

Application for Minor Variance



1191 County Rd 96
Wolfe Island, ON
K0H 2Y0
(613) 385 2216

As the applicant, it is your responsibility to make sure the application is complete, accurate and clearly identifies the required variances. Staff are not permitted to complete the form. Failure to provide all of the required information may result in processing delays of your application.

Step 1: Pre-Application Meeting

- Arrange a pre-application meeting with the Township to discuss the application and understand requirements. Pre-application meetings must be booked in advance.

Step 2: Application Submission

- Submit a complete application to the Township office and make sure you bring:
 - completed application form in metric measurements;
 - payment of the required fee(s) for the Township and agencies;
 - a copy of your Deed/Transfer;
 - the required technical drawing; and
 - any additional studies/reports identified in the pre-application meeting.
- You will receive a letter from the Township when the application has been deemed complete which will include instructions for posting notice cards.

Step 3: Public Notice and Circulation

- A notice of application is mailed to the required agencies and neighbours within 60 metres of the property. Information about the application will be available on the Township website.
- Staff will receive comments from agencies and will forward them to you and anyone who has requested to be notified.
- Staff will prepare a report.
- The application will be on the agenda for an upcoming Council meeting. You are encouraged to attend the public Council meeting.

Step 4: Council Meeting

- As the applicant, you will have the opportunity to speak to your application and answer questions at the meeting.
- Council may approve, deny, or request deferral of the application.

Step 5: Notice of Decision and Appeal

- When a decision is made, a Notice of Decision will be mailed out within 10 days outlining the decision, any conditions, and next steps. This will be mailed within 10 days of the Council decision
- After a decision is made there is a 20 day appeal period to the Local Planning Appeal Tribunal.
- If an appeal is received the application goes to the Local Planning Appeal Tribunal and you will be notified. If no appeals are received, the decision is final.

I have read and understand the minor variance process and understand my role within it. Please see detailed instructions in the Guidelines for Minor Variance.

Signature

Date

Office Use Only:	Reviewed By:	Fee Received: <input type="checkbox"/> Township <input type="checkbox"/> Conservation Authority <input type="checkbox"/> KFL&A Public Health
File No.:	Date Reviewed:	
Date Received:	Deemed Complete:	

1. Pre-Application

1.1 Was there a pre-application meeting with any of the following:

Planning Department

Building Department

Conservation Authority

Other _____

1.2 When did the meeting(s) occur?

Please attach any pre-application documents provided by the Township or Commenting Agencies.

2. Applicant Information

2.1 Name of Owner(s)
An owner's authorization is required if the applicant is not the owner. Attach additional pages if required.

Name of Owner(s):	Day Phone:
	Evening Phone:

Mailing Address:	Email Address:
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2.2 Agent/Applicant

Name of the person who is to be contacted about the application, if different than the owner. This may be a person or firm acting on behalf of the owner.

Name of Contact Person:	Day Phone:
	Evening Phone:
Mailing Address:	Email Address:

3. Description of Subject Land**3.1 The Lands**

Concession Number:	Lot Number:	Reference Plan:	Part(s):
Civic Number:	Name of Road/Street:	Registered Plan Number:	Lot(s) Block(s):
Roll Number:	Property Identification Number (PIN):		

3.2 Name of Adjacent Lake or Waterbody**3.3 Date the Property was Acquired****3.4 Property Dimensions**

Area (m ²):	Depth (m):	Front Yard Width (m):	Rear Yard Width (m):
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For waterfront property, waterfront side is front yard. For non-waterfront property, the road access is the front yard.

4. Supporting Material And Checklist

- Required fee(s) for Township and agencies
- Required studies (if applicable)
- Technical drawing
- Deed or transfer



5. Technical Drawing Requirements

A clear, accurate, and complete drawing is critical for the application submission and is required for a complete application.

- Boundaries and accurate dimensions of the subject land
- The size, location and type of all existing buildings, as well as proposed structures or additions on the subject land. Also indicate the distance measured from the front, rear and side lot lines to each structure
- The location of well and septic systems (including the tile bed and septic tank)
- Location of bodies of water (shoreline) and location of dock, boathouse etc.
- Location and nature of any easement(s) affecting the subject land
- Existing uses on adjacent land such as residential, commercial, or agricultural
- Access and Parking i.e. location, width of driveway
- Location of beach or water access (if applicable)
- Height of buildings where application affects height
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, public travelled road, a private road or a right of way

Note: If the building plans submitted after the variance is approved differ from the approved variance, a new application will be required.

