

## **Application for Minor Variance/Permission to Enlarge a Legal Non-conforming Use**

Before completing and submitting this application, you are **required** to discuss the proposal with the Township Planner. Please contact the Township to arrange this.

The Application will **only** be accepted if:

- the Application has been completed **fully** and is printed on **letter size** (8.5"x11") paper;
- a proper drawing has been submitted (drawing to be no larger than **ledger size** (11'X17') paper;
- the applicable fees have been submitted; and
- the necessary background information in support of the proposed development, where deemed necessary by the Township, has been filed.

The submission requirements will be outlined during the pre-submission discussions.

Your submission **must** include two (2) cheques:

- one payable to the Township of Chatsworth for the Variance/Permission to Enlarge Fee
- one payable to the Conservation Authority for the review fee.

Please contact the Township to determine the exact amount to be paid.

The Application must be signed by the Applicant before a Commissioner of Oath. A Township staff member has been appointed this position. If the Applicant is not the Owner of the subject property, the Applicant must have authorization from the Owner to submit the Application (see Question 17).

If two (2) or more persons collectively own the property, **all** owners must sign the Application form.

**1. Applicant Information**

- a) Registered Owner's Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_
- b) Applicant's or Agent's Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_
- c) Contact information for **all** persons with a mortgage charge or encumbrance on the property  
(include mailing address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d) Send Correspondence to (check all applicable)? Owner  Agent  Other

**2. Subject Property**

Municipal Address (if applicable) \_\_\_\_\_  
Assessment Roll Number \_\_\_\_\_  
Former Municipality: Village of Chatsworth  Holland Township  Sullivan Township   
Lot \_\_\_\_\_ Concession \_\_\_\_\_ Registered Plan No. \_\_\_\_\_  
Lot \_\_\_\_\_ Reference Plan \_\_\_\_\_

**3. Dimensions of subject property (in metric)**

Area: \_\_\_\_\_ hectares Frontage: \_\_\_\_\_ metres Depth: \_\_\_\_\_ metres

**4. What is the existing use of the subject property and how long has that use existed on this property?**

\_\_\_\_\_

**5. What is the purpose of the Minor Variance or Permission to Enlarge Application and why is it not possible to comply with the Zoning By-law? Be specific. Identify the section of the Zoning By-law subject to the Minor Variance or Permission to Enlarge. Attach additional sheets if necessary.**

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**6. What is the Land Use Designation of the subject lands according to the County of Grey Official Plan? \_\_\_\_\_**

**7. What is the Zoning of the subject lands according to the Township of Chatsworth Zoning By-law? \_\_\_\_\_**

**8. Provide details for all buildings, existing and proposed: (Use a separate page if necessary)**

Buildings	Use of Building	Date of Construction	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	No. of Stories	Height (m)
Existing Building No. 1						
Existing Building No. 2						
Existing Building No. 3						
Existing Building No. 4						
Existing Building No. 5						
Proposed Building No. 1						
Proposed Building No. 2						

Proposed Building No. 3						
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**9. Indicate the type of servicing:**

Type of Servicing	Existing	Proposed
Water Servicing (Municipal, Communal , Private)		
Sewer Servicing (Communal, Private Septic)		
Storm Servicing (Storm Sewer, Ditches, Swales)		

**10. Indicate the type of road access:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provincial Highway                        |
| <input type="checkbox"/> | <input type="checkbox"/> | County Road                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Municipal Road, open year-round           |
| <input type="checkbox"/> | <input type="checkbox"/> | Municipal Road, not maintained year-round |
| <input type="checkbox"/> | <input type="checkbox"/> | Private Right of Way                      |

**What is the name of the road, if applicable?** \_\_\_\_\_

**11. Has the subject lands ever been the subject of an Application for a previous plan of subdivision or severance?** Yes  No

**If the answer is “yes”, please provide the file number and the status of the application:**

\_\_\_\_\_

**12. Has the Applicant or Owner made Application for any of the following, either on or within 120 metres of the subject land?**

- |                         |                              |                             |
|-------------------------|------------------------------|-----------------------------|
| Official Plan Amendment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Zoning By-law Amendment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Minor Variance          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Consent                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Township of Chatsworth  
Minor Variance Application

Plan of Subdivision Yes  No

Site Plan Control Yes  No

**If your answer to any of the above is “yes”, please provide the following information:**

File No. of Application: \_\_\_\_\_

Approval Authority: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Effect on the Current Application for Consent: \_\_\_\_\_

**13. List all public agencies to which you discussed this Minor Variance Application with prior to submitting this Application:**

\_\_\_\_\_

**14. List the titles of any supporting documents submitted with this Application:**

(ie Planning Report, Environmental Impact Study, Storm Water Management Report, etc.)

