

Instructions

Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the municipality. **An accurate scaled drawing of the subject land must be submitted.**

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 11.0).

In addition, the applicant may be required to submit a more detailed site plan in accordance with Section 41 of the Planning Act.

Completeness of the Application

The information in this form that **must** be provided by the applicant is indicated by **black arrows (➤)** on the left side of the section numbers. This information is prescribed in the Schedule to Ontario Regulation 200/96 made under the **Planning Act**. The mandatory information must be provided with the appropriate fee and a scaled drawing. If the mandatory information is not provided, the municipality will return the application or refuse to further consider the application. To ensure the quickest and most complete review,

this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

Approval Process

Upon receipt of an application, the required fee and other information (as required) the Secretary of the Committee of Adjustment will determine whether the application is complete. Once complete, a notice of hearing will be circulated as required by the Ontario Planning Act. The applicant is encouraged to attend the hearing to present the proposal. The applicant will be provided notice of any decision made by the Committee concerning the application. If no notice of appeal is given within twenty days, the decision of the Committee is final and binding.

For Help

To help you complete the application form, please consult your local municipality. You can also call the County of Perth Planning and Development Office at (519) 271-0531 (ext. 230) and ask for the Planner that handles your municipality.

Please Print and Complete or (✓) Appropriate Box(es)

1.0 Application Information

➤ 1.1 Name of Owner(s) An owner's authorization is required if the applicant is not the owner (See Section 11.0)

Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

1.2 Agent/Applicant - Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or Company acting on behalf of the owner.)

Name of Contact Person (and Company)	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

➤ 2.0 Location and Size of the Subject Land

Local Municipality		Former Township	
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s)/Block(s)
Reference Plan No.	Part Number(s)	Name of Street/Road	Street No.
Lot Frontage	Average Width	Average Depth	Lot Area

- 2.1 Is there a mortgage or charge in respect of the subject land? Yes No If yes, give the names and addresses of any mortgages or charges
- 2.2 Are there any easements or restrictive covenants affecting the subject land? Yes No If yes, describe the easement or covenant and its effect.
- 2.3 When were the subject lands acquired by the current owner?

➤ 3.0 Proposed and Current Land Use

➤ 3.1 What is the proposed use of the subject land?

➤ 3.2 What is the current use of the subject land?

➤ 3.3 How is the subject land currently designated in the applicable Official Plan?

Local Official Plan (Wards of Listowel, Milverton, Mitchell)	County Official Plan
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➤ 3.4 How is the subject land currently zoned in the applicable Zoning By-law?

➤ 3.5 What is the nature and extent of relief from the Zoning By-law requested?

➤ 3.6 Why can the proposed use not comply with the provisions of the Zoning By-law?

► 3.7 Provide the following details for all buildings, both existing or proposed. (Attach an additional page if necessary)

	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
	3.7.1 Front Yard				3.7.5 Height
3.7.2 Rear Yard			3.7.6 Dimensions		
3.7.3 Side Yard			3.7.7 Gross Floor Area		
3.7.4 Side Yard			3.7.8 Date Constructed		

4.0 Previous Industrial or Commercial Uses

4.1 Has there been an industrial or commercial use on the subject land or adjacent land? If Yes, specify the uses and dates. Yes No

4.2 Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? Yes No

4.3 What information did you use to determine the answers to the above questions?

4.4 If Yes, to (4.1), (4.2) or (4.3), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. Is the previous use inventory attached? Yes No

► **5.0 Status of Other Applications under the Planning Act**

Is the subject land also the subject of an application for an Official Plan Amendment, Consent, approval of a Site Plan, Minor Variance, Zoning By-law Amendment or Zoning Order Amendment? Yes No If Yes, indicate the type of application, the file number and the status of the application.

► **6.0 Servicing**

6.1 Indicate the existing/proposed servicing type for the subject land.

Sewage Disposal	Existing	Proposed	Water Supply	Existing	Proposed
a) Public piped sewage system			a) Public piped water system		
b) Public or private communal septic			b) Public or private communal well(s)		
c) Individual septic system(s)			c) Individual well(s)		
d) Other			d) Other		
Storm Drainage	Existing	Proposed	Road Access	Existing	Proposed
a) Sewers			a) Provincial highway		
b) Ditches or swales			b) Municipal or other public road maintained all year		
c) Other			c) Municipal road maintained seasonally		

► **7.0 Justification**

7.1 Indicate how the proposed development will be compatible with the surrounding land uses.

8.0 Other Information (attach an additional page if necessary)

► **9.0 Application Drawing**

Please submit an accurate, scaled drawing of the proposal showing the following information:

- a) The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;
- b) The uses of adjacent and abutting land;
- c) The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;
- d) The location of all natural and man-made features on the land and the location of an of these features on adjacent and abutting lands;
- e) Scale and north arrow.

➤ 10.0 Affidavit or Sworn Declaration

I, _____ of the _____ in the County/Region of _____
make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me at the _____

in the County/Region of _____

this _____ day of _____, _____

Commissioner of Oaths

Applicant

➤ 11.0 Authorization of Owner for Agent to Make the Application

I (we), _____ of the _____ in the County/Region of _____

am the owner of the land that is the subject of this application for a Minor Variance/ Permission and I (we) hereby authorize

_____ to act as my (our) agent in the application.

Date

Signature of Owner(s)

12.0 ACKNOWLEDGEMENT

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Council of the Municipality of West Perth regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Corporation of the Municipality of West Perth for legal counsel and other associated costs to represent the Corporation of the Municipality of West Perth in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the _____

in the County/Region of _____

this _____ day of _____, _____

Applicant