6. Encumbrances

Are there any easements or restricted covenants? Yes No

If yes, please provide a description of each easement or covenant and its effect:

7. Existing and Proposed Uses

7.1 Existing Use and Length of Time as Use

- | | | |
|--|---|---|
| <input type="checkbox"/> Residential ____ yr(s) | <input type="checkbox"/> Institutional ____ yr(s) | <input type="checkbox"/> Other ____ yr(s) |
| <input type="checkbox"/> Commercial ____ yr(s) | <input type="checkbox"/> Industrial ____ yr(s) | Explain:
_____ |
| <input type="checkbox"/> Agricultural ____ yr(s) | <input type="checkbox"/> Vacant ____ yr(s) | |



7.2 Proposed Use

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other – Explain: |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | _____ |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Vacant | _____ |

7.3 Official Plan Designation

7.4 Zoning of Subject Land

8. Property Features

- Select all that apply:
- | | |
|--|---|
| <input type="checkbox"/> Waterfront | <input type="checkbox"/> Wetland or marsh |
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Steep slope (slope greater than 3:1) |
| <input type="checkbox"/> Wetland or marsh | <input type="checkbox"/> Drainage concerns |
| <input type="checkbox"/> Provincially Significant Wetland | <input type="checkbox"/> Other – Explain: _____ |
| <input type="checkbox"/> Elevation less than 76.9m as established by the Geodetic Survey of Canada | <input type="checkbox"/> None of the above apply |

9. Details of the Proposal

9.1 Written Description

Please provide a complete written description of the application with details of the proposed development including, but not limited to: proposed use(s), development details (i.e. storeys, lot coverage, number of parking, etc.). Please attach a separate page if additional space is needed.



9.2 Please describe the variance(s) you are seeking. Please attach additional pages if required.

Section of Zoning By-law	Zone Provision/ Standard	Proposed Standard	Relief Required (the difference between the provision and proposed)
(Example) 4.4.2	10 m front yard setback	9m setback	1 metre

9.3 Zoning By-law Compliance

Indicate why it is not possible/preferable to comply with the provisions of the by-law. Please attach additional pages, if required.



10. Provincial Policy Statement

Is this application consistent with the [Provincial Policy Statement?](#)

Yes

No

Unknown

Please explain:

11. Existing Structures

11.1 Structure 1

Use of structure:

Footprint (inclusive of decks):

Date of construction:

_____ ft² _____ metres²

Number of storeys:

Walkout
Basement

Gross Floor Area of Structure (All levels):

Loft

Setback from lot lines

Front	ft.	m.	Rear	ft.	m.
Side	ft.	m.	Side	ft.	m.
Height	ft.	m.			

This structure will require:

No changes

Addition

Reconstruction

Demolition

11.1.1 For an addition to an existing structure, please fill out below.

Dimensions of structure following addition

Front	ft.	m.	Rear	ft.	m.
Side	ft.	m.	Side	ft.	m.
Height	ft.	m.	Structural Footprint	ft ²	m ²

Number of storeys:

Walkout
Basement

Gross Floor Area of Structure (All levels):



<input type="checkbox"/> Loft	
11.2 Structure 2	Use of structure:
Footprint (inclusive of decks): _____ ft ² _____ metres ²	Date of construction:
Number of storeys: _____ <input type="checkbox"/> Walkout basement <input type="checkbox"/> Loft	Gross Floor Area of Structure (All levels): _____
Setback from lot lines	
Front ft. m.	Rear ft. m.
Side ft. m.	Side ft. m.
Height ft. m.	
This structure will require: <input type="checkbox"/> No changes <input type="checkbox"/> Addition <input type="checkbox"/> Reconstruction <input type="checkbox"/> Demolition	
11.2.1 For an addition to an existing structure, please fill out below.	
Dimensions of structure following addition	
Front ft. m.	Rear ft. m.
Side ft. m.	Side ft. m.
Height ft. m.	Structural Footprint ft ² m ²
Number of storeys: _____ <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Loft	Gross Floor Area of Structure (All levels): _____
11.3 Structure 3	Use of structure:
Footprint (inclusive of decks): _____ ft ² _____ metres ²	Date of construction:
Number of storeys: _____ <input type="checkbox"/> Walkout basement <input type="checkbox"/> Loft	Gross Floor Area of Structure (All levels): _____
Setback from lot lines	
Front ft. m.	Rear ft. m.
Side ft. m.	Side ft. m.
Height ft. m.	
This structure will require: <input type="checkbox"/> No Changes <input type="checkbox"/> Addition <input type="checkbox"/> Reconstruction <input type="checkbox"/> Demolition	



11.3.1 For an addition to an existing structure, please fill out below.

Dimensions of structure following addition				
Front	ft.	m.	Rear	m.
Side	ft.	m.	Side	m.
Height	ft.	m.	Structural Footprint	m ²
Number of storeys: _____			Gross Floor Area of Structure (All levels): _____	
<input type="checkbox"/> Walkout Basement <input type="checkbox"/> Loft				

12. Waterbody or Wetland Setback (if applicable)

Please indicate the shortest distance from the high water mark to each structure on the property. Please ensure this section matches the information shown on the technical drawing.

