

## Requirements to Process Minor Variance Applications

### Application Form and Processing Fee:

- Ensure **all owner names** appear at Question 1: Registered Owner. Names should be exactly as shown on the Deed of Land.
- Include complete mailing address, including post office box number, rural route address if required, postal code, email address etc. Also include telephone number where owner may be contacted.
- Include name, mailing address and telephone number of authorized agent, if applicable.
- Answer ALL questions fully and clearly. Municipal planning staff will assist with completing information pertaining to the applicable sections of the Zoning By-law requiring relief, and the specific wording to be used in this regard.
- Do not sign the application form until you are in the presence of a Commissioner for Taking Affidavits (**Secretary-Treasurer is a Commissioner and no additional fee is applicable. Appointments are recommended.**)
- Complete the Authorization if anyone other than all registered owners are signing the application form, under affidavit. Authorization or a sworn signature is required for all registered owners.
- Refer to Fee Tariff, attached, for all applicable fees. Health Unit fee may apply if municipal sewer and water not available.

### Accompanying Drawings:

- Drawings are not necessarily required to be prepared by an Ontario Land Surveyor, although the Committee of Adjustment/ Town Staff may so require, particularly if dimensions or setbacks are questionable.

**In accordance with Provincial Regulations, this application must be accompanied by a sketch, drawn to scale, in metric units, showing the following information:**

- (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, side and rear lot lines;
  - (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic systems.
  - (d) The current uses on 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 traveled road, a private road or a 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.
- **Failure to comply with these requirements may result in a refusal to accept the application by the Secretary-Treasurer. The Committee of Adjustment may require that the plan be prepared and signed by an Ontario Land Surveyor.**

**Additional Information:**

Include any additional information that may be of benefit to the decision making authority. You will be provided an opportunity to present your proposal to the Committee of Adjustment during the public meeting. You may support your presentation/application with photographs or any additional information to support your proposal.

You or an authorized representative will be required to attend the public hearing. Failure to attend may result in a deferral of your application, or the Committee may proceed in your absence.

If you have any questions, please contact the Director of Planning and Development (905) 892-2607, ext. 316, or Secretary-Treasurer at the Town of Pelham Office, ext. 315.