

BACKGROUND INFORMATION

This process pertains to an application for Minor Variance pursuant to *Section 45 of the Planning Act*. Prior to the Municipality processing the application, it is required that a copy (1) of the attached application form be **COMPLETED** including the required formal consultation request form, survey plan or an accurate sketch of your proposal detailing the requirements of *Section 16* of this application, and the processing fees of:

Pre-consultation fee: \$400.00

Minor Variance application fee: \$750.00 (minus \$400.00 pre-consultation fee when paid)

PLEASE NOTE

- The application must be completed in metric units.
- The Municipality may require that a certified Ontario Land Surveyor verify the measurements.
- The receipt of inaccurate information may cause delays in the processing of this application.
- Additional information may be required by the Committee of Adjustment prior to a decision being issued. The Municipality reserves the right to determine what information is necessary in order to properly process an application.
- Any external consultants' or agency costs that the Municipality may incur as a result of the review of this application will be the responsibility of the applicant as noted on this application. This includes potential Conservation Authority review fees.

THE MUNICIPALITY IS NOT RESPONSIBLE FOR ANY THIRD PARTY CHARGES RELATED TO THIS APPLICATION

SUBMISSION REQUIREMENTS

An applicant must have **COMPLETED** a pre-consultation **PRIOR** to submitting an application.

Submit (1) digital copy **OR** (1) hard copy of the completed application form, the required formal consultation request form, supporting documents as determined in the pre-consultation meeting, and fee(s) by mail, email, or in person to:

Municipality of Strathroy-Caradoc – Building and Planning Department
52 Frank Street
Strathroy ON, N7G 2R4
Tel: (519) 245-1105
Fax: (519) 245-6353
Email: planning@strathroy-caradoc.ca

MINOR VARIANCE APPLICATION PROCESS

STEP 1

Schedule a required pre-consultation discussion(s) with the Planner. The pre-consultation discussion(s) will review the purpose of the application, identify application requirements, and review the application material for completeness. More than 1 pre-consultation meeting may be required.

STEP 2

Submit a complete application, any required documents, and the applicable fees to the Municipality. The application is to be signed and commissioned either at the municipal office with a commissioner of oaths, a notary public, lawyer or paralegal.

STEP 3

Submission of a complete application 'starts the clock' on the application. A notice of complete application is issued.

STEP 4

A Notice of Public Meeting is posted on the subject lands and is circulated to the applicants, any landowners within a minimum distance of 60 metres, and any relevant agencies at least 10 days before the meeting.

STEP 5

Staff collect public and agency comments and prepare a planning report that includes a planning recommendation.

STEP 6

A Committee of Adjustment public hearing is held where an application will be either approved (with or without conditions), denied, or deferred by the Committee.

STEP 7

A Notice of Decision is provided to the applicants, agencies, and by request within 10 days of the Hearing.

STEP 8

A 20-day appeal period begins on the date of the decision. Any appeals will be heard by the Ontario Land Tribunal for a final decision.

STEP 9

Once the application has been approved and is final, an application for a building permit can be submitted. A building permit cannot be issued until the application has reached this stage.

APPEAL TO THE ONTARIO LAND TRIBUNAL

The applicant, the Minister or a specified person or public body that has an interest in the matter may within 20 days of the making of the decision appeal to the Tribunal against the decision of the committee by filing with the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons in support of the objection accompanied by payment to the secretary-treasurer of the fee charged by the Tribunal as payable on an appeal from a committee of adjustment to the Tribunal.

For more information on your appeal rights, the appeal process, and appeal forms, please visit:
<http://www.olt.gov.on.ca>

MFIPPA Notice of Collection & Disclosure

Collection of information on this form is authorized under *Section 45 of the Planning Act* and O. Reg. 200/96 for the purpose of processing your planning application.

Pursuant to *Section 1.0.1 of the Planning Act*, and in accordance with *Section 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of Strathroy-Caradoc to make all planning applications and supporting material available to the public.

