



# Township of McKellar

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701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

## COMMITTEE OF ADJUSTMENT (MINOR VARIANCE) APPLICATION INSTRUCTIONS

1. Only the Owner or their Authorized Agents may make application to the Committee of Adjustment.
2. Applicants are asked to submit the required fee of \$750.00, as well as a Security Deposit of \$500.00 when filing the application.
3. Township staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Township.
5. You will be notified, in writing, of the date the Committee of Adjustment will meet to hear your application.
6. Make sure that the application, including the sketch, is complete in every respect. **FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**
7. **Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Land Tribunal hearing costs, will be the responsibility of the applicant.**
8. Any questions regarding the application may be directed to the Township of McKellar Municipal Office at 705-389-2842.



# Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

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APPLICATION NO: \_\_\_\_\_

## APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

The undersigned hereby applies to the Committee of Adjustment for the Township of McKellar under Section 45 of the *Planning Act* R.S.O. 1990, c.P.13, as amended, for relief, as described in this application, from the Township's Comprehensive Zoning By-law. **FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Complete Application:  Yes  No Application No. \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Application Fee + Deposit Received  Yes  No

Date Stamp: \_\_\_\_\_

### A. APPLICANT/AGENT INFORMATION

1. Name of Owner: \_\_\_\_\_

2. Address: Street and Number \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

Email \_\_\_\_\_

3. Name of Agent (if any): \_\_\_\_\_

4. Address: \_\_\_\_\_

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

5. Names and Addresses of any mortgagors, holders of charges or other encumbrances: \_\_\_\_\_

**B. PURPOSE AND TYPE OF APPLICATION**

6.  Minor Variance from Comprehensive Zoning By-law  Permission to extend a legal non-conforming use

From what section of the Zoning By-law is relief being sought?

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7. Nature and Extent of Relief Applied for:

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8. Why is it not possible to comply with the provisions of the Zoning By-Law?

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**C. DESCRIPTION OF PROPERTY**

9. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):

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10. Dimensions of land affected:

Frontage (metres): \_\_\_\_\_ Depth (metres): \_\_\_\_\_

Area (hectares): \_\_\_\_\_ Width of Street: \_\_\_\_\_

11. Access to subject land is by:

- Provincial Highway  year-round municipal road  seasonal municipal road  
 other public road  private right of way  water access

12. If access to the subject land is by private road, or if “other public road” or “private right of way” was indicated in Section 11, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year:

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13. If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

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**D. LAND USE AND ZONING**

14. Date of Acquisition of Subject Lands:

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15. Date of Construction of all Buildings and Structures on Subject Land:

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16. Existing Uses of the Subject Lands:

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17. Length of time the existing uses of the subject property have continued:

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18. Existing Uses of Abutting Lands:

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19. Services (Check appropriate box):

Water:                     Dug Well                     Drilled Well                     Lake                     Other \_\_\_\_\_  
Sewage Disposal:     Septic                     Privy                     Other \_\_\_\_\_

20. Storm Drainage is provided by (Check appropriate box):

sewers                    open ditches                    swales                    other (please specify) \_\_\_\_\_

21. Present Official Plan provisions applying to the land:

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22. Present Zoning By-law provisions applying to the land:

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23. Are there any easements or rights-of-way affecting the subject lands?

Yes     No

If Yes, indicate and describe the purpose of the easement or rights-of-way:

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**E. BUILDINGS AND STRUCTURES (on or proposed for the subject land)**

EXISTING – List all existing buildings and structures					DISTANCE FROM LOT LINES (metres)			
Building/ Structure Type	Date of Construction	# of Storeys / Height	Ground Floor Area (m2)	Total Floor Area (m2)	Front	Rear	Side	Side

PROPOSED – List all buildings and structures					DISTANCE FROM LOT LINES (metres)			
Building/ Structure Type	Date of Construction	# of Storeys / Height	Ground Floor Area (m2)	Total Floor Area (m2)	Front	Rear	Side	Side

**F. HISTORY**

24. Has the owner previously applied for relief in respect of the subject property?

Yes      No      If YES, please provide Application Number, if known: \_\_\_\_\_

25. Is the subject land currently the subject of an application for a consent or approval of a plan of subdivision?

Yes   No   Unknown   If YES and if KNOWN, specify the appropriate file number and status of the application:

\_\_\_\_\_

\_\_\_\_\_

26. Has the subject land ever been the subject of a minor variance application?

Yes      No      Unknown

**G. PLANS**

27. Every application shall be accompanied by a sketch [SAMPLE on page 9] (based on a boundary survey plan of the subject land) drawn to an appropriate scale, properly dimensioned and showing thereon:

- The boundaries and dimensions of the subject land
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front, rear and side 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, 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 travelled 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

**H. AFFIDAVIT OR SWORN DECLARATION**

The content of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit/Sworn Declaration before a Commissioner or other person empowered to take Affidavits.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
I, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all  
the statements contained in this application are true and I 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. \_\_\_\_\_

**Signature of Applicant or Authorized Agent**

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

**Signature of Commissioner of Oaths:** \_\_\_\_\_

**I. CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

**Complete the consent of the owner concerning personal information set out below.**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* R.S.O. 1990, c.P.13, as amended, for the purpose of processing this application. The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions about this collection of personal information should be directed to the Township Clerk.

\_\_\_\_\_  
**Date** **Signature of Owner**

**J. CONSENT OF THE OWNER TO THE PAYMENT OF REQUIRED FEES AND POTENTIAL FEES**

I, \_\_\_\_\_, acknowledge and agree that applicants must submit the required fee of \$750.00, as well as a Security Deposit of \$500.00 when filing the application. Further, I agree that any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Land Tribunal hearing costs, will be the responsibility of the applicant and will submit the balance due upon receipt of an invoice for same.

