



## Minor Variance Application

Please complete the following form to apply for a Minor Variance(s). Under Section 45(1) OR 45(2) of the Planning Act. The application fee can be found on the [Fees and Charges](http://porthope.ca/fees-and-charges) (porthope.ca/fees-and-charges) in the **'Committee of Adjustment'** table.

For additional details on the application process please contact the Planning Division at:  
Tel: 905-885-2431 • Email: [planning@porthope.ca](mailto:planning@porthope.ca), 5 Mill Street South, Port Hope, ON L1A 2S6

Before getting started, please ensure you have prepared:

- a [Site Plan Sketch for Minor Variance](#) of the proposed Minor Variance(s).
- Signed signature sheets, based on who is applying:
  - Applicant is not the owner:
    - ['Authorization of Owner for Applicant to Submit Application' signature sheet](#)
    - [Applicant Disclosure of Personal Information signature sheet](#)
  - Applicant is the owner:
    - ['Owner Authorization to Submit Application' signature sheet](#)
- a signed [affidavit signature sheet](#)
- a signed [cost reimbursement form](#)

**[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

All mandatory fields are marked with an asterisk.

**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) or Structure(s) on the Subject Land

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)'. If you have more than three structures, please include another sheet.

### Existing Building or Structure 1

1a. Type of building or structure

1b. Date constructed

1c. Front lot line setback

1d. Rear lot line setback

1e. Side lot line setback

1f. Other side lot line setback

1g. Height of building or structure

1h. Dimensions of building or structure

1i. Floor area of building or structure

## Existing Building or Structure 2

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2b. Date constructed

2c: Front lot line setback

2d. Rear lot line setback

2e. Side lot line setback

2f. Other side lot line setback

2g. Height of building or structure

2h. Dimensions of building or structure

2i. Floor area of building or structure

## Existing Building or Structure 3

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3a. Type of building or structure

3b. Date constructed

3c. Front lot line setback

3d. Rear lot line setback

3e. Side lot line setback

3f. Other side lot line setback

3g. Height of building or structure

3h. Dimensions of building or structure

3i. Floor area of building or structure

# 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.

## Proposed Uses, Building or Structure 1

1a. Type of building or structure

1b. Front lot line setback

1c. Rear lot line setback

1d. Side lot line setback

1e. Other side lot line setback

1f. Height of building

1g. Dimensions

1h. Floor area

## Proposed Uses, Building or Structure 2

2a. Type of building or structure

2b. Front lot line setback

2c. Rear lot line setback

2d. Side lot line setback

2e. Other side lot line setback

2f. Height of building

2g. Dimensions

2h. Floor area

## Proposed Uses, Building or Structure 3

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**3a. Type of building or structure**

**3b. Front lot line setback**

**3c. Rear lot line setback**

**3d. Side lot line setback**

**3e. Other side lot line setback**

**3f. Height of building**

**3g. Dimensions**

**3f. Floor area**

# Access and Services

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**What form(s) of access is 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

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**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', please 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

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

- Yes
- No

**If yes, please indicate the Plan of Subdivision application file number(s).**

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

- Yes
- No

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

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

- Yes
- No

**If yes, please indicate the Minor Variance application file number(s).**

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

- Yes
- No

**If yes, please indicate the Site Plan application 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** - Sample Answer: Section 6.4, Table 6.2, RES1-1 Zone
- **Zone Provision** Sample Answer: Minimum 7.5m front yard setback
- **Proposed Standard** Sample Answer: 5.0m front yard setback

**1a. Section and Table of Zoning By-law**

**1b. Zone Provision**

**1c. Proposed Standard**

**2a. Section and Table of Zoning By-law**

**2b. Zone Provision**

**2c. Proposed Standard**

**3a. Section and Table of Zoning By-law**

**3b. Zone Provision**

**3c. Proposed Standard**

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

# Signature Pages

All applications must include signed signature pages. The signature pages that are required, depend on who is applying. Please see the below scenarios and choose the correct signature sheets:

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- Applicant is **not the owner**:
    - '**Authorization of Owner for Applicant to Submit Application**' signature sheet
    - '**Affidavit**' signature sheet
  - Applicant **is the owner**:
    - '**Owner Authorization to Submit Application**' signature sheet
    - '**Affidavit**' signature sheet
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## 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.

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## 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.

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## 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](mailto: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

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

- In person to the Development Team Office at [5 Mill St. S](#) Port Hope, ON L1A 2S6. Monday to Friday from 8:30 a.m. to 4:30 p.m.
- Mail to 56 Queen Street, Port Hope, ON L1A 3Z9
- Email to [planning@porthope.ca](mailto:planning@porthope.ca)

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

- Completed Minor Variance Application Form
- Application Fee - Cheques can be made payable to the Municipality of Port Hope. We do not accept credit card payments at this time. (please note that there will be other fees imposed by other agencies for their review)
- 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.**