For further information, visit our website at www.strathroy-caradoc.ca

Questions pertaining to the application(s) prior to submission, contact:

Eva Baker, Development Services Coordinator

Email: ebaker@strathroy-caradoc.ca

Tel: (519) 245-1105 ext. 234

Erin Besch, Planner

Email: ebesch@middlesex.ca

Tel: (519) 434-7321 ext. 2352





FOR OFFICE USE ONLY	
File Number:	
Date Received:	
Pre-Consultation Date:	
Planner:	

Minor Variance Application PURSUANT TO SECTION 45 OF THE PLANNING ACT

 45(1)

 45(2)

Date of Application:	
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1. Applicant information

1a. Registered owner(s) of the subject land

Name:

Address:

Town:

Postal Code:

Phone:

Cell:

Fax:

Email:

1b. Agent (authorized by the owner to file the application) (if applicable)

Name:

Address:

Town:

Postal Code:

Phone:

Cell:

Fax:

Email:

2. Description of Subject Land

Geographic Township:

Concession(s):

Street Address:

Lot(s):

Registered Plan:

Part(s):

Reference Plan:

Municipal Roll Number:

3. Please indicate the date when the subject land was acquired by the current owner:

Day

Month

Year

4. Current Official Plan land use designation:

5. Current Zoning:

6a. Describe the nature and extent of the relief from the Zoning By-law (what is being varied):

6b. Provide reasons why the proposed use cannot comply with the provisions of the Zoning By-law:

7. Dimensions of Subject Land (in metric units)

Frontage:		Depth:		Area:	
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8. Access to Subject Land (please provide information for only those that apply to this property)

Provincial Highway:		County Road:	
Municipal Road:		Other Public Road:	
Right of Way:		Water:	

9a. Describe all existing uses of the subject land:

9b. Please indicate the length of time that the existing uses of the subject land have continued:

9c. Please indicate whether there are any existing buildings or structures on the subject lands:	<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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9c. *If YES, please complete the following table indicating the types of buildings and structures, including date of construction, that currently exist on the lot and the specified measurements (in metric units):

Types of Building/ Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

10a. Please indicate whether any buildings or structures are proposed to be built on the subject land:

YES*
 NO

*If YES, please complete the following table indicating the types of buildings and structures, proposed on the subject land and the specified measurements (in metric units):

Types of Building/ Structure	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Ground Floor Area

10b. Describe all proposed uses of the subject land:

11. Water Supply: How is water to be supplied?			
<input type="checkbox"/>	Publicly owned and operated piped water system	<input type="checkbox"/>	Lake or other water body
<input type="checkbox"/>	Privately owned well or communal well	<input type="checkbox"/>	Other (please specify):
12. Sewage Disposal: How is sewage to be disposed of?			
<input type="checkbox"/>	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	Privy
<input type="checkbox"/>	Privately owned individual or communal septic system	<input type="checkbox"/>	Other (please specify):
13. Storm Drainage: How is storm drainage to be provided?			
<input type="checkbox"/>	Storm sewers	<input type="checkbox"/>	Swales
<input type="checkbox"/>	Municipal Drainage ditches	<input type="checkbox"/>	Other (please specify):

14. Are the lands the subject of:			
An application for approval of a Plan of Subdivision under the <i>Planning Act</i>?			
<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.	Status:	
An application for Consent under the <i>Planning Act</i>?			
<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.	Status:	
15. Please indicate whether the subject land has previously been the subject of an application for Minor Variance:			
<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
*If yes, provide the following:	File No.:	Date:	

16. This application must be accompanied by a sketch showing the following information. Failure to supply this information will result in a delay in processing of the application. Please complete the checklist below to ensure you have included all the requirement information.	
<input type="checkbox"/>	The boundaries and dimensions of the subject land.
<input type="checkbox"/>	The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building and structures from the front yard lot line, rear yard lot line and the side yard lot lines.
<input type="checkbox"/>	The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example: buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic system).
<input type="checkbox"/>	The current uses on land that s adjacent to the subject land.
<input type="checkbox"/>	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, private road or a right-of-way.
<input type="checkbox"/>	If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
<input type="checkbox"/>	The location and nature of any easement affecting the subject land.

