

**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.

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

- Owner
- Agent
- Both Owner and Agent

1.4 Names and addresses of any mortgages, holders of charges or other encumbrances

SECTION 2 – LOCATION OF THE SUBJECT LAND

2.1 Location of Land

Municipal Address

Legal Description

SECTION 3 – DESCRIPTION OF THE PROJECT

3.1 Project Description

Nature and extent of project and requested relief from the Zoning By-law

Description of any proposed buildings/structures

Description of any proposed uses

Reason why the proposed use cannot comply with the provision(s) of the Zoning By-law

SECTION 4 – DESCRIPTION OF SUBJECT LAND AND PROJECT

4.1 Are there any easements or restrictive covenants affecting the subject land?

- No Yes If Yes, describe the easement or covenant and its effect _____

4.2 Date the subject land was acquired by the current owner

4.3 Property Information - Site						
Lot Area: _____						
Road Frontage: _____						
Water Frontage: _____						
Lot Depth: _____						
Lot Width: _____						
4.4 Property Information - Use						
Existing use(s) of the subject land: _____						
Length of time the existing uses of the subject land have continued: _____						
4.5 Existing uses of abutting properties						
4.6 Particulars of all buildings and structures on or proposed for the subject land						
Existing	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
Proposed	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
4.7 Location of all buildings and structures on or proposed for the subject land (specify distance)						
Existing	Side Lot Lines		Rear Lot Lines		Front Lot Lines	
Proposed	Side Lot Lines		Rear Lot Lines		Front Lot Lines	
SECTION 5 – SERVICING INFORMATION						
5.1 Access (check the appropriate space)	Provincial Highway					
	Municipal road - maintained all year					
	Municipal road - seasonally maintained					
	Other public road (e.g. LRB)					
	Right of way					
	Water access					
	Other (e.g. private road)					

5.2 If access to the subject land is by 'water access' describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road

5.3 If access to the subject land is by 'private road', 'other public road', or 'right of way', indicate who owns the land or road, who is responsible for its maintenance, and whether it is maintained seasonally or all year

5.4 Water Supply (check the appropriate space)	Publicly owned and operated piped water system	
	Privately owned and operated individual well	
	Privately owned and operated communal well	
	Lake or other water body	
	Other	

5.5 Sewage Disposal (check the appropriate space)	Publicly owned and operated sanitary sewage system	
	Privately owned and operated individual septic tank	
	Privately owned and operated communal septic system	
	Privy	
	Other	
	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.	

5.6 Storm Water Drainage
Specify: _____

5.7 Other services (check if the service is available)	Electricity	
	School Bussing	
	Garbage Collection	

SECTION 6 – LAND USE

6.1 Official Plan Designation

6.2 Zoning

6.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land:
An agricultural operation including livestock facility or stockyard, a landfill, a sewage treatment plant or waste stabilisation plant, a provincially significant wetland (class 1,2, or 3 wetland), a flood plain, a rehabilitated mine site, a non-operating mine site within 1 kilometre of the subject land, an active railway line, a municipal/federal airport, a utility corridors, or a heritage building/structure/site?

No Yes If Yes, describe _____

SECTION 7 – PREVIOUS/CURRENT APPLICATIONS

7.1 Has the subject land ever been the subject of an application under the Planning Act?

No Yes Unknown If Yes, describe _____

7.2 Aside from this application, is the subject land currently the subject of an application under the Planning Act?

No Yes Unknown If Yes, describe _____

7.3 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 8 – AUTHORIZATION

8.1 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.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, am the owner of the land that is subject of this application and I authorize _____ to make this application on my behalf.

Signature of Owner(s)

Date

8.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

AUTHORIZATION OF OWNER FOR AGENT TO DISCLOSE PERSONAL INFORMATION

I, _____, am the owner of the land that is subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act I authorize _____ to make this application on my behalf.

Signature of Owner(s)

Date

8.3 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, _____, am the owner of the land that is the subject of this 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.

Signature of Owner(s)

Date

8.4 Consent of Owner – Site Visit

I, _____, am the owner of the land that is the subject of this application and I 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

SECTION 9 – CHECK LIST

Have you remembered to attach the following

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

SECTION 10 – AFFIDAVIT OR SWORN DECLARATION (to be completed by each owner)

I, _____
(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.)

Owner

SITE PLAN REQUIREMENTS

The application shall be accompanied by 2 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;
- 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