

## Schedule "A"

### THE CORPORATION OF THE TOWNSHIP OF CHATSWORTH

#### Application for Minor Variance or Permission

#### GUIDELINES

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***Introduction:*** The submission of an application for Minor Variance or Permission is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of these guidelines is to assist persons in completing the application for Minor Variance or Permission. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of these guidelines.

***Application Fees:*** Each application must be accompanied by the application fee in the form of a cheque payable to the **Township of Chatsworth**. This fee shall be considered a deposit which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the above noted application fee, the applicant shall provide the municipality with an additional deposit.

***Authorization:*** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

***Drawing:*** All applications for Minor Variance or Permission must include an accurate to scale drawing, preferably prepared by a qualified professional, showing the items listed below:

The land subject to the application including its boundaries and dimensions; and the location and nature of any easements or restrictive covenants which affect the subject land;

The uses of adjacent and abutting land (e.g. residential, agricultural, extractive, commercial, industrial, recreational, institutional);

All abutting lands owned by the owner (if any) and its boundaries and dimensions;

The location of all existing as well as proposed buildings, their uses, widths, lengths, numbers or storeys, and setbacks from street lines and side lot lines.

The location of all natural and man-made features on the land (e.g. buildings, structures, fencing, parking areas, road allowances, railways, wells, septic tanks, wooded areas, water courses, ditches) and the location of any of these features on adjacent or abutting land that may affect this application.

***Supporting Information:*** Please bear in mind that additional information may be

required by the municipality, County, local and provincial agencies in order to evaluate the proposed amendment. This information is often a requirement of the local Official Plan, the County Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.

***Approval Process:***

Upon receipt of an **application**, the required **fee** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the Ontario Planning Act.) The applicant will be requested to attend various meetings, including a public meeting, to present the proposal. The applicant will be provided notice of any decision made by the Committee of Adjustment concerning the application.

***Further Information:***

**Fees: \$750.00  
\$230.00 (\$115.00 second application) Conservation Fee**

**Township of Chatsworth  
RR 1  
Chatsworth, Ontario  
N0H 1G0**

**519-794-3232**

**Copies:**

**3 copies of this application, including the drawing and other information as may be specified, shall be required.**



10. PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS: (Use a separate page if necessary)

	<u>Existing</u>		<u>Proposed</u>	
a) Type of Building(s)	_____		_____	
b) Main Building Height	(m)	(ft)	(m)	(ft)
c) % Lot Coverage	_____		_____	
d) # of Parking Spaces	_____		_____	
e) # of Loading Spaces	_____		_____	
f) Number of floors	_____		_____	
g) Total Floor Area	(sq.m.)	(sq.ft.)	(sq.m.)	(sq.ft.)
h) Ground Floor Area (exclude basement)	(sq.m.)	(sq.ft.)	(sq.m.)	(sq.ft.)

11. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	<u>Municipal Water</u>	<u>Commercial Water</u>	<u>Private Well</u>	<u>Municipal Sewers</u>	<u>Commercial Sewers</u>	<u>Private Septic</u>
a) Existing	( )	( )	( )	( )	( )	( )
b) Proposed	( )	( )	( )	( )	( )	( )

12. ARE STORMWATER SEWERS PRESENT? ( ) Yes ( ) No

13. WHAT IS THE NAME OF THE ROAD PROVIDING ACCESS? \_\_\_\_\_

14. ACCURATE TO SCALE, DRAWING OF PROPOSAL: ( on a separate page(s) or on page attached, please provide a drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.)

15. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:

(If affidavit (#16) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed).

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_  
 County/Region of \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to act as my agent  
 in the application.

\_\_\_\_\_  
 Signature of Owner(s) \_\_\_\_\_  
 Date

16. AFFIDAVIT: (This affidavit must be signed in the presence of a Commissioner)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in  
 the County/Region of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I (we) 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 County/Region  
 of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

