



111 Sandiford Drive
Stouffville, Ontario L4A 0Z8

905-640-1900
1-855-642-8696
Fax 905-640-7957

Automated Lines
905-640-1910 ext. 2236
1-855-642-8697 ext. 2236

**APPLICATION FOR MINOR VARIANCE OR PERMISSION
pursuant to Section 45 of the Planning Act**

Pursuant to Ontario Regulation 200/96 as amended by Ontario Regulation 508/98, the following information and material is to be provided by an applicant.

1. **Name of Owner**
Address
..... Postal code
Telephone number Fax number
Email address

Name of authorized agent
Address
..... Postal code
Telephone number Fax number
Email address

Specify to whom all communications should be sent (check one box only)

- Owner Authorized Agent

2. **Official Plan** (specify current designation)
.....
.....

3. **Zoning By-law** (specify current zoning)
.....
.....

4. **Nature and extent of relief from the zoning by-law** (specify)
.....
.....
.....
.....

5. **Reason why the proposed use cannot comply with the provisions of the zoning by-law (explain)**

.....
.....
.....
.....

6. **Description of subject land**

Lot(s) No. Concession No.

Lot(s) No. Registered Plan No.

Part(s) No. Reference Plan No.

Name of Street Street No.

Former Township/Village

7. **Size of Subject Land**

Frontage metres (..... feet)

Depth metres (..... feet)

Area square metres (..... square feet) or

..... hectares (..... acres)

8. **Access to Subject Land (check appropriate box)**

Provincial Highway Yes No

Regional Road Yes No

Municipal Road - maintained all year Yes No

- maintained seasonally Yes No

Another Public Road Yes No

Right-of-Way Yes No

Water Yes No

9. **If access to subject land by water only, specify the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road.**

.....
.....
.....

19. **Water Supply** (check appropriate box)

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| Publicly owned and operated piped water system | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Privately owned and operated individual well | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Privately owned and operated communal well | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Lake or other water body | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Other (specify) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | | | | |

20. **Sewage Disposal** (check appropriate box)

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| Publicly owned and operated sanitary sewage system | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Privately owned and operated individual septic system | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Privately owned and operated communal septic system | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Privy | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Other (specify) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | | | | |

21. **Storm Drainage** (check appropriate box)

- | | | | | |
|-----------------------|--------------------------|-----|--------------------------|----|
| Storm sewers | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Ditches | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Swales | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Other (specify) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | | | | |

22. **If known, is the subject land the subject of an application under the Act for approval of the following?** (check appropriate box)

- | | | | | |
|---------------------|--------------------------|-----|--------------------------|----|
| Plan of Subdivision | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Consent (severance) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

23. **If answer to 22 is yes and if known, provide the following** (for each application)

- Application file no.
- Status of the application

24. **If known, has the subject land ever been the subject of an application** under Section 45 [Minor Variance or Permission] of the Planning Act? (check appropriate box)

- Yes No

25. **A sketch showing the following** (provide as attachment)

- i. The boundaries and dimensions of the subject land.
- ii. 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.
- iii. 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.
- iv. The current uses on land that is adjacent to the subject land.
- v. 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.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

26. **Declaration** (owner or authorized agent to complete)

D E C L A R A T I O N

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.

Declared before me at the)
))
of in the)
))
..... of)
))
..... this day)
))
of, 20)
))
.....)
))
A Commissioner, etc.)

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE
AUTHORITY OF THE PLANNING ACT AND WILL BE USED IN THE PROCESSING OF MINOR
VARIANCE OR PERMISSION APPLICATIONS PURSUANT TO SECTION 45 OF THE
PLANNING ACT. QUESTIONS CONCERNING THE USE OF PERSONAL INFORMATION
REQUESTED SHOULD BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE,
111 SANDIFORD DRIVE, STOUFFVILLE, ONTARIO, L4A 0Z8.

NOTES AND INSTRUCTIONS

Planning Application Fee

Pursuant to By-law No. 2011-176-FI, a planning fee in the amount of \$1,578.00 for a minor variance or permission application is required and is to be submitted with the application. Please make cheque payable to the Town of Whitchurch-Stouffville.

