

APPLICATION FOR MINOR VARIANCE

Submission No: _____



INTERGRATED PLANNING AND PUBLIC WORKS
Planning Approvals 100 Regina Street South P.O.
Box 337, STN. Waterloo, Waterloo, ON N2J 4A8
Ph: 519-747-8752 | Fax: 519-747-8523



MINOR VARIANCE CHECKLIST

Have you consulted with City staff prior to submitting this application?

Date of consultation:

Name of City staff member consulted:

Is your application required to go through the Site Plan Review committee process?

If yes: Date of Site Plan pre consultation meeting:

Date of most recent Site Plan meeting where support
for the site's ability to function was obtained:

Note:

Support from the Site Plan Review Committee does not determine staff support with respect to this Committee of Adjustment Application.

Does your application include complete and accurate drawings?

Have you included 2 copies of this application form plus the original copy?

Have you included the correct fee?

Have you completed the owner consent, owner authorization & declaration sections?

Signature of Applicant/Authorizing Agent

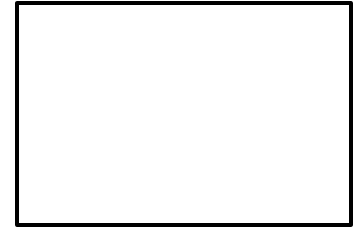
Date

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The undersigned hereby applies to the Committee of Adjustment for the City of Waterloo under Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13 for relief, as described in this application from By-law No. 1108, 1418 or 878A (circle one).

Name of the Registered Owner(s):

Mailing Address:

City: _____ Postal Code: _____
Telephone Number: _____ Fax Number: _____

Email Address:

Name of Authorized Agent(s):

Mailing Address:

City: _____ Postal Code: _____
Telephone Number: _____ Fax Number: _____

Email Address:

Note: Unless otherwise requested, all communications will be sent to the agent.

Location of Property

Street Address:

Legal Description (from survey or plan)

Lot(s) No: _____ Registered Plan No: _____
Lot(s) No: _____ Registered Plan No: _____
Lot(s) No: _____ Registered Plan No: _____

Nature and extent of relief applied for:

In your personal opinion, why is it not possible to comply with the provision of the by-law?

Present Official Plan designation applying to the land

Present Zoning category applying to the land

Has the owner previously applied for relief in respect of subject property? Yes No

If the answer is yes, describe briefly:

Is the subject property the subject of a current application for consent under Section 53 of the Planning Act?
(i.e., severance – creation of new lot) Yes No

Zoning Review (in metres)

	Required	Proposed
Lot Frontage		
Lot Depth		
Lot Area		
Front Yard Setback		
Side Yard Setback		
Flankage Yard Setback (if a corner lot)		
Rear Yard Setback		
Coverage %		
Parking		
Landscape Open Space Requirement		
Accessory Building Setback (if required)		
Other:		
Other:		

Particulars of all buildings and structures on or proposed for the subject lands:

	Existing	Proposed
Ground Floor Area (incl. Garage)		
Gross Floor Area		
Number of Storeys		
Width		
Length		
Height		

When did you purchase this property?

Date of construction of all buildings and structures on subject land:

Existing uses of subject property: *(type and use)*

Residential:

Commercial:

Industrial:

Other:

Proposed use of subject property:

Existing uses of abutting properties:

Residential:

Commercial:

Industrial:

Other:

Length of time the existing uses of the subject property have continued:

(How long has this use been occupying this property?)

Municipal services available?	Water	Yes	No	Connected?	Yes	No
	Sanitary Sewers	Yes	No	Connected?	Yes	No
	Storm Sewers	Yes	No	Connected?	Yes	No

Type of road access/road name:

Application Requirements

- 1) 2 copies of this application form plus the original copy.
- 2) Authorization Form signed by registered owner(s).
- 3) Application fee in cash or cheque made payable to the Treasurer of the City of Waterloo.
- 4) 8 copies of maximum 11"x17" size plan(s):
 - Plan of survey, up to date and prepared by an Ontario Land Surveyor
 - Site Plan, indicating type, size and location of existing and proposed building(s) on the site, distance from all lot lines, location of any easement/rights-of-way, location of buildings on adjacent lots, roads etc.
 - Elevation Plans, for all sides where new construction is proposed and indicating height, grade and window and door openings
 - Floor plans, all rooms labeled as to use and indicating existing and proposed windows and entrances
 - Location of natural and artificial features (eg. railways, roads, water courses, wetlands, wooded areas, etc)
 - Use of adjacent property(s).

General Requirements for All Plans:

- Metric scale and dimensioned with north symbol clearly marked
 - Municipal address, names of adjacent streets, project name, applicant's name, name of firm preparing plans
 - Drawing title and number, preparation date, dates of any revisions
- 5) In the event that the application requires Site Plan Review Committee approval, the applicant must receive support from the Site Plan Review Committee, for the layout of the site prior to making an application to the Committee of Adjustment. This support does not bind the City of Waterloo in supporting the Committee of Adjustment Application.

For Your Information

- A public notice sign, which will be provided to you, is required to be posted in a prominent location on the property for 10 days prior to the hearing
- Supporting materials, such as: a letter of explanation, letters in support, etc. should be submitted as far in advance of the Hearing as possible
- It is recommended that you discuss the proposal with adjacent neighbours in order to address or alleviate concerns that may affect the disposition of your application
- Staff comments will be available for pickup by any interested party the morning of the meeting date
- The application fee is non-refundable

Applicants Signature and Acknowledgment

I/we acknowledge submission of this application does not necessarily mean that it is a “complete” application. The City of Waterloo 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 City of Waterloo staff are not permitted to complete the application on my/our behalf. I/we agree to received support from the Site Plan Review Committee and agree that a hearing before the Committee of Adjustment may be deferred pending review by the Site Plan Review Committee. I/we consent and authorize representatives of the City of Waterloo and those persons identified under the Planning act R.S.O., 1990 c. P13, to enter upon the land subject to this application for the purpose of conducting any site inspections and take pictures as may be necessary for the evaluation of this application.

Signature of the Applicant/Authorized Agent

Print Name

Date

Owner Authorization

* It is required that the persons signing this authorization on behalf of companies/corporations have the necessary authority to bind those corporation(s).

I/we, _____ owner of the lands that are subject to this application,
(name of property owners)

hereby authorize _____ to act on my/our behalf in
(name of agent/person authorized to sign application form)
regard to this application.

Signature of Owner(s): _____ Date: _____

Affidavit (to be completed in person in the presence of a commissioner of oaths, etc.)

I _____ of the Town/City of _____

in the County/Regional Municipality of _____, solemnly declare that all of the statements contained in this application, including all the supporting documentation provided in support of 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 *Canada Evidence Act*.

SWORN before me at the Town/City of _____ in the County/Regional Municipality of _____, this day of _____, 20 _____

Signature of Applicant/Authorized Agent

A Commissioner, etc.

One (1) copy required with original signature

To the extent that the foregoing information constitutes personal information as defined in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990 c.M. 56* as amended, the information is subject to the provisions of that Act and will be used for the purposes indicated or implied by this form. Collection of personal information should be directed to the Commissioner of Integrated Planning and Public Works, Waterloo City Centre, 100 Regina Street South, P.O. Box 337, Station Waterloo, Waterloo, ON N2J 4A8. Telephone 519-886-1550.