

# Information Guide and Application Form

## Minor Variance

### What is a Committee of Adjustment?

A Committee of Adjustment is appointed by Council and derives its jurisdiction from the *Planning Act*. The Committee hears applications for Minor Variances, as well as applications for Consent to Sever. When considering an application for a Minor Variance from the existing municipal Zoning By-law, the Committee must consider the following “four tests” as set out by the *Planning Act*:

- Whether the variance is minor; and
- Whether the variance is desirable for the appropriate development or use of land; and
- Whether the general intent and purpose of the Zoning By-law is maintained; and
- Whether the general intent and purpose of the Official Plan is maintained.

### Discussion of the Proposal or Preconsultation

When an application for a Minor Variance is being considered, the applicant will make a pre-consultation appointment with planning staff to explain the proposed application. This will provide the applicant with procedural directions about processing the application as well as determining planning policies under which the application can be considered for approval. At this time, the applicant may obtain a copy of the application form.

### Completion of Application

The application for a Minor Variance will then be completed by answering all required questions and preparing a comprehensive sketch detailing the requested relief in accordance with instructions provided on the application. A complete application must include a “Justification Report”. If you are having someone act as your agent, a letter allowing them to act as your agent must accompany your completed application.

### What is a Justification Report?

This is required for all applications. Depending upon the complexity of the proposal, these shall be prepared by the property owner or a qualified professional addressing the principles and objectives of the Official Plan and the Provincial Policy Statement, how the proposal meets the intent of the Zoning By-law and the details of the proposal clearly compared to existing provisions and proposed amendments. A summary of information on environmental issues and an engineer’s reports may also be included or other matters depending on the proposal.

### Submission of Application

The applicant will submit an original application together with a detailed sketch, justification report and the necessary application fee made payable to the Township of Georgian Bluffs. Each application must be signed in front of a Commissioner of Oaths and if signed by a Corporation, must have the corporate seal affixed. If signed by an agent, a written authorization from the owner must also be submitted.

### Notice of Hearing and Signing of Property

Once an application has been filed with the appropriate fee, and has been reviewed and accepted by the Planner, a Notice of Public Hearing will be mailed by prepaid First Class Mail to the applicant and every owner of land within 60 metres of the subject site not less than ten (10) days prior to the date the application is scheduled to be heard. A Public Notice sign will also be posted on the property. A statutory declaration must be filed indicating that the sign was posted before the Committee proceeds to hear the application. Failure to do so may result in delays in the hearing of the application.

### Hearing and Decision

The applicant or agent must attend the Hearing at the designated time and location and speak on behalf of the application answering any questions the members of the Committee of Adjustment may have. These **Public Hearings** are open to the public and any interested party can appear before the Committee to present their views, in support or opposition, to an application.

A written decision will be forwarded to the applicant within ten (10) days of the Hearing Decision. Any conditions imposed by the Committee form part of the Decision and must be met in a manner acceptable to the Committee before final certification.

### **Appealing a Decision of the Committee**

Within twenty (20) days of the date of decision, any person may appeal the decision to the **Local Planning Appeal Tribunal (LPAT)** by filing a Notice of Appeal and the necessary fee with the Secretary-Treasurer for the Committee of Adjustment. This appeal must include the reasons for the appeal.

### **Making Presentations to the Committee**

If you wish to appear at a Committee meeting to either support or oppose an application, there are rules to follow:

1. When you arrive at the Council chambers, consult the agenda and wait for the application you are interested in to be called by the Chairperson. **Note:** all presentations are limited to five minutes or less.
2. The first person to speak is the applicant/agent who will briefly explain the proposal and answer any questions from the Committee.
3. The Committee will then hear from any others who wish to speak for or against the application.
4. The applicant can then respond to the comments.



# Township of Georgian Bluffs

## Minor Variance Application

- **Pre-consultation** is required **prior** to the submission of applications for a Minor Variance.
- The Minor Variance process will not commence until a complete application is received.
- Incomplete applications will be returned to the Applicant.
- The Application will be filed with the Planning Office of the Township of Georgian Bluffs. A copy may be returned to the Applicant for their records
- An accurate sketch or map is required. All measurements must be shown in metric units. **Hard and Digital Copy Must be Provided.**
- Please type or print the information clearly on this legal document. For assistance in filling out this application, contact the Township Planning Department. A Commissioner is usually available at the Municipal Office, please call ahead.
- A complete application must include a Justification Report, the complexity of the report will depend upon the proposal, it is not intended to replace detailed engineering or environmental reports. Reports must be provided in digital format.
- Planning application fees are required when the application is submitted.
- Grey Sauble Conservation Authority review fees are required when the application is submitted.

