

Municipal Fee Received:	
ERCA Fee Received:	

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

**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 & Postal Code \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name of registered owner's solicitor  
 or authorized agent (if any) \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 Address & Postal Code \_\_\_\_\_  
 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 \_\_\_\_\_

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

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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 \_\_\_\_\_

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

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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:

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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.

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

- Yes
- No

26. Is the land within 600m of property that is designated as Extraction Industry?

- Yes
- No

If yes, as per Section 3.3.3 of the Official Plan a noise and vibration study is required for approval by the Town, to be completed.

**A minor variance application fee of \$1239.00, along with an ERCA development review fee of \$200.00 (total of \$1439.00 payable to the Town of Amherstburg), must accompany your completed application.**

Dated at the \_\_\_\_\_ of \_\_\_\_\_  
**PRINT NAME OF TOWN OR CITY**

This date \_\_\_\_\_.

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**SIGNATURE APPLICANT, SOLICITOR OR AUTHORIZED AGENT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_  
**NAME** **PRINT NAME OF TOWN OF CITY**

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 \_\_\_\_\_  
**PRINT NAME OF TOWN OR CITY**

In the \_\_\_\_\_ of \_\_\_\_\_  
**PRINT COUNTY/REGION/DISTRICT**

this date \_\_\_\_\_.

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**APPLICANT, SOLICITOR OR AUTHORIZED AGENT**

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**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.

**If the subject lands are located within 120 m of a Provincially Significant Wetland, Significant Woodland, Area of Natural or Scientific Interest or Significant Species at Risk Habitat, the applicant may be required to complete a natural heritage review. The initial pre-consultation cost of the natural heritage review is \$565 and should additional work, such as an Environmental Impact Assessment, be required, the applicant will be responsible for all costs associated with review. Costs associated with the review will be invoiced to the applicant through the Town of Amherstburg. The applicant will be responsible for finding their own qualified biologist to complete the Environmental Impact Assessment, if required, and will be responsible for all costs associated with the assessment.**

# **AUTHORIZATION**

(Please see note below)

To: Secretary-Treasurer  
Committee of Adjustment  
Town of Amherstburg

Description and Location of Subject Land:

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

\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ to:  
**PRINT NAME** **PRINT TOWN OR CITY**

- (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 \_\_\_\_\_  
**PRINT TOWN OR CITY**

in the \_\_\_\_\_ of \_\_\_\_\_  
**PRINT COUNTY/REGION/DISTRICT**

this date \_\_\_\_\_.

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**SIGNATURE OF WITNESS**

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**SIGNATURE OF OWNER**

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**SIGNATURE OF WITNESS**

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**SIGNATURE OF OWNER**

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**SIGNATURE OF WITNESS**

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**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 the 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. 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.

The sign must remain posted beginning 10 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.

Chris Aspila, MCIP RPP  
Manager of Planning Services

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

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

I understand that each sign must be posted at least 10 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.

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SIGNATURE (APPLICANT OR AUTHORIZED AGENT)

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DATE