



APPLICATION FOR MINOR VARIANCE/PERMISSION TOWNSHIP OF STIRLING-RAWDON

GENERAL INFORMATION – MINOR VARIANCE/PERMISSION APPLICATIONS

1. The fee for a Minor Variance or permission is \$700.
2. The completed application along with the required fee is submitted to the Township Municipal Office.
3. Once the application is received by the Township office, a "Notice of Application for Minor Variance" is prepared and circulated to everyone with 200 feet of the subject property as well as the persons and agencies as set out in the regulations. A Notice Sign will be provided to the property owner to post and property owner must provide proof of posting.
4. At least 10 days' notice must be given before a public meeting is held. The matter will be decided by the Township Committee of Adjustment who meet, when required, the 2nd Tuesday of each month at 7:00 pm in the Council Chambers.
5. The Committee of Adjustment's decision must be signed by all members of Committee.
6. A "Decision of Committee with Reasons re: Application for Minor Variance" must be circulated to the applicant and to each person who appeared in person or by counsel at the hearing, and who filed a written request for the Notice of Decision.
7. Anyone can lodge an appeal of the variance within 20 days of mailing of the "Decision of Committee" referred to in Section 6 above. The fee for an appeal can be found on the Ontario Land Tribunal (OLT) chart on our website at www.stirling-rawdon.com.
8. If there is no appeal within the 20-day time frame, the matter of minor variance is considered to be finalized.
9. Personal information on the following forms is collected under the authority of the Planning Act and will be used by the Township in the processing of applications for minor variance or permission. The information may be used by other departments and agencies for the purpose of assessing the proposed development and for preparing comments to the Community Development Branch. This information may also be released to the public. Questions about the collection of this information should be directed to the Clerk's Department.



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Minor Variance – Section 45 (1)

Permission – Section 45 (2)

Name of Owner	Name of Agent (if applicant is an agent authorized by the owner)
Address	Address
Telephone & Email Address	Telephone & Email Address

Official Plan – current designation of the subject land

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Zoning By-Law – current zoning of the subject land

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Relief – nature and extent of relief from the zoning by-law

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Reason – why the proposed use cannot comply with the provisions of the zoning by-law:

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Legal Description of subject land

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Dimensions of Land Affected:
 Frontage Depth Area

Access – Access to the subject land will be by:

Provincial Highway Municipal Road – Seasonal

Municipal Road – Year Round Right-of-Way

Other Public Road Water

(specify).....

Water Access – Where access to the subject land is by water only:

Docking Facilities (Specify).....
 distance from subject land
 distance from nearest road

Parking Facilities (Specify)
 distance from subject land
 distance from nearest public road

Existing Uses of the Subject Land:

Length of Time the existing uses of the subject land have continued:

Existing Buildings / Structures – Where there are any buildings or structures on the subject land, indicate for each:

Type	Front Line Setback	Height in metres:
.....	Rear Line Setback.....	Dimensions:
.....	Side Yard Setback	Floor Area:
Date Constructed	Side Yard Setback	
.....		



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Existing Buildings / Structures – Where there are any buildings or structures on the subject land, indicate for each:

Type	Front Line Setback	Height in metres:
Date Constructed	Rear Line Setback.....	Dimensions:
.....	Side Yard Setback	Floor Area:
.....	Side Yard Setback	

Proposed Uses of the subject land:

Proposed Buildings / Structures – Where there are any buildings or structures are proposed to be built on the subject land, indicate for each:

Type	Front Line Setback	Height in metres:
Date Constructed	Rear Line Setback.....	Dimensions:
.....	Side Yard Setback	Floor Area:
.....	Side Yard Setback	

Type	Front Line Setback	Height in metres:
Date Constructed	Rear Line Setback.....	Dimensions:
.....	Side Yard Setback	Floor Area:
.....	Side Yard Setback	

Attach additional page if
necessary

Date Subject Land was acquired by current owner on



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Water is provided to the subject land by:	
Publicly Owned/Operated Piped Water System <input type="radio"/>	Privately Owned/Operated Communal Well <input type="radio"/>
Privately Owned/Operated Individual Well <input type="radio"/>	Lake or other water body <input type="radio"/>
Other means (specify)	

Sewage Disposal is provided to the subject land by:	
Publicly Owned/Operated Individual Septic System <input type="radio"/>	Privy <input type="radio"/>
Publicly Owned/Operated Communal Septic System <input type="radio"/>	Other means (Specify)

Storm Drainage is provided to the subject land by:			
Sewers <input type="radio"/>	Ditches <input type="radio"/>	Swales <input type="radio"/>	Other:

Other Applications – if known, indicate if the subject land is the subject of an application under the Act for:		
Approval of a plan of subdivision (under section 51) <input type="radio"/>	File #	Status.....
Consent (under section 53) <input type="radio"/>	File #	Status.....
Previous Application (under section 45) <input type="radio"/>	File #	Status.....



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AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize

.....

to be the applicant in the submission of this application.

.....
Signature of Witness

.....
Signature of Owner

.....
Date

DECLARATION OF APPLICANT

I, of the of

..... in the County of, solemnly declare that:

All the statements contained in this application and provided by me 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.

Declared
before me at the of

..... in the County of

this day of, 20.....

.....
Signature of Applicant

.....
Signature of Commissioner, etc.



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Plans Required

It will be necessary to submit preliminary site plans for the development at the time of the filing of this application

Minimum requirements will be a sketch showing the following:

- a. The boundaries and dimensions of the subject land
- b. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
- c. The approximate location of all natural and artificial features on the subject land and on the 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
- d. The current uses on the land that is adjacent to the subject land
- e. 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 right of way
- f. If access to the subject land is by water only, the location of the parking and docking facilities to be used
- g. The location and nature of any easement affecting the subject land



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Are there any of the following uses or features **on, or within** 30 metres (98.43 ft) of the subject lands (check appropriate space)

Use or Feature	On the Subject Lands	Within 30 metres of the Subject Lands
The fill and flood line on Conservation Authority fill and flood risk mapping		
A watercourse (i.e., creek, stream, river)		
A wetland (i.e., marsh, swamp, low seasonally wet areas, or wooded wet areas)		
A steep slope		
An area of natural or scientific interest (ANSI's)		
An area of unstable soils		