

THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE
MINOR VARIANCE OR PERMISSION APPLICATION FORM
Procedure Guide

September 2008

1. Application forms are available from the Municipal Office. The minor variance procedure will be initiated once the completed application form and necessary supporting material outlined in Items 2 to 5 below are received by the Planner.

SHOULD YOU HAVE ANY DIFFICULTY FILLING OUT PORTIONS OF THIS APPLICATION, PLEASE CONTACT THE PLANNING & DEVELOPMENT DEPARTMENT FOR ASSISTANCE. ERRORS IN FILLING OUT THIS APPLICATION MAY RESULT IN DELAYS IN THE PROCESSING OF THE PROPOSAL. YOU ARE ADVISED TO REVIEW THE DEVELOPMENT PROPOSAL AND COMPLETED APPLICATION WITH THE MUNICIPAL PLANNER PRIOR TO SUBMITTING THE APPLICATION.

2. Failure to provide the requested information on this application may result in your application not being accepted. For some applications, additional information may be required from a qualified professional. For example, proposals involving lands without municipal sanitary sewer and water services may require engineered site plans and test holes. The applicant will pay all costs associated with providing necessary additional information.
3. The application must be accompanied by a legal description of the property and a PLAN ACCURATELY DRAWN indicating the scale at which the plan was drawn (e.g. 1cm - 300 metres) and whether metric or imperial measurements were used. The Plan shall show the following:
 - (a) the parcel of land that is the subject of the application, its boundaries and dimensions;
 - (b) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures and the use of open lands; the distance of all buildings and structures from the front, rear and side yards; and, the location and dimensions of off-street parking spaces, off-street loading facilities, planting strips, landscaped areas, rights-of-way and easements;
 - (c) the distances between the applicant/owner's land and municipal lot lines and/or relevant landmarks (e.g. bridges, railway crossings, etc.);
 - (d) the location of all natural and artificial features on the subject land (e.g. buildings, railways, highways, towers, watercourses, drainage ditches, banks, slopes, swamps, wooded areas, wells, and septic tanks);
 - the location of any of these features on adjacent lands which may affect the application and the distance of buildings and structures from the front, rear and side yards;
 - (e) the location of any septic tanks and tile beds, the dimensions of any tile beds, the setbacks of the septic system from existing and proposed lot lines, buildings or structure and any other significant natural features. Please also attach a copy of the 'Certificate of Approval' for the septic system, if applicable.
 - (f) the use of adjoining land (e.g. residential, agricultural, cottage, commercial, etc.) and the existing zoning categories (e.g. 'R1 - Residential', 'RU - Rural ', 'C1 - Commercial', etc.);

- (g) the location, width, and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads, seasonal, opened or unopened road allowances; and,
 - (h) the location and nature of any restrictive covenants or easements affecting the subject land.
4. A non-refundable cheque, made payable to the **‘Municipality of North Grenville’** must be submitted to cover the application of **\$500.00**.
 5. Along with the Municipality’s application fee, most applications will be subject to additional user fees from the Rideau Valley Conservation Authority, South Nations Conservation Authority and/or the Leeds, Grenville and Lanark District Health Unit (LGLDHU). Upon submitting a Minor Variance application within the Rideau Valley watershed,, **the applicant will be required to submit a cheque payable to the Rideau Valley Conservation Authority (RVCA) for \$250.00** to cover the costs of their review of the development proposal. Depending upon the nature of the development proposal, additional payment to the RVCA may be required.

Upon submitting a Minor Variance application within the South Nation’s watershed, the **applicant will be required to submit a cheque payable to the South Nation’s Conservation Authority (SNCA) for \$250.00** to cover the costs of their review of the development proposal. Depending upon the nature of the development proposal, additional payment to the SNCA may be required.

All proposals involving development on private sewage disposal systems require a review by the Leeds, Grenville and Lanark District Health Unit (LGLDHN). **The applicant will be responsible for contacting the Health Unit** at (613) 283-2740 and providing them with a cheque for **\$371.00** to cover the costs of their review of the development proposal. Depending upon the nature of the development proposal, additional payment to the LGLDHU may be required.

6. Once the Municipal Planner receives the application and deems the application complete, notice of the proposed Minor Variance will be provided to all interested agencies, including surrounding municipalities, and to affected individuals. A report is prepared by the Municipal Planner and presented to the Committee of Adjustment at a formal Public Meeting. You will be expected to attend this **mandatory** Public Meeting to present your proposal. The Committee of Adjustment makes the decision to approve or refuse the requested Minor Variance.
7. If no other planning approvals (e.g. Consents) are required, an application for minor variance will require approximately 2.5 months to process if no objections are received. If an objection is received, an Ontario Municipal Board Hearing may be required.
8. The completed application form and supporting documentation should be returned to the Municipal Office.

MUNICIPALITY OF NORTH GRENVILLE
PLANNING & DEVELOPMENT DEPARTMENT,
285 County Road #44, P.O. Box 130,
Kemptonville, Ontario, K0G 1J0
Phone: (613) 258-9569
Fax: (613) 258-1441

9. If this application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed. A sample format for authorization is attached to the rear of this form.

PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR MINOR VARIANCE APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN A DELAY.

**MUNICIPALITY OF NORTH GRENVILLE MINOR VARIANCE OR PERMISSION
APPLICATION FORM**

September 2008

FOR OFFICE USE ONLY

Date the Application is Received by Municipality:

Date the Application is Deemed to be Complete by Municipality:

IF YOU ARE UNABLE TO ANSWER ANY OF THESE QUESTIONS, PLEASE CONTACT THE MUNICIPAL PLANNER FOR ASSISTANCE.

1. Registered Owner's Name: _____
Address: _____
Postal Code: _____
E-mail: _____
Telephone: Home (____)_____ Work (____)_____
Cell (____)_____ Fax (____)_____

2. Applicant/Agent Name: _____
(If different than Owner)
Address: _____
Postal Code: _____
E-mail: _____
Telephone: Home (____)_____ Work (____)_____
Cell (____)_____ Fax (____)_____

3. Send Correspondence To? Owner [] Applicant/Agent []

4. Name and address of any mortgages, holders of charges or other encumbrances of the subject lands:

5. Legal Description of Property:

Former Municipality _____
Lot(s) _____ Concession _____
Lot(s) _____ Registered Plan _____
Part(s) _____ Reference Plan _____
Street Address _____ Roll # _____
PIN Address _____ Survey Attached Yes () No ()

6. Are there any easements or restrictive covenants affecting the subject property? Yes () No ()

7. If yes, please describe the easement or covenant: _____

8. Does the Amendment Affect: Entire Property [] Portion of Property []

9. Dimensions of lands affected:

Frontage: _____
Depth: _____
Area: _____
Width of Street: _____

Unopen Road Allowance _____
 Other, please specify _____

Private Right-of-Way _____

24. If proposed access is by water, what boat docking and parking facilities are available on the mainland?

25. Services Currently Available, or to be Available:

	<u>Municipal</u>	<u>Communal</u>	<u>Private</u>	<u>Municipal</u>	<u>Communal</u>	<u>Private</u>
	<u>Water</u>	<u>Water</u>	<u>Water</u>	<u>Sewers</u>	<u>Sewers</u>	<u>Septic</u>
Existing	[]	[]	[]	[]	[]	[]
Proposed	[]	[]	[]	[]	[]	[]

26. Are Stormwater Sewers Present? Yes [] No [] Proposed []

27. Are there any of the following uses or features on the subject lands or within 500 metres of the subject property?

Use or Feature	On Subject Land?	Within 500 m of Subject Land? (Give Approximate Distance)
An agriculturally designed area		
A livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant/lagoon		
An industrial use		
A licensed pit or quarry or an area designated for aggregate extraction		
A mining hazard		
An active railway line		
A flood plain or other natural hazard		
A natural gas or oil pipeline		
A hydro easement		
A contaminated site		
A well head protection zone		
A provincially significant wetland		
An area of natural and scientific interest (ANSI)		
Fish/Wildlife Habitat		
A designated heritage building/site		

QUESTION #28 MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER". THE MUNICIPAL CLERK IS AN AUTHORIZED COMMISSIONER.

28. I, _____ of the _____ of _____, in the _____ of _____, hereby solemnly declare that the information contained in this application are on the attached plan and any associated information submitted with this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

Date: _____

Signature of Owner: _____

Signature of Agent or Applicant: _____

DECLARED BEFORE ME AT THE
_____ OF _____
IN THE _____ OF
_____, THIS
_____ DAY OF _____,
200 ____.

A COMMISSIONER, ETC.

**FREEDOM OF INFORMATION/ACCESS TO PROPERTY
CONSENT OF OWNER**

I, _____, being the registered owner of the lands subject of this application for minor variance and, for the purposes of the Freedom of Information and Protection of Privacy Act, I hereby 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 for the purposes of processing this application. I also authorize and consent to representatives of the Municipality of North Grenville and the persons and public bodies conferred with under Section 45 (5) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application

_____ Date

_____ Owner's Signature

APPLICANT/AGENT AUTHORIZATION FORM

Corporation of the Municipality North Grenville
In the Matter of Application for Minor Variance
Authorization under Ontario Regulation 406/83
{Subsection 2(3)}

I, _____ being the () registered owner(s), () executor/executrix, () signing corporate officer(s) of the lands for which this application is to be made, hereby authorize and direct _____ to act as my agent and on my behalf to apply to the Corporation of the Municipality of North Grenville for a minor variance on the lands herein described.

Former Municipality _____	_____
Lot(s) _____	Concession _____
Lot(s) _____	Registered Plan _____
Part(s) _____	Reference Plan _____
Street Address _____	Roll # _____
PIN Address _____	_____

SIGNED, SEALED AND DELIVERED
in the presence of

Date

Signature

Date

Signature

SEAL