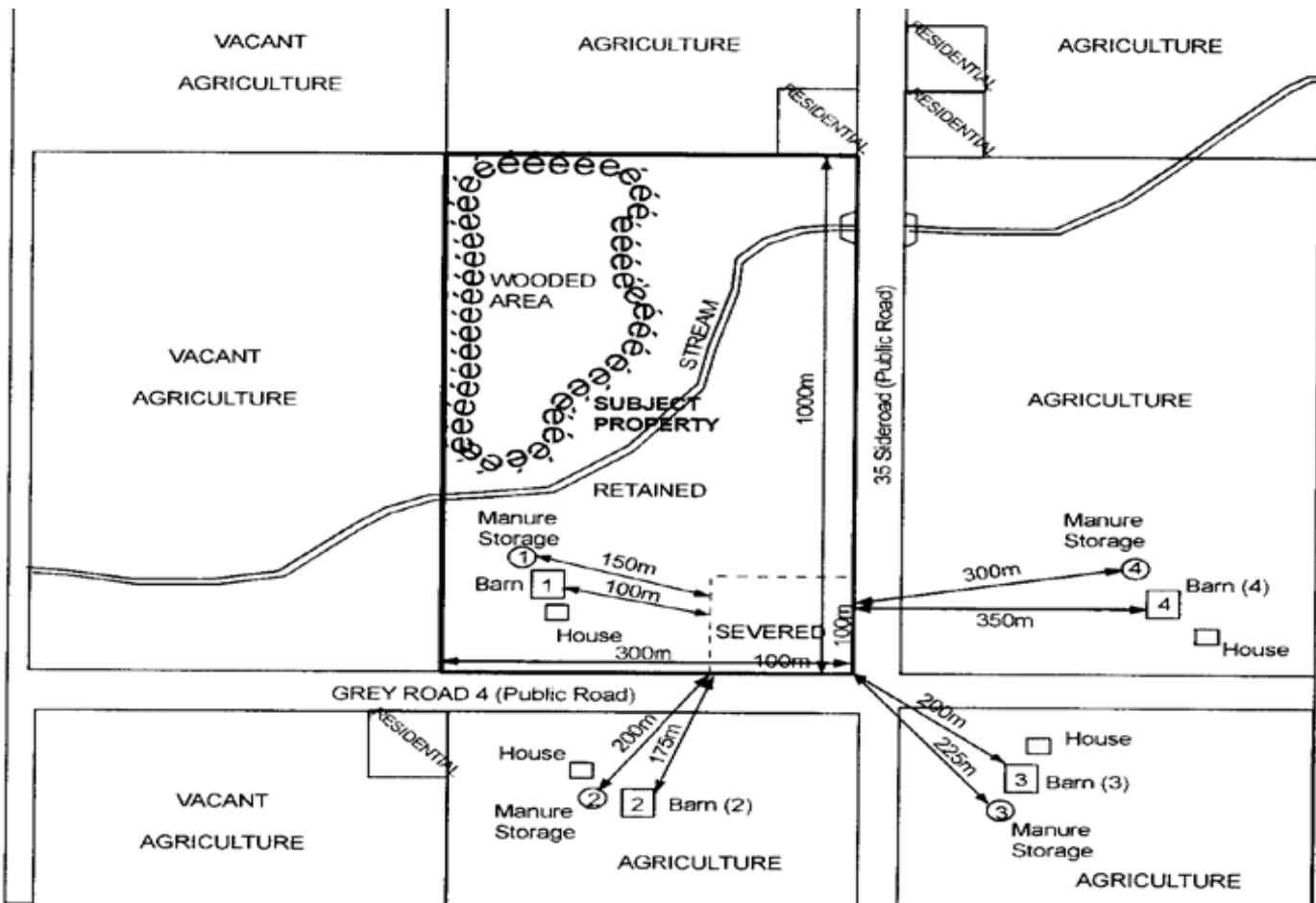
\_\_\_\_\_

## 15. Required Drawing

A drawing **prepared to scale** is required showing (legal or ledger is preferred):