\_\_\_\_\_  
**Date** **Signature of Owner**

**K. AUTHORIZATIONS**

If the applicant is not the owner of the land that is the subject of this application, the written consent of the owner, authorizing the applicant to make the application, must be included with this form or the authorizations set out below must be completed. Please note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a Minor Variance and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
**Date** **Signature of Owner**

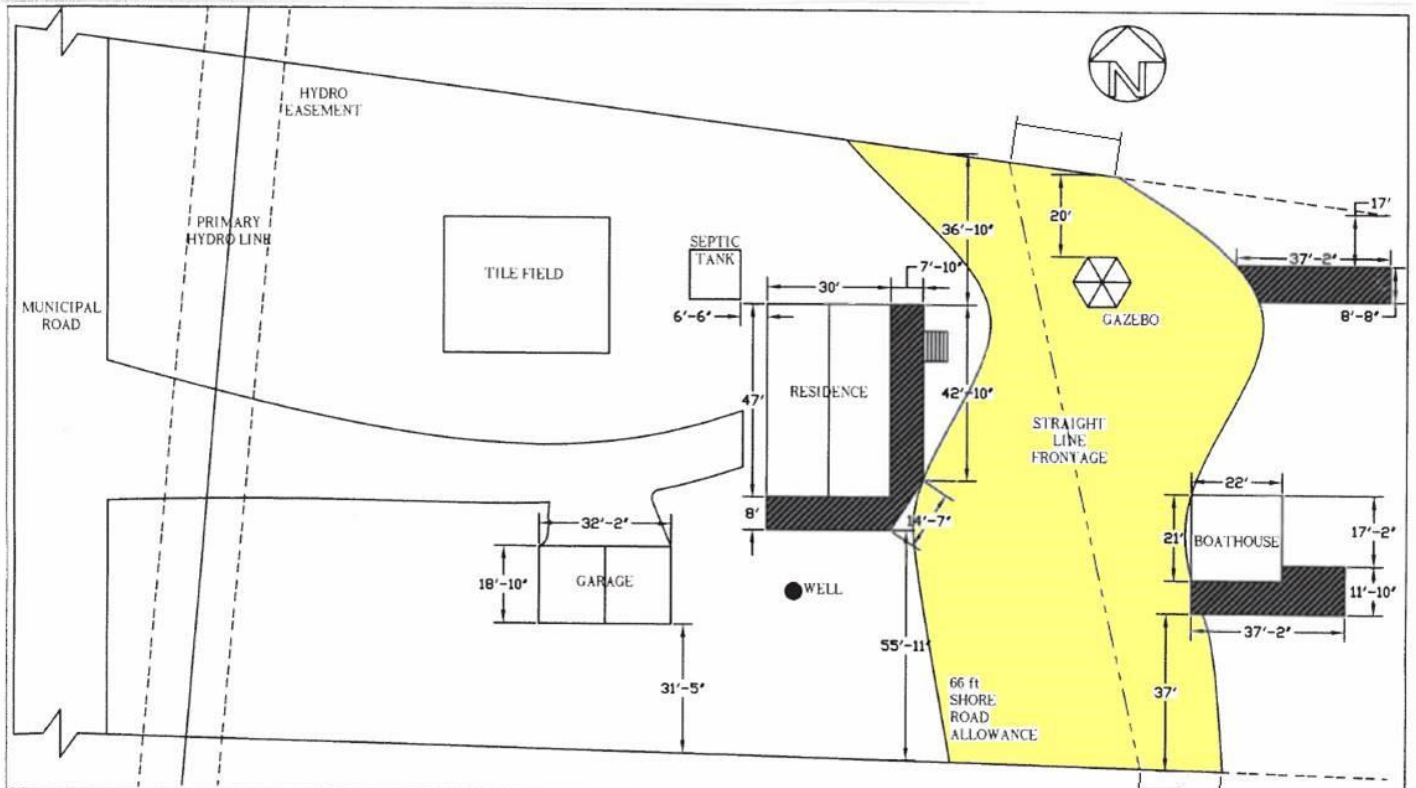
If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

**Authorization of the Owner for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for a Minor Variance and for the purposes of the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, I authorize \_\_\_\_\_, as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application. The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement.

\_\_\_\_\_  
**Date** **Signature of Owner**





<p><b>SAMPLE SITE PLAN</b></p>	<p><b>LOT COVERAGE</b></p>	<p>STRAIGHT LINE FRONTAGE: 150 FT          AREA FIRST 60 METRES: 50500 sqFT          TOTAL LOT AREA: 2 AC          PERCENT OF LOT COVERAGE: 6.4%          PERCENTAGE ALLOWED: 8%</p>	<p><b>PLEASE INDICATE ALL OF THE FOLLOWING ON THE SITE PLAN</b></p> <ul style="list-style-type: none"> <li>- PROPERTY LOCATION</li> <li>- PROPERTY LINES</li> <li>- FRONTAGE ON LAKES/ROADS</li> <li>- ALL EXISTING STRUCTURES (INCLUDING DIMENSIONS)</li> <li>- TOTAL LOT SIZE</li> <li>- TOTAL LOT COVERAGE</li> </ul>
	<p>RESIDENCE (INCL DECKS) 2040 sqFT          GARAGE 606 sqFT          GAZEBO 127 sqFT          BOATHOUSE 462 sqFT          DOCKS 777sqFT</p> <p style="text-align: right;">3235 sqFT</p>		
<p>OWNER: _____          LOT: _____          CONCESSION: _____          CIVIC ADDRESS: _____</p>			