I/We hereby submit this application for a Minor Variance to the Township of Georgian Bluffs Zoning By-law, in respect of the lands hereinafter described.

### Declaration:

I/We \_\_\_\_\_ of the \_\_\_\_\_,

In the \_\_\_\_\_ of \_\_\_\_\_ do solemnly declare:

- a) that I/we am/are the registered owner(s)/the authorized agent of the registered owner(s) of the lands hereinafter described (as per written verification attached);
- b) that, to the best of my/our knowledge and belief, all the information and statements given in this application and in all the exhibits transmitted herewith are true and accurate;
- c) it is understood and agreed that it will be my/our responsibility to reimburse the Township of Georgian Bluffs for any further costs, above any applicable fees already paid, incurred and charged to the Municipality in connection with the application, (i.e. L.P.A.T. hearing, legal or engineering fees); and
- d) I/We hereby authorize municipal planning staff and the municipality's agents to enter the property for the purposes of performing inspections and gathering information, without further notice, related to the processing of this application.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in

the \_\_\_\_\_ this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
A Commissioner of Oaths

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Owner(s) or Agent

### Authorization:

I/We, \_\_\_\_\_ (please print) am/are the registered owner(s) of the lands subject to this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Witness to signature: \_\_\_\_\_

Updated: March 2020

1. Name of Approval Authority: Township of Georgian Bluffs Committee of Adjustment
2. Registered Owner's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: (Bus.) \_\_\_\_\_  
(Res.) \_\_\_\_\_

3. Authorized Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: (Bus.) \_\_\_\_\_  
(Res.) \_\_\_\_\_

All correspondence should be sent to: Owner  Agent  Both

4. Name and address of holders of any mortgage, charges or other encumbrances in respect of the Subject Lands:  
\_\_\_\_\_

5. Legal Description of Subject Lands: i.e. Lot/Concession/Registered Plan/Part/Reference Plan/Geographic Twp. (Keppel, Derby, Sarawak, Shallow Lake)  
\_\_\_\_\_

Municipal Address (911#): \_\_\_\_\_  
Assessment Roll No: \_\_\_\_\_

**The following information must be complete. Details may be provided in the attached 'Justification Report'.**

6. Present Official Plan Designation: \_\_\_\_\_  
7. Current Zoning of Subject Lands: \_\_\_\_\_

8. Briefly describe the nature and extent of relief from the Zoning By-law for the proposed Minor Variance: (i.e. relief for lot frontage, density, height, area, setbacks, etc.).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Reasons why Minor Variance is necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Dimensions of Subject Lands (entire property):

Lot Frontage: \_\_\_\_\_ Depth of Side Lot Line: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Width of Rear Lot Line: \_\_\_\_\_ Depth of Side Lot Line: \_\_\_\_\_

11. Present Use of Subject Lands:

Residential       Farmland       Seasonal Residential

Industrial       Commercial       Institutional

Other (specify) \_\_\_\_\_

Date of acquisition by current owner: \_\_\_\_\_

Length of time existing uses have continued: \_\_\_\_\_

12. List any existing Buildings or Structures on the Subject Lands:

Type/Use	Date Constructed	Indicate All Yard Setbacks				Building Dimensions W x D x H
		Front	Rear	Side	Side	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

13. Proposed Use of Subject Lands:

Residential       Farmland       Seasonal Residential

Industrial       Commercial       Institutional

Other (specify) \_\_\_\_\_

14. List Proposed Buildings or Structures:

Type/Use	Indicate All Yard Setbacks				Building Dimensions W x D x H
	Front	Rear	Side	Side	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Municipal Requirement: \_\_\_\_\_

15. Lot Coverage (%): Present: \_\_\_\_\_ Proposed: \_\_\_\_\_

Municipal Requirement (%): \_\_\_\_\_

16. Existing Uses of Abutting Lands: (include properties on opposite side of road allowance)

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

17. Types of Servicing (Check all that apply)

Water

- Publicly Owned and Operated Potable Water System
- Private Well/Source, Type
- Other (e.g. Lake), please specify

Sewage

- Publicly Owned and Operated Sanitary Sewage System
- Septic Tank and Tile Field
- Other (e.g. Lake), please specify \_\_\_\_\_

Access

- Public Road Owned and Maintained by the Local Municipality
- Public Road Owned and Maintained by the County
- Public Road Owned and Maintained by the Province
- Private Road
- Water Access Only - Information must be provided on parking and docking facilities.
- Other, please specify \_\_\_\_\_

Drainage

- Existing Storm Drainage System
- New On-Site Storm Drainage System
- New Area Storm Drainage System

18. The Applicant is required to attach a sketch to each copy of the application, and/or in the Justification Report, which will include the following information:

- True dimensions, boundaries and shape of property, drawn to scale, of the Subject Lands.
- Full extent of other lands owned by the Applicant if abutting the Subject Lands, or in the Applicants opinion may affect the application.
- Approximate location, size and distance of existing and proposed buildings and structures from the front, rear and side yard lot lines.
- Location of any entrances, right-of-ways and easements affecting the lands.
- Location of all natural and artificial features (i.e. railways, highways, steep slopes, wetlands, watercourses, drainage, well, septic fields, hydro lines etc.)
- The use of adjoining lands.
- The location, name and status of roads (opened, unopened, private, seasonal).