Structure	Distance to high water mark of waterbody or wetland

13. New Structures

Are there new structures proposed: Yes No

If Yes, please complete below.

Use and size of building:

Number of Storeys:

Loft Basement Crawl Space

Proposed Use of Structure:

Setback from lot lines

Front	ft.	m.	Rear	ft.	m.
Side	ft.	m.	Side	ft.	m.
Height	ft.	m.	Structural Footprint	ft ²	m ²



14. Property Servicing

14.1 Water

- Privately owned and operated well
- Privately owned and operated cistern
- Lake water
- Other: _____

14.2 Sewage

- Privately owned and operated individual septic system:
- Leaching bed (Class 4)
- Holding tank (Class 5)
- Greywater pit (Class 2)
- Privy/ outhouse (Class 1)

14.3 Storm Drainage

- Ditches
- Swales
- Other: _____

14.4 Existing Access to Subject Lands

- Municipal road
- Provincial highway
- Water access
- Private Lane/ right of way
- Shared driveway
- Unopened road allowance

If water access only, please list the address of parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road:



15. Previous Applications

If known, has the subject land ever been, or is currently, the subject of an application for approval of a plan of subdivision under section 51 of the *Planning Act*, for a consent under section 53 of the *Planning Act*, for a minor variance, for approval of a site plan, or for an amendment to an official plan, a zoning by-law or a Minister's zoning order? Complete all applicable.

Yes No Unknown

Application Type	Application Number	Date of Application	Status of Application
<input type="checkbox"/> Minor Variance			
<input type="checkbox"/> Consent			
<input type="checkbox"/> Zoning By-law Amendment			
<input type="checkbox"/> Site Plan Approval			
<input type="checkbox"/> Official Plan Amendment			
<input type="checkbox"/> Plan of Subdivision			
<input type="checkbox"/> Minister's Zoning Order Amendment			

If the subject land is covered by a Minister's Zoning Order, what is the Ontario Regulation Number?

16. Authorization for Agent (if applicable)

I/ We, the undersigned, being the registered property owner(s) of

_____ hereby
(Legal description and/or municipal address)

authorize _____ as my/our agent for
(authorized agent's name)
the purpose of submitting an application(s) and acting on my/our behalf in relation to said application(s).

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)



17. Permission to Enter Subject Lands

Permission is hereby granted to the relevant staff and necessary commenting agencies to enter the premises subject to this development application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)

18. Acknowledgement of Additional Requirements

I/ We, the undersigned, being the registered property owner(s)

_____ of
(Property owner's name(s))

_____ hereby
(Legal description and/or municipal address)

acknowledge the potential need for additional studies and/or legal review may be required by the Township as a part of the review of my/our application. Should the need arise, I/we are responsible for completing the studies as requested in order for the application to be deemed complete.

Dated this _____ day of _____, 20__.

(Signature of the property owner)

(Signature of the property owner)



19. Agreement to Indemnify

The applicant hereby agrees to indemnify and save harmless The Corporation of the Township of Frontenac Islands ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Council approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Local Planning Appeal Tribunal in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Signature of Property Owner

Signature of Township Staff

Owner's Name (Print)

Staff Name (Print)

Date



20. Declaration for the Prescribed Information

I/We, _____,

(Name of Applicants)

of _____

(Municipality)

do solemnly declare that the information contained in this application is true and that the information contained in the documents that accompany this application is true, and acknowledge that personal information and all other material collected on this form and provided to the municipality as part of this application, including all names, addresses, opinions and comments, is collected under the authority of the Planning Act, R.S.O. 1990, as amended, will be used to assist in making a decision on this matter and will be made available for public disclosure. Please be aware the information collected in this Application will be provided in the applicable Agenda and posted on the Township's website.

Sworn (or declared) before me in the _____

(Municipality)

this _____ day of _____ 20_____.

(Day)

(Month)

(Year)

Commissioner of Oaths

Signature of Applicant(s) or
Authorized Agent

Note: Do not sign until in the presence of the Commissioner of Oaths. You will be required to provide photo identification (i.e. driver's license).

Notice of Collection – Personal information collected as a result of this application is collected under the authority of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Planning Act, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at a meeting, through requests, and through the Township website. Questions regarding the collection, use, and disclosure of this personal information should be forwarded to the Township Clerk.