On-Site Sewage Application Fee

In addition, pursuant to By-Law No. 2011-176-FI, a fee in the amount of \$278.00 is required if the subject property is serviced by a private waste disposal system, i.e. septic tank, or holding tank. Please make cheque payable to the Town of Whitchurch-Stouffville.

Owner's Authorization

If the declaration (item 26) is made by an agent, the owner must complete this authorization.

AUTHORIZATION

I/We, , hereby authorize
Owner

..... to submit the attached application
Agent

to the Committee of Adjustment, Town of Whitchurch-Stouffville, and to represent me/us in all matters with respect to the application.

Dated at the of
this day of 20.....

.....
Signature of Owner

Additional Information and Material

The Committee of Adjustment requires the following additional information and material:

- 1. **Sketch plans**
One (1) copy of the sketch plan referred to in application item 25.
- 2. **Plan reduction**
A letter (8½ x 11 inch), legal 8½ x 14 inch) or ledger (11 x 17 inch) size reduction of the sketch plan referred to in application item 25.

**NOTICE SIGN(S)
MINOR VARIANCE(S) OR PERMISSION
COMMITTEE OF ADJUSTMENT**

Pursuant to the Planning Act, Ontario Regulation 200/96 as amended by O.Reg. 432/96 and O.Reg. 508/98 requires that Notice of Application be given to every Owner of land within 60 metres of the subject land and posting a Notice (sign).

The posting of a sign at least 10 days before the day of the Hearing constitutes part of the legal notice. Failure to fulfil the posting requirements by the specified date will result in the Public Hearing being rescheduled to a later date and at additional expense.

Once the Secretary-Treasurer of the Committee of Adjustment has had the opportunity to review your application, an 11" x 17" laminated notice sign will be prepared. At least 10 days before the day of the Hearing, the Owner or Authorized Agent will be contacted and advised to pick up the sign at the Planning and Building Services Department. At that time, the Owner or Authorized Agent will be provided with the date by which the sign will have to be posted. In addition, a Statutory Declaration confirming the date of posting will be provided. This Declaration must be completed and filed with the Secretary-Treasurer by the specified date.

Staff may conduct a site visit to ensure that the sign was posted by the specified date.

The cost of the sign is \$20.00, payable on pick-up, which includes preparation, lamination and site visit.

GUIDELINES FOR MINOR VARIANCE APPLICATIONS

To assist you in making your presentation at the Hearing before the Committee of Adjustment, the following guidelines are provided.

IN ORDER TO AVOID DEFERRAL of your application for a Minor Variance, it is essential that ALL SECTIONS of the application be completed.

The Owner or Agent must complete the Declaration in **Section 26** confirming that all statements in the application are true and have the Declaration sworn before a Commissioner of Oaths. A Commissioner of Oaths will be available at the Town offices.

In accordance with **Section 25**, please ensure that all applicable documentation and plans as outlined are filed with your application.

Section 5 of the Application asks you to state why you cannot comply with the provisions of the Zoning By-law:

- a) In a situation where you wish to erect a structure that would not be in compliance with the by-law, please set out in full detail why you believe the by-law should be “varied” to accommodate your plans, OR
- b) In a situation where a structure currently violates the by-law, please set out in full detail (as best you understand the circumstances) how and why the violation came into being and why you are of the opinion that a variance to the zoning by-law should be granted.

For Minor Variance Applications, you must meet the following four tests and you should be prepared to discuss that the variance you seek:

1. Maintains the general intent and purpose of the by-law;
2. Maintains the general intent and purpose of the Official Plan;
3. Is desirable for the development of the neighbourhood; and
4. Is minor in nature.

Photographs of the land or structure are generally very helpful.

In addition, you are invited to bring to the Hearing any of your neighbours who are in support of your proposal or, as an alternative, they may write to the Committee.

Should you have any questions with respect to these Guidelines, they should be addressed to the Secretary-Treasurer of the Committee of Adjustment, Ms. Sandy Hammond.