- the north arrow;
- the lands that are owned by the owner/applicant, including dimensions;
- the lands that only subject to the Application, if different from the above, including dimensions;
- the location of all open and unopen roads that abut the subject property;
- the location of all buildings or structures on the subject property, including setbacks from lot lines;
- the location of the septic system and well, if applicable;
- the location of driveways and parking areas on the subject property;
- the location of other features on the property including forested areas, watercourses;
- the location of easements on the subject property, if applicable;
- the uses of the adjacent lands;
- the location of all barns and manure storage facilities on the subject property and on lands within 500 metres of the subject property;

### Sample Drawing



**16. Understanding of Owner:**

The following shall be signed the owner(s) of the subject property:

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
(print your name(s) here)

in the County/Region of \_\_\_\_\_ understand and agree to the following:

1. I/we understand that the Application Fee/Deposit Agreement must be signed and submitted along with this Application.
2. I/we agree to allow Township staff and its representatives to enter upon the premises for the purpose of performing inspections of the subject property.
3. I/we provide my/our consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this Application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the Township.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**17. Authorization for agent/solicitor to act for Owner:**

If the person applying for the Consent is not the owner of the property, then the following **must** be completed and signed:

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
(print owner name(s))

in the County/Region of \_\_\_\_\_ hereby authorize \_\_\_\_\_  
to serve as my/our agent.

\_\_\_\_\_

\_\_\_\_\_

Township of Chatsworth  
Minor Variance Application

Signature of Owner

Date

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Signature of Owner

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Date



**18. Affidavit**

The following must be signed in the presence of a Commissioner of Oath:

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
(print Owner/Agent name(s))

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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Commissioner

\_\_\_\_\_  
Applicant name in Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant name in Print

\_\_\_\_\_  
Signature of Applicant

<p><b>To be completed by the Township:</b></p> <p>File Number: _____</p> <p>Assessment Roll: 42-04-_____</p> <p>Application fee of \$_____ received by the Township.</p> <p>Conservation Authority review fee of \$_____ received by the Township</p> <p style="text-align: right;">_____ Township staff signature</p>
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# TOWNSHIP OF CHATSWORTH

316837 Highway 6, RR 1  
Chatsworth, Ontario N0H 1G0

Telephone 519-794-3232 - Fax 519-794-4499

## APPLICATION FEE / DEPOSIT AGREEMENT

The undersigned Applicant for (*Please check appropriate item*):

- A. Application for a Zoning By-law Amendment (     )
- B. Application for a Consent /Severance (     )
- C. Application for a Minor Variance (     )
- D. Amendment to a Plan of Subdivision (     )
- E. Application for a Plan of Subdivision (     )
- F. Site Plan Control Agreement (     )
- G. Other Application pursuant to *The Planning Act* (     )

hereby agrees with the Corporation of the Township of Chatsworth (the "Township") that he/she shall forthwith pay to the Township an Application fee in the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_ ) to assure the Township that all applicable planning fees and costs shall be paid promptly.

The undersigned Applicant acknowledges and agrees that (if required):

1. The deposit monies shall be placed in trust with the Township.
2. Shall only be refunded upon final disposition of the Planning Application, including all appeals related thereto.
3. The Township may disburse funds from time to time from the deposit monies referred to in clause 2 in order to pay the planning fees incurred by the Applicant. The Applicant may be required to top up the deposit, at the discretion of the Township. If the Applicant fails to replenish the deposit within thirty (30) days of the request by the Township, the Township shall cease any further processing of the Planning Application until such time as the originally required deposit has been replenished. Upon request from the Applicant the Township will provide an itemized statement listing all transactions.
4. If any Planning Application that is passed by the Township is appealed to the Ontario Municipal Board by any person other than the Applicant, the Applicant shall pay a further deposit of five thousand dollars (\$5,000) said deposit to be given to the Township either by way of cash or a letter of credit prior to the amending bylaw being forwarded to the Ontario Municipal Board. Any unused portion of said deposit shall be refunded to the Applicant after all Township expenses have been paid. If the total costs incurred by the Township in defending the Application before the Ontario Municipal Board exceed the five thousand dollars (\$5,000) the Applicant shall be required to pay the additional costs.
5. I acknowledge that I have reviewed the Development Charges By-law and understand how it may affect me with regards to the above Planning Application

Deposit Agreement

6. That the required deposit amount is based on the Township of Chatsworth Fees and Charges By-law for Planning Applications.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Name of Applicant (please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name and Signature of Township staff

**SIGNATURE OF OWNER REQUIRED (IF DIFFERENT FROM APPLICANT)**

I/We, \_\_\_\_\_  
(property owner(s) for the planning application)

hereby authorize any monies refundable be paid to:

NAME: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Witness

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