

Municipal Fee Received	
ERCA Fee Received:	

Application No. \_\_\_\_\_

**FORM 1  
PLANNING ACT  
APPLICATION FOR MINOR VARIANCE   
APPLICATION FOR PERMISSION   
TOWN OF AMHERSTBURG**

1. Name of approval authority Town of Amherstburg

2. Date application received by municipality \_\_\_\_\_

3. Date application deemed complete by municipality \_\_\_\_\_

4. Name of registered owner \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Name of registered owner's solicitor  
or authorized agent (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Please specify to whom all communications should be sent:

- registered owner       solicitor       agent

5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

\_\_\_\_\_

6. Location and description of subject land:

Concession No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Street Address \_\_\_\_\_ Assessment Roll No. \_\_\_\_\_

7. Size of subject parcel:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

8. Access to subject parcel:

- Municipal Road       County Road       Provincial Highway  
 Private       Water

If access to the subject land is **by water** only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

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9. Current Official Plan Land Use designation of subject land \_\_\_\_\_

10. Current Zoning of subject land \_\_\_\_\_

11. Nature and extent of relief from the Zoning By-law requested \_\_\_\_\_

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12. Reasons why minor variance is necessary \_\_\_\_\_

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13. Current use of subject land \_\_\_\_\_

14. Length of time current use of subject land has continued \_\_\_\_\_

15. Number and type of buildings or structures **existing** on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

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16. Date of construction of existing buildings and structures on the subject land:

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17. Date subject land acquired by current registered owner \_\_\_\_\_

18. Proposed use of subject land \_\_\_\_\_

19. Number and type of buildings or structures **proposed** to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

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20. Type of water supply:

- municipally owned and operated piped water supply
- well
- Other (specify) \_\_\_\_\_

21. Type of sanitary sewage disposal:

- municipally owned and operated sanitary sewers
- septic system
- Other (specify) \_\_\_\_\_

22. Type of storm drainage:

- sewers
- ditches
- swales
- Other (specify) \_\_\_\_\_

23. If known, indicate whether the subject land is the subject of an application under the Planning Act for:

- consent to sever
- approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

\_\_\_\_\_

24. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act.

\_\_\_\_\_

25. The proposed project includes the addition of permanent above ground fuel storage:

- Yes
- No

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(signature of applicant, solicitor or authorized agent)

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in 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.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant, Solicitor or Authorized Agent

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

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of the subject land;
- b) 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;
- c) 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/tile fields;
- d) the current uses on land that is adjacent to the subject land;
- e) 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;
- f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land.

**A minor variance application fee of \$710.00, along with an ERCA development review fee of \$115.00 (total of \$825.00 payable to the Town of Amherstburg), must accompany your completed application.**

**AUTHORIZATION**

(Please see note below)

To: Secretary-Treasurer  
Committee of Adjustment  
Town of Amherstburg

Description and Location of Subject Land:

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

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

\_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ to:

- (1) make an application on my/our behalf to the Committee of Adjustment for the Town of Amherstburg;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by Town's Committee of Adjustment relevant to the application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ in  
the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Witness

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

\_\_\_\_\_  
Signature of Witness

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

\_\_\_\_\_  
Signature of Witness

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

\* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

**POSTING COMMITTEE OF ADJUSTMENT ADVISORY SIGN**

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This will confirm the requirements of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you upon submission of your application(s). You are directed to post the sign in a prominent location that will enable the public to observe the sign.

The location of each sign will depend on the lot and location of structures on it. The sign should be placed so as to be legible from the roadway in order that the public see the sign and make note of the telephone number should they wish to make inquiries. For corner lots, a separate sign will be required, facing each roadway. The Zoning By-law prohibits the signs from being located in any corner lot sightlines. In most cases, please post the sign on a stake as you would a real estate sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance. Please contact the undersigned if you have any queries on the sign location.

Each sign must remain posted beginning 14 days prior to the Hearing, until the day following the decision of the Committee of Adjustment. Please complete the form below indicating your agreement to post the sign(s) as required. This form must be submitted with the application so that it may be placed on file as evidence that you have met the Committee's requirements. Failure to post the sign as required will result in deferral of the application.

Frank Garardo, MCIP RPP  
Secretary-Treasurer  
AMHERSTBURG COMMITTEE OF ADJUSTMENT

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**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICATION NUMBER(S):** \_\_\_\_\_

I understand that each sign must be posted at least 14 days before the Hearing, and will remain posted and be replaced if necessary, until the day following the Decision.

I acknowledge that the Secretary-Treasurer has confirmed these requirements with me.

\_\_\_\_\_  
Signature (Owner/Authorized Agent)

\_\_\_\_\_  
Date