



# CORPORATION OF THE TOWNSHIP OF CRAMAHE

Date Received: \_\_\_\_\_

File Number: \_\_\_\_\_

Property Roll No.: 1411 \_\_\_\_\_

## Application for Minor Variance

NOTE: For an application to be accepted as complete the following checklist must be completed:

- A professional-quality sketch in metric (preferably prepared by an Ontario Land Surveyor) is enclosed.
- Required fees have been submitted to the Treasurer/Planning Department.
- The completed application has been submitted to the Planning Department with a copy of the most recent deed and survey for the property and the required sketch.
- If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Conservation Authority has been submitted.
- If the property in question is held in joint tenancy, both parties have signed the application in the presence of a Commissioner of Oaths (fill out Section 9.0).
- If the owner is not the applicant, written authorization to the applicant from the owner to make the application is enclosed (fill out Section 10.0)
- It is acknowledged that the proposed and existing conditions of the Minor Variance must be clearly staked prior to any site visits.
- It is acknowledged that a site visit will likely be conducted by members of Council, Staff, and/or other agents and by signing below, the owner agrees to allow these agents, staff, committee and/or council members access to the property in the review of this application.
- It is acknowledged that the members of Council must hear all information at the public meeting without prejudice and therefore, must not discuss any applications prior to meeting.
- Applicants/owners acknowledge that they will be required to post a sign on the property for a minimum of 10 days prior to the public meeting date.
- It is acknowledged that fees are not refundable.

Date	Signature of Owner(s) and/or	Applicant
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**1.0 Owner Information**

1.1 Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

1.2 Do you wish to receive all communications? Yes  No

**2.0 Authorized Agent/Solicitor Information**

2.1 Name(s) \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

2.2 Do you wish to receive all communications? Yes  No

2.3 If known, the names of any Mortgagees, Registered Leesees and Encumbrancers with **mailing address and postal codes**:

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

**3.0 Property Description**

Township Cramahe Concession No. \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Registered Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
Address (street name and number) \_\_\_\_\_  
Property Roll Number 1411 01 \_\_\_\_\_

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

Yes  No

If yes, please describe each easement or covenant and its effect.

\_\_\_\_\_

**4.0 Local Planning Documents**

4.1 What is the existing Official Plan designation(s) of the subject land?

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4.2 What is the Zoning of the subject land?

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4.3 Relief is being applied for which section(s) of the Zoning By-law? (State the number and title of all sections that apply)

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4.4 What is the extent of the relief? (I.e. reduction to 3m [9.84 ft] setback)

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4.5 Why is it not possible to comply with the provisions of the Zoning By-law?

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**5.0 Description of Subject Land**

5.1 Description of the subject property (provide in metres,feet, acres and hectares and provide all dimensions on sketch):

Frontage \_\_\_\_\_ (m)    Depth \_\_\_\_\_ (m)    Area \_\_\_\_\_ (ha)  
Frontage \_\_\_\_\_ (ft)    Depth \_\_\_\_\_ (ft)    Area \_\_\_\_\_ (acres)

5.2 Type of access for property (check one):

- Municipal Road maintained all year    OR    seasonally (circle one)
- County Road
- Public Road
- Right of Way
- Unopened Road Allowance
- Other (please specify): \_\_\_\_\_
- By Waterfront, if access to the land will be by water **only**, please indicate:
  - Parking and docking facilities to be used: \_\_\_\_\_(m)
  - Approximate distance from the subject land: \_\_\_\_\_(m)
  - Approx. distance from the nearest public road: \_\_\_\_\_(m)

5.3 Existing use(s) (e.g. residential, vacant, etc.): \_\_\_\_\_

5.4 Are there existing building(s) or structure(s): Yes  No

5.5 If yes, provide the following information for each existing building/structure and provide all dimensions on sketch:

Type of Building/ Structure: \_\_\_\_\_

The setback from:

Front lot line: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Rear lot line: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Side lot line (N, S, E or W): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Side lot line (N, S, E or W): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Height: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Dimensions (length): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Dimensions (width): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Area: \_\_\_\_\_ (square metres) \_\_\_\_\_(square feet)

5.6 Proposed use(s) (e.g. residential, commercial, etc., or same as existing):  
\_\_\_\_\_

5.7 Are any building(s) or structure(s) proposed to be built: Yes  No

5.8 If yes, provide the following information for each proposed building/structure and provide all dimensions on sketch:

Type of Building/ Structure: \_\_\_\_\_

The setback from:

Front lot line: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Rear lot line: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Side lot line (N, S, E or W): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Side lot line (N, S, E or W): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Height: \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Dimensions (length): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Dimensions (width): \_\_\_\_\_ (metres) \_\_\_\_\_(feet)

Area: \_\_\_\_\_ (square metres) \_\_\_\_\_(square feet)

5.9 When was the subject property acquired/purchased by the current owner?

\_\_\_\_\_

5.10 When were the existing buildings/structures constructed?

\_\_\_\_\_

5.11 How long have the existing uses continued?

\_\_\_\_\_

**6.0 Property Servicing Information**

6.1 Water supply for property (check one):  Existing or  Available

Type of water supply for property (check one):

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 means (please specify): \_\_\_\_\_

6.3 Sewage disposal for property (check one):  Existing or  Available

Type of sewage disposal for property (check one):

Publicly owned and operated sanitary sewage system

Privately owned and operated individual septic tank

Privately owned and operated communal septic tank

Lake or other water body

Other means (please specify): \_\_\_\_\_

6.5 If a septic system exists; when was it installed? \_\_\_\_\_

Was it approved and inspected by the local Health Unit? Yes  No

6.6 How is storm drainage provided?

Sewers

Ditches

Swales

Other means (please specify): \_\_\_\_\_

**7.0 History of Subject Land**

7.1 If known, is the subject property the subject of an application for a consent (severance) or plan of subdivision currently?

Yes  No  Unknown

7.2 If yes, what is the file number and status? \_\_\_\_\_

7.3 If known, is or has the subject property been the subject of any other application under the Planning Act? (i.e. Official Plan Amendment, Zoning By-law, Minister’s Zoning Order, Minor Variance)

Yes  No  Unknown

7.4 If yes, what is the file number and status? \_\_\_\_\_

**8.0 Required Sketch**

8.1 The applicant shall attach to this application an acceptable sketch showing the following:

- 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, indicating the distance of the buildings and structures from the front, rear and side yard lot lines.
- The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetland, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant’s opinion, may affect the application
- The current uses of land that is adjacent to the subject land (labelled as residential, agricultural, commercial, vacant, etc.)
- 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
- If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used
- The location and nature of any easement affecting the subject land

**9.0 Affidavit or Sworn Declaration**

**Note: All applicants shall ensure that a ‘complete application’ under the Planning Act has been made before completing this declaration.**

\*This section is to be completed by the owner or authorized agent – if done by the authorized agent, please fill out the Authorization Section as well.

The undersigned hereby applies to the Committee of Adjustment for the Township of Cramahe under Section 45 of the Planning Act, RSO 1990 for relief as described in this application from the Township of Cramahe Comprehensive Zoning By-law number 08-18 as amended.

9.1 I, \_\_\_\_\_ OF THE Township of Cramahe in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, 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.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the  
Township of Cramahe in the  
County of Northumberland this

\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

**10.0 Authorizations**

10.1 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 the subject of this application for consent and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

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