



## **MINOR VARIANCE**

### *INFORMATION SHEET FOR APPLICANT*

---

The submission of an application to the Municipality for a Minor Variance is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of this information sheet is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the Planning Department. For a complete reference to the minor variance process, please consult the Planning Act.

#### **COMPLETION OF APPLICATION**

Every application must be completed in full. All applicable information requested on the application form must be provided before the application will be considered by the Committee of Adjustment.

#### **APPLICATION FEE**

The application fee of \$1,000.00 is to be paid at the time of application, by cheque payable to "Town of Arnprior".

NOTE: The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to an Ontario Municipal Board hearing. Prior to undertaking any of these matters, the applicant shall enter into an agreement with the Municipality wherein the applicant agrees to reimburse the Municipality in accordance with the fees established at that time. The Municipality will only require an agreement for costs relating to an Ontario Municipal Board hearing when the Municipality is a proponent of the application.

#### **PLAN REQUIRED**

Every application must be accompanied by an accurate sketch including all the information requested in #25.

#### **AUTHORIZATION**

If the applicant is not the owner of the subject land, a written statement by the owner, which authorizes the applicant to act on behalf of the owner, as it relates to the subject application, must accompany the application (Part III).

#### **AFFIDAVIT**

The contents of the application and appendices must be validated by the applicant in the form of an affidavit to the application. The affidavit must be signed in the presence of a Commissioner of Oaths (Part IV).

Please be advised that the Planning Act provides for appeal procedures in respect of minor variance requests.

## PROCEDURES FOR PROCESSING OF A MINOR VARIANCE APPLICATION

*(The Planning Act, R.S.O., 1990, Section 45; Ontario Regulation 200/96)*

---

- STEP 1:** The applicant preconsults with the Town Planner to determine application requirements and related issues and concerns. This preconsultation may require involvement of other municipal departments and local agencies.
- STEP 2:** The Town receives the complete application and required fee. The Town Planner will determine if the application is deemed complete.
- STEP 3:** The Town Planner arranges a Committee of Adjustment hearing date with the members and applicant. The Committee of Adjustment consists of three (3) non-elected members. They are a quasi-judicial body which renders decisions on applications, with or without conditions.
- STEP 4:** The public hearing is required under the Planning Act and the municipality requires a minimum ten (10) day notice period. Notices are circulated according to Ontario Regulation 200/96, to required agencies and to all assessed landowners within 60 metres (200 feet) of the lands affected by the application. The ten (10) day notice period begins the day the notices are mailed.
- STEP 5:** The Committee of Adjustment holds the public hearing. The Committee will review the purpose of the application, review staff comments, agency comments and correspondence and allow the public an opportunity to make comment or question the application. Based on the outcome of the hearing, a decision will be made to grant, refuse or hold the application in abeyance until further information is received. Conditions may apply to the granting of a minor variance.
- STEP 6:** The Planning Act requires a twenty (20) day appeal period which begins the day the decision is made. Notices under Ontario Regulation 200/96 are circulated by first-class mail to those requesting notice of decision. When the appeal period lapses without appeal, the decision is considered to be final.

**NOTE:** The municipality, applicant or any other person or public body who has requested a copy of the Committee's decision may appeal the decision of the Committee of Adjustment within the twenty (20) day period by filing an appeal with the Ontario Municipal Board for a fee.

<p><b>TIME FRAME:</b> The preconsultation process (STEP 1) varies depending upon the complexity of the application. The process from receipt of the complete application to final approval typically takes forty-five (45) days. Appeals or concerns raised at the public hearing may delay the process.</p>
--

## **SUBMISSION AND CONTACT INFORMATION**

The submission of this application must be accompanied with the Plans referred to herein, together with the required fee in cash or by cheque made payable to the **Corporation of the Town of Arnprior**.

The owner of the land, or the applicant, should complete the following **Application Form** and **Owner's Authorization/Declaration** and submit them along with the necessary documents to:

Planning Department  
Town Hall  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223

**NOTE:** Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Town of Arnprior Planning Department in the processing of applications for minor variance. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Planning Services Department. This information may also be released to the public. Questions about the collection of this information should be directed to:

Robin Smith  
Planning Department  
Town Hall  
105 Elgin Street West  
Arnprior, ON K7S 0A8  
Phone: (613) 623-4231 ext. 223

Fax: (613) 623-9960

E-mail: [rsmith@arnprior.ca](mailto:rsmith@arnprior.ca)

**\*Applicants should review this application with the Planning Services Department before submitting\***

MUNICIPALITY OF THE TOWN OF ARNPRIOR

**APPLICATION FOR MINOR VARIANCE**

*Note: The "\*" identifies prescribed information outlined in Ontario Regulations 200/96;*

---

---

**PART I      GENERAL INFORMATION**

**1.      APPLICANT / OWNER INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #:    Home: (    )                      Work: (    )                      Fax: (    )

**2.      SOLICITOR INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #:    Home: (    )                      Work: (    )                      Fax: (    )

**3.      AGENT INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone #:    Home: (    )                      Work: (    )                      Fax: (    )

**TO WHOM SHOULD THE CORRESPONDENCE BE SENT TO?**      [ ] Owner      [ ] Solicitor      [ ] Agent

**4.      \*PROVIDE A DESCRIPTION OF THE SUBJECT LAND**

Street Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Geographic Twp: \_\_\_\_\_ Concession: \_\_\_\_\_ Lot: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_ Block or Lot No(s). in the Plan: \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_ Part No(s).: \_\_\_\_\_

**5.      \*CURRENT DESIGNATION OF THE SUBJECT LAND IN THE OFFICIAL PLAN:**

\_\_\_\_\_

**6.      \*CURRENT ZONING OF THE SUBJECT LAND:**

\_\_\_\_\_

(If needed, assistance in determining the answers to Questions 5 and 6 can be obtained from the Planner)

