

Application Fee \$800.00  
Deposit \$1,000.00  
Total Fee \$1,800.00

**THE PLANNING ACT**

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

File No. \_\_\_\_\_

The undersigned hereby applies to the *Committee of Adjustment* for the *Township of Melancthon* under Section 45 of the **Planning Act**, for relief, as described in this application, from By-law No. \_\_\_\_\_ (as amended)

1. Name of Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

2. Address \_\_\_\_\_

3. Name of Agent (if any) \_\_\_\_\_ Telephone No. \_\_\_\_\_

4. Address \_\_\_\_\_

**Please Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

5. Names and addresses of any mortgagees, holders of charges or other encumbrances:

\_\_\_\_\_  
\_\_\_\_\_

6. Nature and extent of relief applied for:

\_\_\_\_\_  
\_\_\_\_\_

7. Why is it not possible to comply with the provisions of the by-law?

\_\_\_\_\_  
\_\_\_\_\_

8. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number):

\_\_\_\_\_  
\_\_\_\_\_

9. Type of access to subject property:

Provincial Highway _____	County Road _____
Year Round Municipal Road _____	Seasonal Municipal Road _____
Unopen Road Allowance _____	Private Right-of-way _____
Other, please specify _____	

If proposed access is by water, what boat docking and parking facilities are available on the mainland?

Specify \_\_\_\_\_

10. Dimensions of land affected:

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

Width of street \_\_\_\_\_

11. Particulars of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing \_\_\_\_\_  
\_\_\_\_\_

Proposed \_\_\_\_\_  
\_\_\_\_\_

12. Location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear and front lot lines):

Existing \_\_\_\_\_  
\_\_\_\_\_

Proposed \_\_\_\_\_  
\_\_\_\_\_

13. Date of acquisition of subject land:

\_\_\_\_\_

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

\_\_\_\_\_

15. Existing uses of the subject property:

\_\_\_\_\_  
\_\_\_\_\_

16. Proposed uses of the subject property:

\_\_\_\_\_  
\_\_\_\_\_

17. Existing uses of abutting properties:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

19. Municipal services available (check appropriate space or spaces)

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Septic
Existing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

20. Present Official Plan provisions applying to the land:

\_\_\_\_\_

21. Present Zoning By-law provisions applying to the land:

\_\_\_\_\_

22. Has the owner previously applied for relief in respect of the subject property?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If the answer is yes, describe briefly:

---



---

23. Is the subject property the subject of an application under the Act for a consent or for approval of a plan of subdivision under section 52 of the Planning Act?

\_\_\_ Yes \_\_\_ No

If yes, please specify the file number \_\_\_\_\_

24. The applicant shall attach to each copy of this application a sketch showing the following:

- I. The boundaries and dimensions of the subject land.
- ii. 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 and the side yard lot lines.
- iii. The approximate location of all natural and artificial features 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. Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. 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.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. The location and nature of any easement affecting the subject land.

NOTE: It is required that this application be filed with the Secretary-Treasurer of the Committee of Adjustment and be accompanied by a fee of \$800.00 + \$1,000.00 deposit in cash or by cheque made payable to the Township of Melancthon.

**UPON SUBMISSION OF THIS APPLICATION THE APPLICANT AGREES:**

1. That the fee submitted with this application covers only routine processing costs (i.e. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (i.e. planning, legal or engineering fees, OMB Hearing costs, agreements, special studies, other approvals or applications and any other related matters) will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.
2. To pay the application fee in full prior to the processing of this application.
3. To allow the Committee of Adjustment to site inspect the property in consideration for this application.

**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that all the statements contained in this application and all the information provided is 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.

Declared before me

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

at the \_\_\_\_\_

in the \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
A Commissioner, etc.

**Authorizations:**

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 on his/her behalf, must be included with this form or the authorization set out below must be completed.

**Authorization of Owner for Agent to Make Application and for Agent to Provide Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application for consent and I authorize \_\_\_\_\_ to act as my agent for the purpose of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Consent of the Owner to the Use and Disclosure of Personal Information**

I, \_\_\_\_\_, am the owner of the land that is the subject of this consent application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Property Owners Name:

Location of Property:

Please use this space for your sketch.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of the property.