

203 Main Street East
Box 69
Shelburne, Ontario
L0N 1S0
Tel: (519) 925-2600
Fax: (519) 925-6134
www.townofshelburne.on.ca



TOWN OF SHELBURNE MINOR VARIANCE PROCESS

NOTE: Before you prepare and submit your application to the Committee of Adjustment, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

Submission for an application shall consist of the following:

1. One (1) original application form with one (1) copy of the completed form. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. Two (2) copies of the sketch or survey as described in the application form are required. A legible copy no larger than 11 x 17 is required if larger plans are submitted.

The process for minor variance applications is as follows:

1. Upon submission of a complete application, the application is assigned a file number and the application is circulated in accordance with the Planning Act requirements.
2. A notice of public hearing is scheduled which provides a minimum of 10 days notice to the public.
3. The public hearing is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions.
4. Once a decision on the application is made, a notice of the decision is issued and is sent to all persons identifying an interest in the application. There is a 20 day appeal period following the date the decision is made. After 20 days, if there is no appeal, the decision is final and binding. If an appeal is received, it is forwarded to the Ontario Municipal Board.

Further information can be obtained from the Town offices.

For application fees please contact the Town Planner or the CAO/Clerk.

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For Office Use Only

File #: _____
Date Received: _____
Date Accepted: _____
Application Fees: _____

**TOWN OF SHELburne
APPLICATION FORM FOR A MINOR VARIANCE**

1. APPLICATION INFORMATION

Name of Applicant: _____

Mailing Address: _____

Telephone Number (Home): _____ Fax Number: _____

Telephone Number (Business): _____ Email Address: _____

2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____

Correspondence to be sent to: Owner Agent Both

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: _____

Mailing Address: _____

Name: _____

Mailing Address: _____

4. SUBJECT LANDS

Street Name and Number: _____
(if corner lot please include both street names)

Lot: _____ Concession: _____

Reference Plan: _____ Part/Block/Lot: _____

Area of subject lands: _____ Frontage: _____

Depth: _____

What is the current use of the subject land? _____

What is the proposed use of the subject lands? _____

When were the subject lands acquired by the current owner? _____

How long have the existing uses continued on the subject lands? _____

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? _____

What is the present zoning? _____

Please describe the nature and extent of the requested minor variance: _____

6. ACCESS

Is the subject land accessible by:

- Provincial highway
- Municipal road (maintained year round)
- Right of way
- Other, describe _____

7. BUILDINGS AND STRUCTURES

Are there any **existing** buildings or structures on the subject lands?

- yes no

If yes, please complete the following for each building or structure:

	Building One	Building Two
Type of Building:		
Setback from Front Lot Line:		
Setback from Rear Lot Line:		
Setback from Side Lot Line (interior):		
Setback from Side Lot Line (exterior):		
Height (metres):		
Dimensions:		
Floor Area:		
Date of Construction:		

Are any buildings or structures being **proposed** to be built on the subject lands?

- yes no

If yes, please complete the following for each building or structure:

	Building One	Building Two
Type of Building:		
Setback from Front Lot Line:		
Setback from Rear Lot Line:		
Setback from Side Lot Line (interior):		
Setback from Side Lot Line (exterior):		
Height (metres):		
Dimensions:		
Floor Area:		
Date of Construction:		

8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storm drainage provided by:	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
	<input type="checkbox"/> Other, describe _____		

9. STATUS OF OTHER APPLICATIONS

Are the subject lands the subject of any other applications under the Planning Act for approval?
 yes no

If yes, what is the file number? _____

What is the status of the application? _____

10. DRAWINGS

Please include a drawing showing the following:

1. The boundaries and dimensions of the subject land;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
3. 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;
4. The current uses on land that is adjacent to the subject land;
5. 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; and
6. The location and nature of any easement affecting the subject land.

Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Town may require drawings to be prepared on a legal survey, and additional information to be surveyed.

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne

Date

Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

12. AUTHORIZATION

I/We _____ am/are the owner(s) of the subject lands for which this application is to apply. I/We _____ do hereby grant authorization to _____ to act on my/our behalf in regard to this application.

Date

Signature of Registered Owner(s)

13. AFFIDAVIT

I, _____ of the _____ in the _____ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith 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".

DECLARED BEFORE ME AT _____ in the _____ of the _____ this _____ day of _____, _____

Witness

Signature of Registered Owner (s) or Agent

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Date

Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.