

**TOWNSHIP OF MCDOUGALL  
COMMITTEE OF ADJUSTMENT APPLICATION INSTRUCTIONS**

1. Applications or their authorized agents only may fill out the form.
2. Applicants are asked to submit the required fee of \$250.00 when filing the application.
3. Township staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application you may be advised to consult with applicable agencies prior to submitting this application to the Township.
4. You will be notified, in writing, of the date of the hearing of the Committee of Adjustment which will be held to hear your application.
5. This application **MUST** be accompanied by a sketch showing all relevant information including:
  - a) Dimensions of subject land;
  - b) all abutting land;
  - c) location, size and type of all buildings;
  - d) the nature of the relief being requested;
  - e) the location of all natural and artificial features on the subject land (e.g. roads, easements, water courses, channels, shoals, etc.) which may affect the application, and
  - f) if access to Subject Land is by water only, the location of the parking and docking facilities to be used.

The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.

Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.

**NOTE: FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**

# APPLICATION FOR

File No.
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**MINOR VARIANCE - s. 45 (1)**       **PERMISSION - s. 45 (2)**

The undersigned hereby applies to the Committee of Adjustment for the .....  
 ..... under section  
 (name of municipality)  
 45 of the *Planning Act* for relief, as described in this application, from By-law No. .... (as amended).

NAME OF OWNER	NAME OF AGENT (if applicant is an agent authorized by the owner)
ADDRESS	ADDRESS
TELEPHONE	TELEPHONE

**OFFICIAL PLAN** - current designation of the subject land:


**ZONING BY-LAW** - current zoning of the subject land:


**RELIEF** - nature and extent of relief from the zoning by-law:


**REASON** why the proposed use cannot comply with the provisions of the zoning by-law:


**LEGAL DESCRIPTION** of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number):


Note: See reverse of page 3 for details of sketch required.

**DIMENSIONS OF LAND** affected:

Frontage:	Depth:	Area:

**ACCESS** - Access to the subject land is by:

<input type="checkbox"/> Provincial highway	<input type="checkbox"/> Municipal road - seasonal
<input type="checkbox"/> Municipal road - year round	<input type="checkbox"/> Right-of-way
<input type="checkbox"/> Other public road (specify) .....	<input type="checkbox"/> Water

**WATER ACCESS** - Where access to the subject land is by water only:

Docking facilities (specify) .....	Parking facilities (specify) .....
distance from subject land .....	distance from subject land .....
distance from nearest public road .....	distance from nearest public road .....

<b>EXISTING USES</b> of the subject land:	<b>LENGTH OF TIME</b> the existing uses of the subject land have continued:

**EXISTING BUILDINGS - STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

TYPE .....	Front lot line setback: .....	Height in metres: .....
	Rear lot line setback: .....	Dimensions: .....
DATE CONSTRUCTED .....	Side lot line setback: .....	Floor area: .....
	Side lot line setback: .....	
TYPE .....	Front lot line setback: .....	Height in metres: .....
	Rear lot line setback: .....	Dimensions: .....
DATE CONSTRUCTED .....	Side lot line setback: .....	Floor area: .....
	Side lot line setback: .....	

*attach additional page if necessary*

**PROPOSED USES** of the subject land:


**PROPOSED BUILDINGS - STRUCTURES** - Where any buildings or structures are proposed to be built on the subject land, indicate for each:

TYPE .....	Front lot line setback: .....	Height in metres: .....
	Rear lot line setback: .....	Dimensions: .....
	Side lot line setback: .....	Floor area: .....
	Side lot line setback: .....	
TYPE .....	Front lot line setback: .....	Height in metres: .....
	Rear lot line setback: .....	Dimensions: .....
	Side lot line setback: .....	Floor area: .....
	Side lot line setback: .....	

*attach additional page if necessary*

**DATE** - Subject land was acquired by current owner on: .....

**WATER** is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated piped water system	<input type="checkbox"/> Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	<input type="checkbox"/> Other means (specify) .....
<input type="checkbox"/> Privately-owned/operated communal well	

**SEWAGE DISPOSAL** is provided to the subject land by:

<input type="checkbox"/> Publicly-owned/operated individual septic system	<input type="checkbox"/> Publicly-owned/operated communal septic system
<input type="checkbox"/> Privy	<input type="checkbox"/> Other means (specify) .....

STORM DRAINAGE is provided to the subject land by:

- Sewers
- Ditches
- Swales
- Other means (specify) .....

OTHER APPLICATIONS - If known, indicate if the subject land is the subject of an application under the Act for:

- Approval of a plan of subdivision (under section 51)    File # .....    Status .....
- Consent (under section 53)    File # .....    Status .....
- Previous application (under section 45)    File # .....    Status .....

## AUTHORIZATION BY OWNER

I, the undersigned, being the owner of the subject land, hereby authorize .....  
to be the applicant in the submission of this application.

.....  
Signature of owner

.....  
Signature of witness

.....  
Date

## DECLARATION OF APPLICANT

I, ..... of the ..... of  
..... in the ..... of .....  
solemnly declare that:

All the statements contained in this application and provided by me 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.

DECLARED before me at the .....

of .....

in the ..... of .....

this ..... day of ..... 19 .....

.....  
Signature of applicant

.....  
Signature of commissioner, etc.

It is required this application be accompanied by a fee of \$ ..... in cash or by cheque made payable to the Treasurer  
of the .....

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**PLANS REQUIRED**  
**IT WILL BE NECESSARY TO SUBMIT PRELIMINARY SITE PLANS**  
**FOR THE DEVELOPMENT AT THE TIME OF THE FILING OF THIS APPLICATION.**

Minimum requirements will be 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 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.

**FOR OFFICE USE ONLY**

Name of Owner .....	Address .....
Name of Agent .....	Address .....
Date of receipt of completed application .....	Checked by .....
Zoning By-law No. ....	Passed .....
As amended by By-law No. ....	Passed .....
And By-law No. ....	Passed .....
Sections .....	Zone .....
Official Plan Designation .....	
.....	
Agricultural Land Use Classification in Canada: Land Inventory .....	
Site visit carried out by staff or committee member:	YES <input type="checkbox"/> NO <input type="checkbox"/>
Authorization of owner received (if required)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Conformity with the Agricultural Code of Practice (if applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Committee File No. ....	Committee Submission No. ....
Hearing Date .....	Adjourned Hearing Date .....
General comments: .....	
.....	