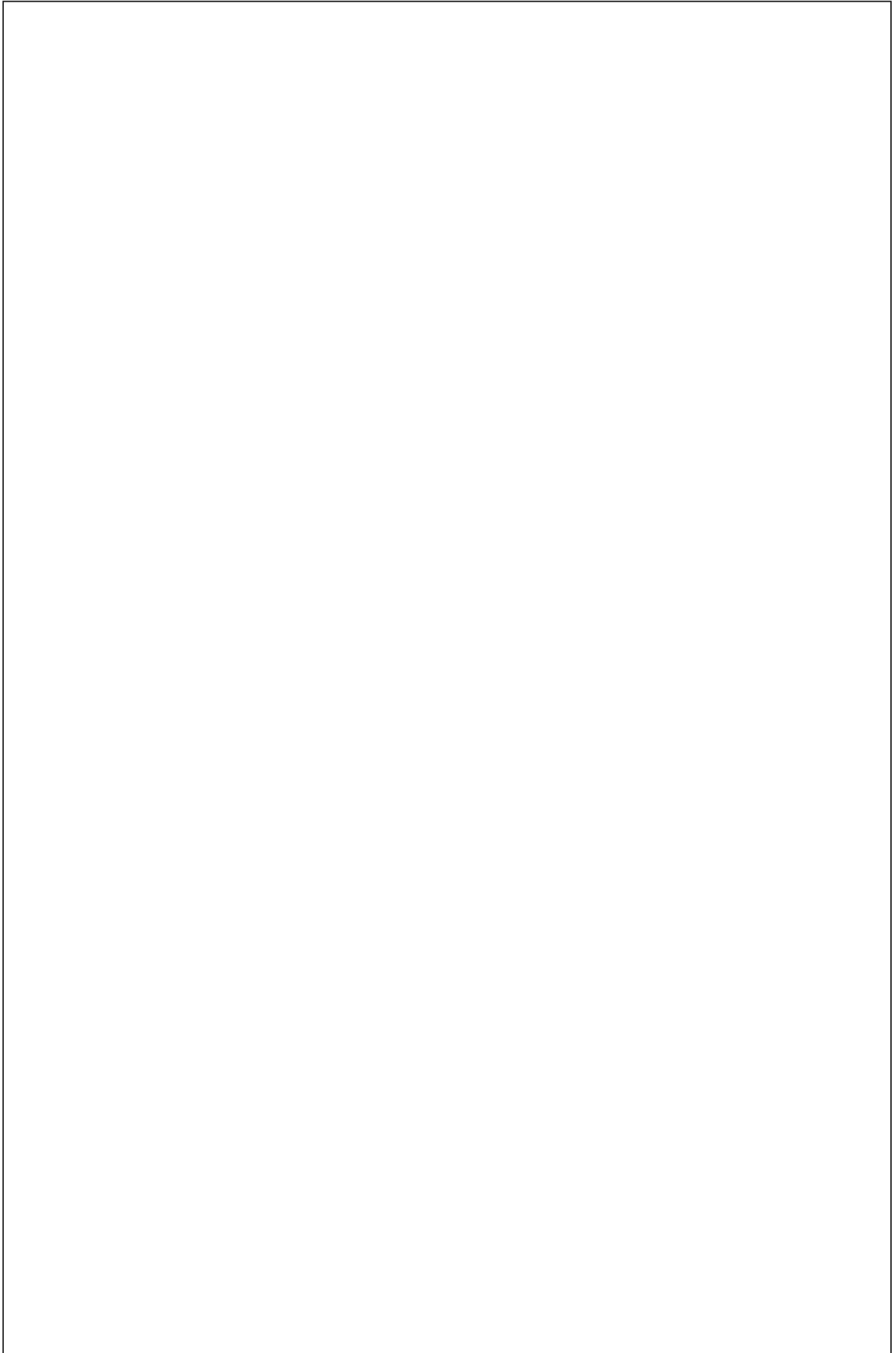
\_\_\_\_\_  
 Signature of Owner or Authorized Solicitor or Authorized Agent \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Commissioner \_\_\_\_\_  
 Date

APPLICATION AND FEE OF \$ \_\_\_\_\_ RECEIVED BY THE MUNICIPALITY:

\_\_\_\_\_  
 Signature of Municipal Employee \_\_\_\_\_  
 Date

APPLICANT'S NAME: \_\_\_\_\_ TYPE OF AMENDMENT: \_\_\_\_\_ DATE: \_\_\_\_\_



**The drawing(s) should show:**

- |  |  |                          |
|--|--|--------------------------|
| -Property boundaries and dimensions  | -Dimensions of area of amendment         | -Distance to lot lines   |
| -Easements or restrictive covenants  | -Buildings and dimensions                | -Neighbouring properties |
| -Neighbouring adjacent land uses   | -Parking and loading areas               | -Driveways and lanes     |
| -Public ponds, allowances, rights of way   | -Municipal Drains/Award Drains           | -Mutual watercourses     |
| -Wetlands, floodplain, wet areas   | -Woodlots, forested areas, ANSI's, ESA's | -North arrow             |
| -Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits) |  |                          |