



Minor Variance Application

Checklist

The following must be provided in order for the application to be deemed “complete”:

- Application Form (all sections must be complete)
- Site Plan drawing: **An up-to-date location survey. In some cases, it may be preferable that this plan be prepared by a qualified professional. Please ensure that all existing and proposed structures (including decks, accessory buildings, etc.) are shown on the survey and that all setbacks are shown and measured accurately.**

The Site Plan/Location Survey must include the following: The boundaries and

- dimensions of the subject land
- 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 yard lot line, rear yard lot line, the side yard lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, septic tanks, hydro lines, telephone lines or any other services) on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application.
- The current uses on land that is adjacent to the subject land
- 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
- If access to the subject land is by water only, the location of the parking and docking facilities to be used
- The location and nature of any easement affecting the subject land
- If Waterfront Property, elevation/High water mark and/or regulatory flood elevation details must also be included on the site plan.
- Village Fee
- Floor Plans and Building Elevations (discuss with staff to determine applicability)

Note: Full size drawings may be submitted however in all cases copies of the drawings must be provided on Ledger-sized paper (11" x 17") for copying purposes and for inclusion as a schedule to the Decision if approved.

The Village may require additional information to process your application. Pre-consultation with Village staff before submission of an application is a requirement.



Office Use Only	
File No.	_____
Variance from By-law No.	_____
Date Submitted	_____
Date Fee Received	_____
Date Application Deemed Complete	_____
Roll No.	_____

Village of Sundridge Minor Variance Application

The undersigned hereby applies to the Village of Sundridge under section 45 of the Planning Act for relief, as described in this application, from By-law No.89-002, as amended.

1.0 Applicant Information

Registered Owner(s): _____
 (Please indicate name(s) exactly as Shown on the Transfer/Deed of Land)

Address: _____

Phone: (home) _____ Email: _____
 Phone: (work) _____
 Phone: (cell) _____ Fax: _____

2.0 Agent Information

Authorized Agent (if any): _____

Address: _____

Phone: (home) _____ Email: _____
 Phone: (work) _____
 Phone: (cell) _____ Fax: _____

3.0 Legal Description/Location of the Subject Land

Concession Number(s)	Lot Number(s)	Legal Description:
Registered Plan No:	Lot(s)/ Block No.	Civic/911 Address:
Reference Plan No:	Part Number(s):	Are there any easements or restrictive covenants affecting the property?
Date subject land was purchased by current owner:		

4.0 Land Use, Zoning and Official Plan Designation

Criteria:	Subject Property
Zoning Classification ¹ (e.g. Rural (RU), Commercial (C))	
Existing Use (e.g. seasonal residential, commercial, open space)	
Length of Time Existing Uses have continued	
Proposed Use (e.g. permanent residential, home-based business)	

¹ Please consult with the Municipal Office to identify Zoning Classification

5.0 Relief Requested from Zoning By-law

Please identify the relevant zone provision/standard and relief required to support the proposal:

Section of Zoning By-law 89-002	Zone Provision/Standard	Proposed Standard	Relief Required
[Example] Sect. 4.3.2. (b)	10 m Lot Frontage Min.	8 m Lot Frontage Min.	2 metres

6.0 Purpose/Reason of the Application

Please describe the proposal and explain why it is not possible to comply with the zone provisions/standard set out in the Village Zoning By-law. (If additional space is required, please attach a separate sheet)

7.0 Property Characteristics, Access and Servicing Information

Lot Area		(acres, hectares, ft ² , m ²)
Lot Depth		(feet/metres)
Lot Frontage		(feet/metres)

Access to Subject Property –		Existing or		Proposed
<input type="checkbox"/> Municipal Road – maintained year round	<input type="checkbox"/>	Private Road	<input type="checkbox"/>	
<input type="checkbox"/> Water	<input type="checkbox"/>	Right-of-way	<input type="checkbox"/>	
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/> Other public road (Specify):				
Name of Road/Street:				

If access to the land is by water only:

Where are parking and docking facilities:	
Approximate distance from subject land:	
Approximate distance from nearest public road:	

7.0 Property Characteristics, Access and Servicing Information(Continued)

Please provide a brief description of 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. Also, please include a description of the use of lands surrounding the lot.

