



MINOR VARIANCE APPLICATION FORM

- Minor Variance s. 45(1) Minor Variance s. 45(2)
 (Planning Act, R.S.O. 1990, c. P.13, as amended)

For Office Use Only		
Date Application Received:	Received by:	Fee Paid:
Application Reviewed by: Planning <input type="checkbox"/> _____ initials CofA Staff <input type="checkbox"/> _____ initials	Date Application Deemed Complete:	Application File No:

For additional details on the application process, please contact:

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

Tel. 905-885-2431
 Fax 905-885-0507

Email: planning@porthope.ca

Application Pre-Consultation

Pre-consultation between the applicant/agent and Municipal Staff prior to an application being formally submitted helps ensure a complete application and provides opportunities for early feedback and information sharing on the proposal, so that both the Applicant and the Municipality have a clear understanding of the proposal. This includes review of relevant planning policies and information, complete application requirements as well as studies, information and materials that may be required to support the proposed application. Pre-consultation also provides Applicants an opportunity to refine their application and to gain a better understanding of the planning process in the Municipality.

To schedule a pre-consultation meeting with Planning Staff, please complete the Pre-Consultation Meeting Form at <http://porthope.ca/forms-central> and request an appointment at planning@porthope.ca

“Complete Application” consists of information and material to be included in an Application including what is to be shown on a sketch/drawing in accordance with the Schedule of O. Reg. 200/96 of the *Planning Act*:

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. **An incomplete or improperly prepared application may not be accepted and/or could result in processing delay;**

3. Appropriate Plans/Drawings to scale (preferably a survey or draft reference plan) in a format (no larger than 11-inches x 17-inches) that can be easily copied for circulation purposes. Rough sketches will not be accepted. **See Minor Variance Sketch Sample appended to this application form.**

The Plans/Drawing shall SHOW elements outlined as follows, in metric units:

- Boundaries and dimensions of the subject lands;

- Location, size and type/use of all existing and proposed buildings and structures on the lands including **accurate** and **detailed measurements** with respect to:
 - Front yard setback(s) – distance of the buildings or structures from the front yard lot line; and
 - Rear yard setback(s) – distance of the buildings or structures from the rear yard lot line; and
 - Interior side yard setback(s) – distance of the buildings or structures from the side yard lot line; and
 - Exterior side yard setback(s) – distance of the buildings or structures from the side yard lot line;

- Lot frontage;

- Lot depth;

- Lot area;

- Approximate location (distances) and details of all natural and artificial features on the subject land and adjacent lands, that in the opinion of the applicant, may affect the application, including:
 - Buildings
 - Wells & Septic Tanks
 - Sanitary sewer laterals & Water lines
 - Roads and access
 - Drainage ditches
 - Railways
 - Pipelines/hydro corridors
 - Watercourses
 - River or stream banks
 - Wetlands
 - Wooded areas

- The current uses of land that is adjacent to the subject land; and

- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way; and

- The location and nature of any easement affecting the subject land;

4. Any other requirements necessary for Staff and/or agencies to undertake an adequate level of review which were identified during the pre-consultation meeting.

Minor Variance Fee Schedule	
No New Building	\$1,200.00
New Building	\$1,200.00
Adjournment of Application hearing at applicant's request	\$300.00

Owner/Applicant/Agent Information		
<i>Particulars on the individual(s) involved in the application</i>		
Registered Owner(s) of Subject Lands: (EXACTLY AS SHOWN ON THE TRANSFER OR DEED OF LAND)		
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 / Legal Description of the Property **this may be found on your Land Transfer/Deed/Mortgage/Tax bill**			
<i>Complete applicable lines</i>			
<input type="checkbox"/> Urban Area (former Town of Port Hope)			
<input type="checkbox"/> Rural Area (former Township of Hope)			
Municipal Number:		Street Name:	
Concession:		Lot Number(s):	
Registered Plan No:		Lot(s)/Block(s):	
Reference Plan No:	9R_____	Part Number(s):	
	39R_____	Part Number(s):	
	39M_____	Part Number(s):	

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

Encumbrances i.e. mortgages, registered site plan agreements, easements, etc. <i>Names and addresses of any mortgagees, holders of charges or other encumbrances</i>

<p>Land Use: <i>Indicate the current Official Plan Designation and the current Zoning Classification of the subject land (including applicable provisions)</i></p>	
<p>Municipality of Port Hope Official Plan Designation:</p> <p>County of Northumberland Official Plan Designation:</p>	<p>Zoning Classification:</p>

<p><u>Relief Requested from Zoning By-law</u> <i>Identify the relevant zone provision/standard (section and table) of the Zoning By-law and extent of the relief:</i></p>		
Section and Table of Zoning By-law 20/2010	Zone Provision/Standard	Proposed Standard
<i>[Example] Section 6.4, Table 6.2, RES1-1 Zone</i>	<i>Minimum 7.5 m Front Yard Setback</i>	<i>5.0 m Front Yard Setback</i>

<p><u>Purpose of the Application and Reasons Why Cannot Comply with Zoning Standards</u> <i>Describe the proposal and explain why it is not possible to comply with the current zone provisions/standards as set out in the Zoning By-law. (If additional space is required, attach a separate sheet).</i></p>

