



MINOR VARIANCE APPLICATION FORM

For Office Use Only		
File No:	Date Received:	Fee Paid:

For additional details on the application process, please contact:

Planning Department
Municipality of Port Hope
56 Queen Street,
Port Hope, ON L1A 3Z9

Tel. 905-885-2415
Fax. 905-885-5521

Email. planning@porthope.ca

A complete application consists of:

1. 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
2. One (1) completed and signed original Application Form
3. Appropriate Plans/Drawings to scale (preferably a survey or draft reference plan) in a format no larger than 11-inches x 17-inches in a format that can be easily copied for circulation purposes. Rough sketches will not be accepted. The plans/drawing shall include elements outlined as follows:
 - Boundaries and dimensions of the subject lands and any other abutting lands within the same ownership
 - Applications for consent must clearly and accurately depict the lands to be severed and the lands to be retained
 - Location, size and use of all buildings and structures (existing and proposed) on the lands including accurate and detailed measurements with respect to:
 - Lot frontage
 - Lot area
 - Front yard setback(s)
 - Rear yard setback(s)
 - Interior side yard setback(s)
 - Exterior side yard setback(s)
 - Lot coverage (buildings:lot)

- Details of lands previously severed from the parcel originally acquired by the current owner of the subject land
 - Distances from the subject lands to the nearest landmark or feature, including details of all natural and artificial features on the subject lands and adjacent lands that may have a bearing on the application:
 - Buildings
 - Wells & Septic Tanks
 - Sanitary sewer laterals & Water lines
 - Railways
 - Pipelines/hydro corridors
 - Roads and access
 - Watercourses
 - Ditches
 - Rivers/streams and banks
 - Wetlands
 - Woodlands
 - The location and nature of any easement affecting the subject land
4. Any other possible requirements necessary for Staff and/or agencies to undertake an adequate level of review that may be identified during a pre-consultation meeting

Minor Variance Fee Schedule	
No new Building	\$925.00
New Building	\$1,050.00

Owner/Applicant/Agent Information <i>Particulars on the individual(s) involved in the application</i>		
Owner of Subject Lands:		
Mailing Address:		
Telephone:	Fax:	Email:
Applicant: <input type="checkbox"/> Check if same as Owner		
Mailing Address:		
Telephone:	Fax:	Email:
Agent: <input type="checkbox"/> Check if not applicable		
Mailing Address:		
Telephone:	Fax:	Email:

Notification <i>All communications should be sent to the following (check those that apply)</i>		
<input type="checkbox"/> Owner	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agent

Location of the Subject Lands <i>Complete applicable lines</i>			
<input type="checkbox"/> Ward 1 (former Town of Port Hope)			
<input type="checkbox"/> Ward 2 (former Township of Hope)			
Municipal Number:		Street Name:	
Lot Number(s):		Concession:	
Lot(s)/Block(s):		Registered Plan No:	
Part Number(s):		Reference Plan No:	

Encumbrances <i>Names and addresses of any mortgagees, holders of charges or other encumbrances</i>

Length of Ownership <i>Indicate the date the subject land was acquired by the current owner</i>

Land Use <i>Indicate the current Official Plan Designation and the current Zoning of the subject lands (including applicable provisions)</i>	
Official Plan:	Zoning By-law:

<p>Existing Uses/Buildings <i>Length of time the existing uses/buildings have been in existence</i></p>

<p>Details of Existing Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i></p>		
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
Type of Building:	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

<p>Adjacent Uses/Buildings <i>Indicate uses/buildings adjacent to the subject lands</i></p>

<p>Proposed Uses/Buildings <i>Indicate proposed uses/buildings on the subject lands</i></p>
<p>Details:</p>
<p><input type="checkbox"/> Check here if there are no proposed changes to use/buildings</p>

<p>Details of Proposed Buildings/Structures <i>Provide the following information (accuracy of measurements is important)</i></p>		
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	
<p>Type of Building:</p>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Side lot line setback	
	Side lot line setback	
	Height of building	
	Dimensions	
	Floor area	

Access	
<i>Access to subject lands (Check appropriate space)</i>	
Unopened road allowance	
Open Municipal Road/Street	
County Road	
Provincial Highway	
Other Public Road/Street	
Existing Right-of-Way	
Name of Road/Street	
If there is no access by public road or street, what means of access is proposed?	

Services		
<i>Description of services intended for subject lands (Check appropriate space)</i>		
	Yes	No
Municipal Water & Sewer		
Municipal Water & Private Sewage System		
Municipal Sewer & Well		
Well & Private Sewage System		
Other (specify)		
When will proposed services be available?		

History of the Subject Lands		
<i>(Check appropriate space)</i>		
	Yes	No
Has the owner previously applied for relief in respect of the subject property?		
If yes, describe briefly and provide the application file number(s) or date.		
	Yes	No
Is the property currently the subject of a consent application or an application for a subdivision under the Planning Act?		
If yes, describe briefly and provide the application file number(s) or date.		

Affidavit					
I,				of the	
			of		
in the			of		
<p>Make oath and say (or solemnly declare) that all the above information and statements contained in this application are true and that the information contained in documents that accompany 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.</p>					
Sworn (or declared) before me at					
the			of		
in the			of		
this			day of		20
A Commissioner of Oaths, etc.			Stamp here		
Applicant's Signature		x			

Authorization of Owner for Applicant/Agent to Make the Application	
<i>If the applicant/agent is not the owner of the land that is subject to this application, the written authorization of the owner that the applicant/agent is authorized to make the application must be included with this form, or the authorization set out below must be completed. If the applicant is a corporation, the application shall be signed by an Officer of the Corporation and the Corporation's seal shall be affixed.</i>	
I,	
Am the owner of the land that is the subject of this application for a variance and I authorize:	
Applicant/Agent (Please Print)	
to make this application on my behalf.	
Owner's Signature	x
Date	

Authorization of Owner for Applicant/Agent to Provide Personal Information	
<i>If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.</i>	
I,	
Am the owner of the land that is the subject of this application for a variance and for the purposes of the <u>Freedom of Information and Privacy Act</u> I authorize:	
Applicant/Agent (Please Print)	
As my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of this application.	
Owner's Signature	x
Date	

Consent of Owner to the Use and Disclosure of Personal Information

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

I,	
Am the owner of the land that is the subject of this application for a consent and for the purposes of the <u>Freedom of Information and Privacy Act</u> I 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 <u>Planning Act</u> for the purposes of processing this application.	
Owner's Signature	x
Date	