) (m)		
Front Yard (back lot) (m)		
Rear Yard (m)		
Side Yard (m)		
Maximum Building Height (m)		
Minimum Lot Coverage (%)		

6. NATURE OF APPLICATION

a) Seeking relief from By-law # 2011-52 (Central Frontenac Zoning By-law)
b) Section(s) pertaining to variance request

7. REASON FOR MINOR VARIANCE

It is not possible to comply with the provisions of the by-law because:



8. PROPOSED DEVELOPMENT

Does the proposal involve the construction of one or more structures? Yes No

- If proposal involves construction, please fill out the table below for each proposed structure (including septic systems), and indicate whether the structure is new or an addition
- *Removal of more than 50% of the walls of any structure constitutes new construction

	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to	<input type="checkbox"/> New -or- <input type="checkbox"/> Addition to
Main Use				
Setback to Front Lot Line (m)				
Setback to Rear Lot Line (m)				
Setback to Side Lot Line (m)				
Setback to Side Lot Line (m)				
Height				
New/Addition Footprint (m)				

Other Variances (if applicable):

If variance is being sought for a reason other than construction of a structure, please describe below. If more space is required, please use a separate sheet of paper.



9. PROPERTY SERVICING

Existing Services – Check all that apply

Water Supply		Sewage System		Road Access	
Drilled Well	<input type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>	Municipal – Paved	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>	Municipal – Gravel	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>	Municipal – Seasonal Maintenance	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>	Private Lane	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>	Water Access Only	<input type="checkbox"/>
Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Proposing Services – Check all that apply

Water Supply		Sewage System	
Drilled Well	<input type="checkbox"/>	Class 2 (Greywater Pit)	<input type="checkbox"/>
Dug Well	<input type="checkbox"/>	Class 3 (Cesspool)	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	Class 4 (Leaching Bed)	<input type="checkbox"/>
Shore Well	<input type="checkbox"/>	Class 5 (Holding Tank)	<input type="checkbox"/>
Lake Water	<input type="checkbox"/>	Pit Privy (Outhouse)	<input type="checkbox"/>

Other Servicing or Proposed Development (if applicable)

If any other servicing or developments are proposed for the site that would impact this application, please describe below. If more space is required, please use a separate sheet of paper.



10. HISTORY OF THE PROPERTY

- Date subject property was acquired by current owner(s): _____
- Have previous owners obtained a minor variance or zoning amendment for the subject property?

Yes No If yes, describe briefly and if possible, provide file numbers

11. SKETCH

The Minor Variance Application must be accompanied by a detailed survey or sketch, to scale, on a separate sheet of paper, which shows the following:

- Subject property with dimensions (in meters) – i.e. frontage, depth and area
- All buildings with dimensions (in meters) – i.e. dwellings, sheds, decks, pools, etc.
- Location of buildings in relation to lot lines and waterbodies (in meters)
- Location of well, septic, utilities, etc.
- Abutting properties including buildings and their uses
- Location of bodies of water – i.e. lakes, streams, wetlands, etc.
- In addition to the above, 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 the application

Notes:

- All dimensions and measurements must be shown in **metric units**.
- Provide the sketch on a separate 8.5" x 11" (or larger) page.
- The sketch must be legible and suitable for reproduction.
- If necessary, the Committee of Adjustment may request that an Ontario Land Surveyor sign the sketch to secure its accuracy.



12. DIRECTIONS TO PROPERTY

In order to ensure that the persons required to conduct inspections for the purposes of this application can locate the subject property, please provide the clear directions, indicating which roads to use to access your property. If the site is by water access only, please indicate the closest public or commercial boat launch you use in order to reach the site and please be prepared to provide water transportation if requested.

MAP OF PROPERTY LOCATION





13. AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Central Frontenac (“the Municipality”) from all costs and expenses that the Municipality may incur in connection with the processing of the applicant’s application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant’s application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action

DATE

SIGNATURE OF OWNER

OWNER’S NAME (PRINT)

14. PERMISSION TO ENTER PROPERTY

By completing the Declaration of Owner or Authorized Agent, I / we hereby acknowledge and authorize the members of the Township of Central Frontenac Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

INITIALS

INITIALS



15. AFFIDAVIT OR SWORN DECLARATION

I, _____ make oath (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____ of _____ in the _____ of
Type of Municipality Name County/District/Region

_____, this _____ day of _____, _____ .
Name Month Year

Commissioner of Oaths

Applicant or Agent

16. AGENT AUTHORIZATION (if applicable)

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that an appointed agent is authorized to make the application must be included or the authorization set out below must be completed.

I, _____, am the owner of the land that is the project of this

Application and I authorize _____ to make this application on my behalf.

Owner's Signature

Date

Witness' Signature

Print Name of Witness