## **Justification Report**

### Example Report for a Minor Variance (e.g. garage)

#### **Purpose:**

A garage is a usual and recognized accessory structure in a residential area. The By-law will need to be amended as the location of the proposed garage cannot meet the minimum 23 m setback required from the centerline of Grey Road 1.

#### **Property Description and Background**

The property is located at Pt Lot X, Concession X, Pt 2 of Plan 16R-1111 in the geographic Township of Keppel. Fire Number 111127 ABC Road

The location of the house dictates the location of the garage. Without a minor variance to the required setback, a garage could not be built because to meet the 23 m from the centerline of the road as it would be too close to the dwelling. Also, the topography of the lot makes this location the only logical area on the lot. If the garage was constructed any further back it would:

- be too close to the house and the existing deck
- be located in an area of the lot where the gentle slope of the lot drops off more steeply
- result in a number of trees having to be removed and maybe causing erosion;
- be located over buried utilities lines.

The proposed garage will have access to Grey Road 1 from the existing entrance.

#### **Compliance with Policy**

##### Official Plan

The Official Plan designation is Inland Lake and Shoreline Residential. The OP permits low density residential development in this area and that will not change with this application. A garage is a normal and permitted accessory use in a residential area.

##### Zoning

Section 4.9.3 of the By-law requires a 7.5 m setback and the proposed garage can comply with this setback. However, Section 4.17.3 requires a 23m setback from the centerline of the County road. A minor variance is required as the garage will only have a setback of 15 m from the centreline of the road.

Minimum Distance Separation requirement is 1000 feet and there are no barns within 1000 feet of the proposed development.

There is a wetland at the rear of the property but this Environmental Feature is not in close proximity to the building.

Updated: March 2020

### Stormwater/Drainage Plan

There would not appear to be any drainage issues on the lands as the existing culverts and drains will accommodate the proposal.

### Servicing

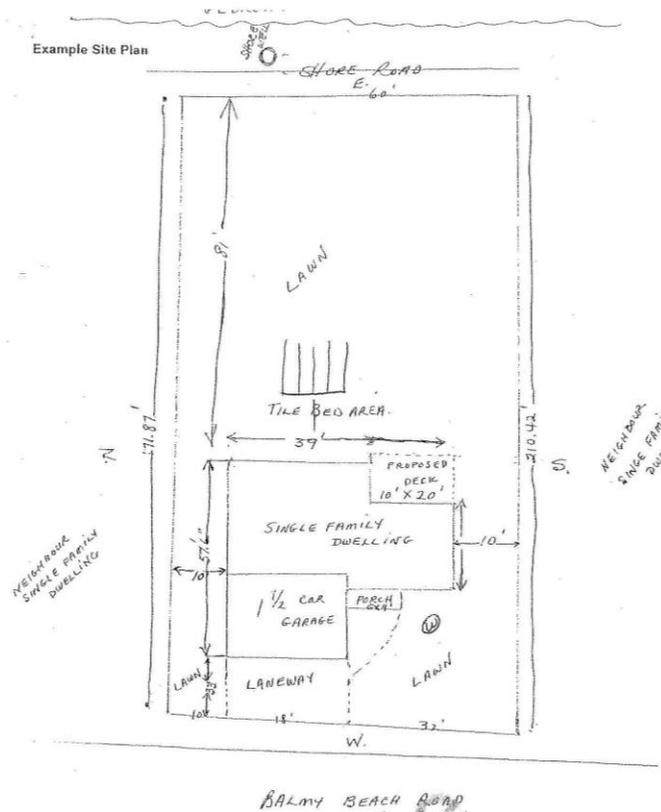
The garage does not require water or hydro. The septic system was new in 2000 and the garage is 25 feet from the tile bed. The lands can accommodate the development with the servicing proposed.

### Summary

In summary the proposal would appear to be consistent with the policies of the Official Plan and generally meets the intent of the Zoning Bylaw. No negative impact would be experienced by abutting properties as a result of the development proposed.

The detailed site plan attached to the application shows that all other provisions of the By-law are met.

Site Plan  
Applicant's Name  
Municipal Address  
Assessment Role Number



Example