

MUNICIPALITY OF BROOKE-ALVINSTON

APPLICATION FOR MINOR VARIANCE

(Including Ont. Regulation 200/96)

INSTRUCTIONS AND INFORMATION TO APPLICANT

Please complete the form accurately and completely, using a pen with dark ink. It is important that the information be complete and accurate.

If the application is signed by an agent or solicitor on behalf of the owner, the owner's written authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal must be affixed.

The applicant should consult the local municipal Zoning By-law before completing application.

Section 45 of the Planning Act sets out that in order for a Committee of Adjustment to grant a variance to a zoning by-law they must determine the following:

- a) is the requested variance minor;
- b) is the general intent and purpose of the Official Plan maintained;
- c) is the general intent and purpose of the Zoning By-law maintained;
- d) is the minor variance desirable for the appropriate development or use of the land, building or structure.

The Secretary-Treasurer need not accept an incomplete application, or an application with an incomplete, unclear or uncopiable sketch.

The applicant shall file a complete, signed application, together with the sketch with the office of the Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment together with an application fee of \$550.00 **in cash or cheque payable to the Municipality of Brooke-Alvinston.**

In order to provide efficiencies to the public and streamline the review process of approvals under the Planning Act, the Conservation Authorities recommend that the municipality screen all applications received (as an approval authority) and send them only those applications in which the Authorities have an interest. The **Conservation Authorities also recommend that the municipality collect a fee for service of \$200.00** on their behalf, to prepare the requested comments.

If the property, which is the subject of this application, has a septic system or requires a new septic system a **fee of \$75.00 will be collected. The cheque to be made payable to the County of Lambton.**

A notice, which must be posted by the applicant (as set out in the Provincial Regulations), will be provided to you. If this notice is not posted at least 10 days before the meeting date, the decision made by the Committee on this application could be found to be null and void, should it be challenged because of lack of notice. Should it come to our attention that this notice was not posted properly, the Committee will not be able to proceed with the application and there will be additional costs to the applicant should an additional notice have to be issued for a new hearing date.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, as amended, as will be used in reviewing your application. Questions about this collection should be directed to: Janet Denkers, Clerk Administrator, Municipality of Brooke-Alvinston, 3236 River Street, PO Box 28, Alvinston, Ontario, N0N 1A0.

**MUNICIPALITY OF BROOKE-ALVINSTON
APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION**

FILE # _____
DATE RECEIVED _____
FEE PAID: YES ___ NO ___

The undersigned hereby applies to the Committee of Adjustment for the Municipality of Brooke-Alvinston under section 45 of the Planning Act R.S.O. 1990, (Ontario Regulation 200/96) for relief, as described in this application, from By-law No.9 of 2013, as amended.

1. **Name of Owner (s)** _____
Telephone _____ **E-mail** _____
2. **Address** _____
3. **Name, address and telephone of Owner's Solicitor or Authorized Agent if applicable:**

4. **Please specify to whom communications should be sent:**
OWNER: () **SOLICITOR:** () **AGENT:** ()
5. **Names & Addresses of any mortgagees, holders of charges or other encumbrancers:** _____

6. **Nature and extent of relief applied for:** _____

7. **Why is it not possible to comply with the provisions of the By-law?** _____

8. **Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number.** _____

9. **Dimensions of Land Affected:**
Frontage: _____
Depth: _____
Area: _____
Width of Street: _____

10. **Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):**
Existing: _____

Proposed: _____

11. **Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines):**
Existing: _____

Proposed: _____

12. **Date of acquisition of subject land:** _____
13. **Date of construction of all buildings and structures on subject land:** _____

14. **Existing uses of the subject property:**

15. **Existing uses of abutting properties:**

16. **Length of time the existing uses of the subject property have continued:**

17. **Municipal services available (check appropriate space or spaces):**
Water _____ **Connected** _____
Sanitary Sewers _____ **Connected** _____
Storm Sewers _____ **Connected** _____
18. **Present Official Plan provisions applying to the land:**

19. **Present Zoning By-law provisions applying to the land:**

20. Has the owner previously applied for relief in respect of the subject property? Yes _____ No _____
If the answer is yes, describe briefly: _____

21. Is the subject property the subject of a current application for consent under section 52 of the Planning Act, 1983? Yes _____ No _____

Signature of Applicant or Authorized Agent

Signature of Applicant

Dated at the _____ this _____ day of _____, 20 ____.

Declared before me at the _____ of _____ in the County of Lambton this
_____ day of _____, 20 ____.

A Commissioner, etc.

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APPLICANT'S SKETCH

A large, empty rectangular box with a thin black border, intended for the applicant to draw a sketch. The box occupies most of the page's vertical space.