Description of Subject Lands - Complete in metric units **must also be show on sketch**			
Lot Frontage:		Lot Area:	
Average Width:		Average Lot Depth:	
Existing Use(s): <i>i.e. residential, commercial, agricultural</i>			
Proposed Use(s): <i>i.e. residential, commercial, agricultural</i>			
Existing Building(s) or Structure(s):			
Proposed Building(s) or Structure(s):			
Existing Land Uses/Buildings <i>Length of time the existing land uses/buildings have been in existence</i>			

Details of Existing Buildings/Structures - complete applicable lines in metric units for each building/structure. <u>Accuracy of measurements is important!</u> **must show measurements on plans/drawings submitted with application**		
Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Interior side lot line setback	
	Exterior side lot line setback	
	Height of building (in metres)	
	Dimensions	
	Floor area	
Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Interior side lot line setback	
	Exterior side lot line setback	
	Height of building (in metres)	
	Dimensions	
	Floor area	

Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Interior side lot line setback	
	Exterior side lot line setback	
	Height of building (in metres)	
	Dimensions	
	Floor area	

Property Characteristics, Access and Servicing Information to Subject Property
Briefly describe the property taking into account factors such as soil type and depth, lot configuration, steep slopes or low-lying areas, natural features and any other item that may impact the proposed development

Proposed Land Uses/Buildings/Structures
Indicate proposed land uses/buildings/structures on the subject lands
****must show on plans/drawings submitted with application****

Check here if there are **no** proposed changes to land use/buildings

Details of Proposed Buildings/Structures – complete applicable lines in metric units for each building/structure. **Accuracy of measurements is important!**
****must show measurements on plans/drawings submitted with application****

Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Interior side lot line setback	
	Exterior side lot line setback	
	Height of building (in metres)	
	Dimensions	
	Floor area	
Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i> <hr/>	Date constructed	
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Type of Building/Structure: <i>(describe below in this box) i.e. house, garage, shed, etc.</i> <hr/>	Date constructed	
	Front lot line setback	
	Rear lot line setback	
	Interior side lot line setback	
	Exterior side lot line setback	
	Height of building (in metres)	
	Dimensions	
	Floor area	

Adjacent Land Uses/Buildings
Indicate land uses/buildings adjacent to the subject lands
****must also be shown on plans/drawings submitted with application****

Access to Subject Property <i>Check appropriate space(s) and include name where appropriate</i>		
	Existing	Proposed
Municipal Road/Street/Lane (name of road)		
County Road (name of road)		
Provincial Highway (name of highway)		
Existing Right-of-Way (describe location)		
Private road/lane (describe location)		
Unopened Municipal road allowance (describe location)		
If there is no access by public road or street, what means of access is proposed?		

Services <i>Check the type of water supply, sewage disposal and storm drainage serving the subject property and describe where appropriate</i>		
	Existing	Proposed
Municipal Water & Sanitary Sewage System		
Municipal Water & Privately Owned/Operated Septic System		
Municipal Sanitary Sewage System & Privately Owned/Operated Well		
Privately Owned/Operated Well and Privately Owned/Operated Septic System		
Storm Drainage (identify type: sewers, ditches, swales, other)		
When will proposed services be available?		

History of the Subject Lands <i>(Check appropriate space(s))</i>		
	Yes	No
Has the subject land ever been the subject of an application under section 45 of the <i>Planning Act</i> ?		
If yes, describe briefly and provide the application file number(s) or date and status.		
	Yes	No
Is the property currently the subject of a Consent application or an application for a Subdivision under the <i>Planning Act</i> ?		
If yes, describe briefly and provide the application file number(s) or date and status.		

Affidavit or Sworn Declaration			
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 <i>Canada Evidence Act</i>.</p>			
SWORN (or DECLARED) before me at the		X	
of			
in the	of		
this	day of		
Signature of Commissioner of Oaths, etc.		Signature of Applicant	
<p>Stamp here</p>			

Authorization of Owner for Applicant/Agent to Make the Application	
<i>If the applicant/agent is <u>not</u> 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 Minor Variance and I authorize:	
Applicant/Agent <i>(Please Print)</i>	
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 <u>not</u> 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 Minor Variance and for the purposes of the <i>Freedom of Information and Privacy Act</i> , I authorize:	
Applicant/Agent <i>(Please Print)</i>	
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	

<p>Consent of Owner to the Use and Disclosure of Personal Information <i>If the applicant is 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></p>	
I,	
<p>am the owner of the land that is the subject of this application for a Minor Variance and for the purposes of the <i>Freedom of Information and Privacy Act</i>, 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 <i>Planning Act</i> for the purposes of processing this application.</p>	
Owner's Signature	x
Date	

Personal information is being collected on this form under the authority of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Please note that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of Council agenda and / or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or clerk@porthope.ca

MINOR VARIANCE SKETCH SAMPLE:

The sketch must be shown to scale of 1:200. The preferred size is on paper no larger than 11-inches x 17-inches. Larger plans will be accepted provided that a reduced plan for circulation purposes is also submitted.

NOTE: Measurements must be in metric

