

**The Corporation of the Municipality of
Temagami**



Application for Minor Variance

PLEASE READ BEFORE COMPLETING THIS APPLICATION

In addition to this form, the Applicant will be required to submit the appropriate fee, site plan, and any additional information required to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets.

All additional expenses associated with the application will be the responsibility of the applicant. A deposit of \$2,000 will be required as part of the application submission, which will be used for any additional cost associated with the process. These additional costs may include, but are not limited to: Advertising, Registration Fees, Legal Fees, Planning Consultant Fees, etc. Any unused funds will be reimbursed to the applicant at the end of the process and if additional funds are needed to complete the process an additional deposit will be required.

OFFICE USE ONLY	
Date Received: _____	Complete Application: _____
Application Number: _____	One copy of original sketch: _____
Fee \$ _____	Fee Received on: _____

Please Print and Complete or (✓) Appropriate Box (es)

SECTION 1 – APPLICANT INFORMATION	
1.1 Owner Information	
Name of Owner(s) _____	
Home Telephone Number _____	Business Telephone Number _____
Fax Number _____	Email Address _____
Mailing Address _____	Postal Code _____
If the owner is a corporation, please provide the name of the person who has the authority to bind the corporation and who will sign the legal agreement on behalf of the Corporation	
Name(s): _____	
Position(s): _____	

1.2 Agent Information (Who is making the application on behalf of the owner)		
Name of Agent / Contact Person:		
Home Telephone Number	Business Telephone Number	
Fax Number	Email Address	
Mailing Address	Postal Code	
1.3 Please specify to whom all communications should be sent		
<input type="checkbox"/> Owner <input type="checkbox"/> Agent <input type="checkbox"/> Both Owner and Agent		
SECTION 2 – AUTHORIZATION		
<p>2.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.</p> <p style="text-align: center;">AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION & DISCLOSE OF PERSONAL INFORMATION</p> <p>I/WE, _____, owner(s) of the land that is subject to this application hereby authorize _____ to act on my/our behalf regarding this application and for the purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56</i>, I/We authorize _____ to make this application on my/our behalf.</p> <p>_____ Signature of Owner(s) _____ Date</p> <p>_____ Signature of Owner(s) _____ Date</p>		

2.2 Consent of Owner – Complete the consent of the owner concerning personal information set out below

CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE, _____, owner(s) of the land that is the subject of this application and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*, I/we 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 Planning Act for the purposes of processing this application and authorize the distribution of this application in electronic form.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

2.3 Consent of Owner – Site Visit

I/WE _____, owner(s) of the land that is the subject of this application and I /We authorize municipal staff and committee of adjustment members to enter onto the property to gather information necessary for assessing this application.

Signature of Owner(s)

Date

Signature of Owner(s)

Date

APPLICANT(S) ACKNOWLEDGEMENT

I/we acknowledge submission of this application does not necessarily mean that it is a **complete application**. I/we acknowledge that **photographic images** of the property and proposed development location are required as part of the application. The Municipality of Temagami may return the application to the applicant for failure to complete any part of the application form, failure to provide the required supporting documentation or failure to pay the application fee. I/we acknowledge that it is my/our responsibility to provide a complete and accurate application and that the Municipality of Temagami Staff is not permitted to complete the application on my/our behalf.

I/we acknowledge that this application, including all supporting documentation, shall be available to the general public upon request and shall be provided to the Committee of Adjustment members in its entirety.

I/we agree and acknowledge that I/we am/are responsible for all costs associated with third party Local Planning Appeal Tribunal (LPAT) appeals and municipal peer review of background reports, and shall submit the required deposits upon the Municipality’s request for peer review in accordance with the Municipality’s planning fees.

Signature of Applicant (s)

Date

Print Name

SECTION 3 – LAND USE

3.1 Official Plan Designation
3.2 Zoning
SECTION 4 – DESCRIPTION OF THE PROJECT
4.1 Project Description
Provide details of the project.
SECTION 5 – ZONING CONFORMITY
5.1 Explain which section of the Zoning By-law you are requesting relief from and why the project can't conform to the by-law.
SECTION 6 – LOCATION OF THE SUBJECT LAND
6.1 Location of Land
Municipal Address
Legal Description
6.2 Date the subject land was acquired by the current owner.
SECTION 7 – DESCRIPTION OF SUBJECT LAND AND PROJECT
7.1 Description of any proposed buildings/structures
7.2 Property Information - Site
Lot Area: _____
Road Frontage: _____
Water Frontage: _____
Lot Depth: _____
Lot Width: _____
7.3 Are there any easements or restrictive covenants affecting the subject land?
<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe the easement or covenant and its effect _____
SECTION 8 – SERVICING INFORMATION

8.1 Check the appropriate Box	Provincial Highway	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Municipal road - maintained all year	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Municipal road - seasonally maintained	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Other public road (e.g. LRB)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Right of way	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Water access	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Other (e.g. private road)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A

SECTION 9- ACCESS TO SUBJECT LANDS

9.2 If checked **YES** that access to the property is by "water access", please provide which public access is used and how far from the docking and parking facilities is the property.