STATUTORY DECLARATION

I, _____ of the _____
(Name) (Name of City, Town, Township, Municipality, etc.)

in the _____
(Name of County, Region or District)

SOLEMNLY DECLARE THAT

The information provided in this application is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the _____ in the _____

On this _____ day of _____ 20 _____

A Commissioner of Oaths

Applicant or Authorized Agent*

PROCEDURAL REQUIREMENTS FOR THE POSTING OF NOTICE SIGNS FOR PLANNING APPLICATIONS

LEGISLATIVE REQUIREMENTS

Provincial regulations established under the *Planning Act* set out how an approval authority is to notify the public of a planning application e.g. a severance, rezoning, subdivision or minor variance. The Municipality of Strathroy-Caradoc, these regulations are generally satisfied through direct mailing to surrounding property owners and the posting of a sign on the subject property.

RESPONSIBILITIES OF THE APPLICANT/AGENT

The required notice signs will be prepared by municipal staff and made available at the Strathroy-Caradoc municipal office. Once the public meeting date(s) has/have been set for the application(s) and signs prepared, the applicant/agent will be contacted by municipal staff. The applicant will also be informed of the date by which the sign(s) must be erected in order to comply with the Planning Act regulations.

It will then be the responsibility of the applicant to:

1. Obtain and erect the required sign(s) by the date and in the manner prescribed.
2. Ensure that all signs are properly maintained from the prescribed date until the day after the last public meeting date indicated on the sign.
3. Remove the sign(s) and return them to the Planning Department within 1 week of the meeting date.

If the sign(s) is/are not posted as set out in the regulations, any decision made by Committee or Council on this application could be declared null and void should it be challenged because of lack of proper notice.

Should it be determined that the sign(s) was/were not posted properly, the Committee or Council will defer the application and additional fees will be required to cover the costs of issuing an additional notice for any new hearing/meeting date(s).

LOCATION OF SIGNS

The notice sign(s) shall be placed in accordance with the following:

1. A minimum of one sign shall be placed on each property which is the subject of the application.
2. A minimum of one sign shall be located at or near the centre of each property line with frontage on a public road, or where the main driveway meets each public road.
3. Each sign shall be placed parallel to the public road upon which it fronts.
4. Each sign shall be clearly visible and legible from the travelled portion of the public road upon which it fronts.
5. Where posting on the property is impractical, the sign(s) shall be placed at a nearby location approved by the Municipality.

Please contact the Building and Planning Department if you have any questions or need additional or replacement signs.

I, the undersigned do hereby agree to my responsibilities as outlined in this document.

Signature of Applicant/Agent	Date

***If applicable, please complete the attached authorization for an agent to act on behalf of the owner of the subject land.**

Permission to Enter	
The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the Municipality of Strathroy-Caradoc Committee of Adjustment and Municipality of Strathroy-Caradoc staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Minor Variance.	
Signature of owner or person having authority to bind the owner	Date

MUNICIPAL COSTS	
Please be advised that the Municipality may incur expenses associated with obtaining outside legal/ engineering/ planning review/ assistance from its consultants, relating to your application. Any expenses that the Municipality incurs in this regard will be forwarded to you, the owner, for payment.	
I, _____, (the owner) acknowledge that I will pay all legal/ engineering/ planning expenses the Municipality incurs as outlined above.	
Signature	Date

AGENT AUTHORIZATION	
I, _____, being the owner of the property described in Section 1 <div style="text-align: center;">_____</div> <div style="text-align: center;">(Name)</div> of this application for Minor Variance, hereby authorize _____ <div style="text-align: center;">_____</div> <div style="text-align: center;">(Agent)</div> to act as my agent in matters related to this application for Minor Variance.	
Dated this _____ day of _____ 20____	

Owner	