

Minor Variance Application

Under Section 45(1) or 45(2) of the Planning Act

The application fee can be found on the [Fees and Charges](#) page in the '**Committee of Adjustment**' table.

For additional details on the application process please contact:

Planning Division
Tel. 905-885-2431
Email: planning@porthope.ca
5 Mill Street South
Port Hope, ON L1A 2S6

Please ensure you have prepared the following:

- [Preliminary Review Form Minor Variance](#) has been completed and submitted to the Planning Division 10 days prior to submitting this application.
- [Planning Rationale for Minor Variance](#) detailing the purpose of the application and how it conforms with the applicable policies.
- [Site Plan Sketch for Minor Variance](#) of the proposed Minor Variance(s).

**[Office Use Only] File
No.:**

**[Office Use Only]
Date Received:**

**[Office Use Only]
Deemed Complete:**

**[Office Use Only] Fee
Paid:**

[Office Use Only] Received by:

Owner/Applicant/Agent Information

Owner(s) of Subject Lands:

Mailing Address:

Telephone number

Fax:

Owner's Email:

Applicant:

Check if different than owner

Applicant name:

Mailing Address:

Telephone:

Fax:

Applicant's Email:

Agent:

Check only if applicable

Agent name:

Mailing Address:

Telephone:

Fax:

Agent's Email:

Who would you like the communications to be sent to? (Check all that apply)

Owner

Applicant

Agent

Description of the Subject Land

Location of the Subject Lands

Urban (Roll # starts with 1423-125)

Rural (Roll # starts with 1423-223)

Municipal Number:

Street Name:

Lot Number(s):

Concession:

Lot(s)/Block(s):

Registered Plan No:

Part Number(s):

Reference Plan No:

Length of Ownership:

Are there any encumbrances affecting the subject lands? (i.e. Existing Mortgages, Easements, Right-of-Ways, Restrictive Covenants, Site Plan Agreements)

Yes

No

If yes, please describe:

Description of Subject Lands

Provide all measurements in metric units.

Frontage:

Area:

Average Width:

Average Depth:

Existing Use(s):

Official Plan Designation

Zoning By-law Designation

Abutting land uses - must be shown on sketch

North:

East:

West:

South:

Characteristics of the Subject Lands

Is the land subject to flooding from a river, lake or other watercourse or body of water?

Yes

No

Is any part of the land swampy?

Yes

No

Identify any other physical or environmental characteristics that should be considered such as steep slopes, erosion areas, etc.

Existing Building(s) of Structure(s)

If there are any existing buildings or structures, please complete the details below. If there are no existing buildings or structures, please continue to the next section 'Proposed Uses, Building(s) or Structure(s)'.

1. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

2. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

3. Type of building or structure

Date constructed

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Proposed Uses, Building(s) or Structure(s)

Complete the section below to describe proposed changes to the uses, building(s) or structure(s) on the subject land, including new builds.

1. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

2. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

3. Type of building or structure

Front lot line setback

Rear lot line setback

Side lot line setback

Other side lot line setback

Height of building

Dimensions

Floor area

Access and Services

What form(s) of access are available to the subject land? Select all that apply.

- Unopened road allowance
- Open municipal road/street
- County road
- Provincial highway
- Other public road/street
- Existing right-of-way
- No access

Specify location:

Water and Wastewater/Sewage Disposal Services

Indicate which water supply service is currently available on the subject land. Select all that apply.

- Municipal Water System
- Well-Privately owner and operator, individual or communal
- Other
- No water supply service currently available

If you selected 'other', provide details. If you selected 'no water supply service currently available', indicate the proposed service type and approximate date of installation.

Indicate which wastewater/sewage disposal service is currently available on the subject land. Select all that apply.

- Municipal sanitary sewage system
- Septic system: privately owned and operated
- Privy
- Other
- No wastewater/sewage disposal service currently available

If you selected 'other', provide details. If you selected 'no wastewater/sewage disposal service currently available', indicate the proposed service type and approximate date of installation.

Indicate which storm drainage service is currently available on the subject land. Select all that apply.

- Sewers
- Ditches
- Swales
- Other
- No storm drainage service currently available

If you selected 'other', provide details. If you selected 'no storm drainage service currently available', indicate the proposed service type and approximate date of installation.

Status of other Planning Applications

Is the subject land currently the subject of a Plan of Subdivision application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Consent application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Minor Variance application?

Yes

No

If yes, please indicate the file number(s).

Is the subject land currently the subject of a Site Plan application?

Yes

No

If yes, please indicate the file number(s).

Apart from this current application, have you applied for an Official Plan, Zoning By-law amendment, Plan of Subdivision, Consent, Minor Variance or Site Plan for any land that is located within 120 metres of the subject land?

Yes

No

If yes, please indicate the file number(s).

Relief Request from Zoning By-law

Please list the section and table of the Zoning By-law 20/2010, the proposed standard and the zone provision/standard. Below is an example of the information required:

- **Section and Table of Zoning By-law 20/2010** - [Answer] Section 6.4, Table 6.2, RES1-1 Zone
- **Proposed Standard** - [Answer] 5.0m front yard setback
- **Zone Provision** - [Answer] Minimum 7.5m front yard setback

Section and Table of Zoning By-law 20/2010

Zone Provision

Proposed Standard

Section and Table of Zoning By-law 20/2010

Zone Provision

Proposed Standard

Section and Table of Zoning By-law 20/2010

Zone Provision

Proposed Standard

Purpose of Application: Explain why the section(s) of the Zoning By-law noted above cannot be met.

Signature Pages

Applicant is not the owner: complete the 'Authorization of Owner for Applicant to Submit Application' forms and the 'Affidavit'.

Applicant is the owner: complete the 'Owner Authorization to Submit Application' forms and the 'Affidavit'.

Authorization of Owner for Applicant to Submit Application

If the owner is not the applicant, please print and have the owner sign the following forms:

- [Application Authorization](#)
- [Applicant Disclosure of Personal Information](#)

The original forms can be submitted either in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Owner Authorization to Submit Application

If the applicant is the owner, please print and sign the following form:

- [Disclosure of Personal Information](#)

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Affidavit

The [Affidavit](#) must be signed in front of a Commissioner of Oaths or lawyer. For your convenience, there are staff members at the Municipality of Port Hope that are able to commission documents. Please contact us at 905-885-2431 or via email at planning@porthope.ca to book an appointment.

The original form can be submitted in person at 5 Mill St. S., Port Hope, ON L1A 2S6 or mailed to 56 Queen St., Port Hope, ON L1A 3Z9.

Application Submission Checklist

The application and supporting documentation can be submitted in one of the following ways:

- In person at 5 Mill Street South, Port Hope, ON L1A 2S6
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to planning@porthope.ca

Please confirm you will be submitting the following documents in person, by mail or via email to planning@porthope.ca:

- Application Fee - Cheques can be made payable to the Municipality of Port Hope (please note that there will be other fees imposed by other agencies for their review)
- Application Form
- Signature pages and affidavit
- Site plan sketch
- Planning Justification Report
- Other supporting materials as deemed necessary by the Municipal Planner

If you need to provide any comments regarding the checklist above, please provide them in the space below.

Thank You

Planning staff will review the application and follow-up with you regarding next steps. You may contact the Planning Division at anytime either via email at planning@porthope.ca or by calling 905-885-2431.