9.3 If checked **YES** that access to the property is by "private road", "other public road", or "right of way", indicate who owns the land or road, who is responsible for maintenance and if it is seasonal or maintained year round.

SECTION 10 – EXISTING USE I.E. VACANT, RESIDENTIAL LOTS

10.1 Existing use(s) of the subject land:

10.2 How long has the existing use continued?

10.3 Existing use(s) of abutting (neighbouring) properties:

SECTION 11 – EXISTING PARTICULARS OF ALL BUILDINGS AND STRUCTURES

11.1	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height

11.2 Location of all buildings and structures (specify distance)

	Side Lot Lines	Rear Lot Lines	Front Lot Lines
	Side Lot Lines	Rear Lot Lines	Front Lot Lines

SECTION 12 – PROPOSED USE & PROPOSED PARTICULARS OF ALL BUILDINGS AND STRUCTURES

12.1 Description of proposed use of subject land.

12.2	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height

12.3 Location of all proposed buildings and structures (Specify Distance)

	Side Lot Lines	Rear Lot Lines	Front Lot Lines

SECTION 13 – SERVICING INFORMATION

13.1 Check All appropriate boxes.	Publicly owned and operated piped water system	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Privately owned and operated individual well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Privately owned and operated communal well	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Lake or other water body	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Other	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
13.2 Check All appropriate boxes.	Publicly owned and operated sanitary sewage system	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Privately owned and operated individual septic tank	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Privately owned and operated communal septic system	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	Privy	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
	If Other please explain:			
A certificate of approval, or comments, from the local Health Unit or Ministry of the Environment and energy (MOEE) submitted with this application will facilitate the review.				

13.3 Storm Water Drainage	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
If YES Please explain i.e. culvert, ditches or other:			
13.4 Are any of the following uses or features on the subject land or within 500 meters of the subject land:			
Agriculture operation i.e. livestock facility or stockyard	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Landfill	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Sewage treatment plant or waste stabilisation plant provincial significant wetland (class 1,2,3)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Flood Plain	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Rehabilitated mine site	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Non-Operating mine site within 1 km of the subject land	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Active Railway line	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Municipal/Federal Airport	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Utility Corridors	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Heritage building/structure/site?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
If Yes to any of the above, describe _____			
SECTION 14 – PREVIOUS/CURRENT APPLICATIONS			
14.1 Has the subject land ever been the subject of an application under the Planning Act? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe _____			
14.2 Aside from this application, is the subject land currently the subject of an application under the Planning Act? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe _____			
14.3 Is there any other information that you think may be useful to the Municipality in reviewing this application? If so, explain below or attach on a separate page			
SECTION 15 – CHECK LIST			

Have you remembered to attach the following

- 1 copy of the completed application form
- 1 copy of the required sketch
- 1 copy of any required technical or justification study
- The required fee (cheque payable to the Municipality of Temagami)

SECTION 16 – AFFIDAVIT OR SWORN DECLARATION (to be completed by each owner)

I/WE,

_____ *(full name)*

of the _____

(city, town)

in the _____

(region, county, district)

make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me

at the _____

(city, town)

in the _____

(region, county, district)

this _____ day of _____, 20_____

(Commissioner, etc.)

Signature of Applicant *

*Must be signed in the presence of the Commissioner.

Please provide a separate affidavit if more than one applicant.

SITE PLAN REQUIREMENTS

The application shall be accompanied by 1 copies of a site plan showing the following:

Site Plan Requirements:

- 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, identifying which buildings and structures are existing and which are proposed. Also, indicating the distance of the buildings or structures from the front lot line, rear lot line, and the side lot lines;
- A description of the type of development;
- The location of any permitted outdoor storage, handling and processing areas;
- Identification of any abutting roads, and other relevant conditions on adjacent properties - such as land uses;
- Identification of any existing or proposed grading, drainage, utilities, lighting, easements, and significant features of the site (such as walls, fences, hedges, large trees, or other ground cover or facilities for the landscaping of the lands and any adjacent public streets);
- Vehicular areas, walkways, and pathways;
- If applicable, existing grades defined by contour lines or spot elevations;
- Photographs of the area of proposed development;
- A Title Block which includes:
 - Identification of the proposed use of the site
 - Name and address of the person or organization submitting the site plan
 - Municipal address and legal description
 - Date prepared
 - Legend
 - Metric scale
 - Key plan indicating general location of the development with respect to the lake or street
 - North arrow
- Additional information for waterfront properties:
 - Show the 15 metre vegetative buffer from the high water mark;
 - Within the 15 metre vegetative buffer (Shoreline Activity Area) show the following:
 - Meandering pathways or access points to the shoreline – no wider than 2 metres – constructed of permeable material;
 - Pruning of trees for ventilation clearing around buildings limited to 3 metres;
 - Pruning of trees for viewing corridor limited to 6 metres;
 - Removal of trees permitted for safety reasons – indicate which trees will be removed and which trees will be maintained
 - Existing and proposed structures