Water Supply:	Please identify the type of water supply serving the subject property:
	<input type="checkbox"/> Privately-owned/operated individual well <input type="checkbox"/> Privately-owned/operated communal well <input type="checkbox"/> Publicly-owned/operated piped water system <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	

Storm Drainage:	Please identify the type of storm drainage serving the subject property:
	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	

Sewage Disposal:	Please identify the type of sewage disposal serving the subject property:
	<input type="checkbox"/> Privately-owned/operated individual septic system <input type="checkbox"/> Privately-owned/operated communal septic system <input type="checkbox"/> Publicly-owned/operated sanitary sewage system <input type="checkbox"/> Privy <input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed	If the sewage system is proposed, have you obtained a permit from North Bay Mattawa Conservation Authority? <input type="checkbox"/> Yes or <input type="checkbox"/> No Permit Number: _____

8.0 Existing and Proposed Structures: Dimensions

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application).

Please note that an up-to-date location survey will be required.

Existing Structures

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height	Date Constructed

Please place an asterisk (*) beside any existing structure that will be demolished.

Lot Coverage

	Existing	Proposed
Principle Use (i.e. Dwelling)		
Accessory Structures		
Total		

Proposed Structures

Type of Structure	Ground Floor Area	Gross Floor Area	Number of Storeys	Length	Width	Height

Will the proposal add any of the following?

	Yes	No	If yes, please provide:	Existing	Proposed
Total Living Area	<input type="checkbox"/>	<input type="checkbox"/>	Size		
Bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number		
Bathrooms	<input type="checkbox"/>	<input type="checkbox"/>	Number		
New Plumbing Fixtures	<input type="checkbox"/>	<input type="checkbox"/>	Number of Fixtures		

9.0 Existing and Proposed Structures: Setbacks

In the tables below, please provide information regarding all existing and proposed structures (this information must also be included on the site plan provided with the application).

Please note that an up-to-date location survey will be required.

Existing Structures

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)

Please place an asterisk (*) beside any existing structure that will be demolished.

Proposed Structures

Type of Structure	Front Lot Line	Rear Lot Line	Side Lot Line	Side Lot Line	Water yard	Other (specify)

Note: Information regarding the definitions of the requested dimensions and setbacks can be obtained from the Village Zoning By-law 89-002.

10.0 Other Planning Applications

Please indicate if the subject land is or has been the subject of an application under the Planning Act.

Type of Planning Application	Yes	No	File Number	Status
Approval of Plan of Subdivision (under Section 51)	<input type="checkbox"/>	<input type="checkbox"/>		
Consent (Severance) (Section 53)	<input type="checkbox"/>	<input type="checkbox"/>		
Minor Variance (Section 45)	<input type="checkbox"/>	<input type="checkbox"/>		
Other:	<input type="checkbox"/>	<input type="checkbox"/>		

11.0 Other Information:

Please provide any additional information that you feel may be relevant in the review of this application on additional pages as necessary.

12.0 Authorization by Owner:

I/We _____, being the owner(s) of the subject land, hereby, authorize _____ to be the applicant in the submission of this application.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

13.0 Freedom of Information:

For the purposes of the Freedom of Information and Protection of Privacy Act, I/We authorize and consent to the use by or the disclosure to any person or public body or publishing on the Municipal website any information that is collected under the authority of the Planning Act for the purposes of processing this application.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

14.0 Access to Property:

I hereby authorize the members of staff and/or elected members of Council of the Village of Sundridge to enter upon the subject lands and premises for the limited purpose of evaluation the merits of this application. This is their authority for doing so.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

15.0 Declaration of Applicant:

I/We _____ of the _____ in the
(name of owner(s)/agent(s) (city in which you reside)

_____ in _____ solemnly
(District/County/Upper-tier municipality, if applicable) (Province/Territory)

declare that:

All the statements contained in this application and provided by me 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

Declared before me at the Village of Sundridge in the District of Parry Sound this _____ day of _____, 20____.

To be signed in the presence of a Commissioner for taking affidavits

Owner/Applicant Agent Signature

Signature of Commissioner, etc.

Owner/Applicant Agent Signature

Personal information contained on this form, collected pursuant to the Planning Act, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

16.0 Application Deposit:

The applicant agrees to pay the Village of Sundridge a deposit of \$250.00 and acknowledges that:

1. The deposit monies shall be placed in trust with the Village.
2. This fee will be used to pay all planning, legal and other associated costs with respect to the processing of the subject application.
3. The Village of Sundridge may disburse funds from time to time from the deposit monies referred to above (2) in order to pay the planning fees incurred by the applicant. The applicant may be required to top up the deposit, at the discretion of the Village. The Village will provide an itemized statement listing all transactions when the file is closed.
4. The deposit monies shall only be refunded upon final disposition of the planning application, including all appeals related thereto.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date