

Township of Elizabethtown-Kitley



Main Administration Office
6544 New Dublin Rd
RR 2
Addison, ON K0E 1A0

Ph: (613) 345-7480 ext.217
800 492-3175
Fax: (613) 345-7235
Email: planning@ektwp.ca

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:

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

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.

OWNER'S AUTHORIZATION FOR PERMISSION TO ENTER PROPERTY

I/We, _____, am/are the owner(s) of the land that is subject of this application for minor variance and I/We authorize Township of Elizabethtown-Kitley staff, committee members, councillors or their assigns to enter the property for the purpose of their assessment of this application (so long as the file remains active) This includes, in the event of any appeal to the Tribunal, the right to attend and enter on the property for the purposes of inspecting up to and including the time at which the Tribunal makes the final decision on the application.

Signature of Owner(s)

Signature of Owner(s)

Date

OWNER'S AUTHORIZATION FOR AGENT TO MAKE APPLICATION (Must be Completed if Agent Appointed)

I/We, _____, am/are the owner(s) of the land that is subject of this application for minor variance and I/We authorize _____ to make this application on my/our behalf.

Signature of Owner(s)

Signature of Owner(s)

Date

AFFIDAVIT/SWORN DECLARATION OF APPLICANT (Must be Completed & Witnessed*)

I/We, _____ of the _____ of _____ in the _____ of _____ make oath, say and solemnly declare that the information contained in this application and in the accompanying documents is true, acknowledging that it is of the same force and effect as if made under oath and by virtue of "The Canada Evidence Act".

*Signature of Applicant**

*Signature of Applicant**

Sworn before me at the _____ of _____ in the _____ of _____ this _____ day of _____ 20__.

Commissioner of Oaths

* - **To be witnessed by a Commissioner for taking affidavits.** If joint ownership, signature of each individual is required.
- If the applicant is a corporation, the application shall be signed by an Officer of the corporation and the corporation's seal shall be affixed to such signature.

Forward completed application with required fee (payable: Township of Elizabethtown-Kitley) to:
Township of Elizabethtown-Kitley, 6544 New Dublin Road, R.R. #2, Addison, Ontario, K0E 1M0
Forward AGENCY FORMS/FEES directly to agencies, unless otherwise arranged with Township.