---

---

**PART II      DETAILS OF THE APPLICATION**

**7.      \*PLEASE EXPLAIN WHAT YOU PROPOSE TO DO ON THE LAND/PREMISES WHICH MAKES THIS APPLICATION NECESSARY:**

\_\_\_\_\_

\_\_\_\_\_

8. \*PLEASE STATE THE NATURE AND EXTENT OF THE RELIEF BEING REQUESTED: \_\_\_\_\_

9. \*WHAT IS THE REASON WHY THE PROPOSED USE CANNOT COMPLY WITH THE PROVISIONS OF THE ZONING BY-LAW? \_\_\_\_\_

10. \*DIMENSIONS OF THE SUBJECT LAND: (in metric units)  
Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

11. \*PLEASE MARK BELOW THE ACCESS TO THE SUBJECT LAND:  
 Provincial Highway       Municipal Road Maintained Year-round       Municipal Road Maintained Seasonally  
 Right of Way       Water       Other Public Road: \_\_\_\_\_

12. \*IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:  
\_\_\_\_\_  
\_\_\_\_\_

13. \*WHEN WAS THE SUBJECT LAND ACQUIRED BY THE CURRENT OWNER?  
\_\_\_\_\_

14. \*WHAT ARE THE EXISTING USES OF THE SUBJECT LAND AND IF KNOWN, HOW LONG HAVE THEY CONTINUED?  
#1 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ years  
#2 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ years

15. \*ARE THERE ANY BUILDINGS OR STRUCTURES ON THE SUBJECT LAND?       Yes       No

16. \*WHAT ARE THE "PROPOSED" USES OF THE SUBJECT LAND?  
\_\_\_\_\_

17. \*WILL ANY BUILDINGS OR STRUCTURES BE BUILT ON THE SUBJECT LAND?       Yes       No

18. \*PROVIDE THE FOLLOWING DETAILS FOR ALL EXISTING OR PROPOSED BUILDINGS OR STRUCTURES ON THE SUBJECT LAND (use a separate page if necessary):

	EXISTING			PROPOSED	
Type of building or structure					
Setback from the front lot line					
Setback from the rear lot line					
Setbacks from the side lot lines					
Height (in meters)					
Dimensions or floor area					
Date constructed, if known					

**19. \*INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:**

**WATER**

**SEWAGE**

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal well
- Lake or other water body
- Other means: \_\_\_\_\_

- Publicly owned and operated piped sanitary sewage system
- Privately owned and operated communal septic system
- Privately owned and operated individual septic system
- Privy
- Other means: \_\_\_\_\_

**20. \*HOW IS STORM DRAINAGE PROVIDED?**

- Sewers       Ditches       Swales       Other Means

**21. \*IS THE SUBJECT LAND ALSO THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONSENT UNDER SECTIONS 51 OR 53 OF THE PLANNING ACT, 1990, R.S.O. AS AMENDED?**

- Yes       No       Don't know

**\*IF YES, PLEASE STATE, IF KNOWN, THE FILE NUMBER AND THE STATUS OF THE APPLICATION:**

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

**22. \*IS THE PROPOSAL CONSISTENT WITH POLICY STATEMENTS ISSUED UNDER SUBSECTION 3(1) OF THE PLANNING ACT, 1990, R.S.O. AS AMENDED?**

- Yes       No

**\*IF NO, PLEASE EXPLAIN:**

\_\_\_\_\_

**23. \*HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION FOR A PREVIOUS MINOR VARIANCE UNDER SECTION 45 OF THE PLANNING ACT, 1990, R.S.O. AS AMENDED?**

- Yes       No       Don't know

**24. \*HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF A MINISTER'S ZONING ORDER?**

- Yes       No

**\*IF YES, PLEASE STATE IF KNOWN, THE ONTARIO REGULATION NUMBER OF THAT ORDER:**

\_\_\_\_\_

**25. APPLICATION SKETCH**

On a separate page(s), please provide a sketch, preferably prepared by a qualified professional, showing the following: (In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- \*Boundaries and the dimensions of the subject land for which the amendment is being sought.
- \*The location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear yard lot line and the side yard lot lines.
- \*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. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- \*The current uses on land that is adjacent to the subject land.
- \*The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- \*If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- \*The location and nature of any easement affecting the subject land.
- Applicant's Name
- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities.
- Planting strips and landscaped areas.
- Buildings to be demolished or relocated.

**IF OTHER DOCUMENTATION / SUPPORTING MATERIAL BECOMES NECESSARY, YOU WILL BE CONTACTED AND THIS INFORMATION MUST BE SUBMITTED PRIOR TO YOUR APPLICATION PROCEEDING.**

*For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.*

---

---

**PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

(If affidavit (Part VI) is signed by an Agent on owner's behalf, the Owner's written authorization below must be completed)

I (we) \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the Town of Arnprior do hereby authorize  
\_\_\_\_\_ to act as my (our) agent in this application.

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

---

---

**PART IV \*AFFIDAVIT** (*This affidavit must be signed in the presence of a Commissioner:*)

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the County of Renfrew solemnly declare that all  
of the information required under Ontario Regulation 543/06 and/or Ontario Regulation 545/06, and the statements  
contained in this application are true, and I (we), 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 \_\_\_\_\_ of \_\_\_\_\_ in the County of Renfrew  
this \_\_\_\_\_ day of \_\_\_\_\_ 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner \_\_\_\_\_  
Date

---

*(To Be Completed For Office Use Only)*

**File No.** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_  
**Roll No.** \_\_\_\_\_ **Notice Published** \_\_\_\_\_  
**By-law No.** \_\_\_\_\_

**Date Deemed Complete** \_\_\_\_\_