



**Application for Minor Variance
(Section 45(1) of the Planning Act)
Or Application for Permission
(Section 45(2) of the Planning Act)**

(Revised October 27, 2016)

Instructions:

Prior to making an application a proponent is required to pre-consult with the County Planning and Development Department to determine the appropriateness of the request and review submission requirements. Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Municipality of West Perth. **A drawing of the proposal, consistent with Section 13.0 of this form, must also be submitted with the application.**

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant/agent to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 15.0).

Additional information and studies may be required by the municipality to evaluate the proposal. The requirements for additional information are identified in the County of Perth Official Plan. The type and scope of studies that are required will be determined through the required pre-consultation process with the County Planning and Development Department. If the required additional information is not provided the application cannot be deemed to be complete and will not be processed.

In accordance with the Clean Water Act, 2006, a number of Source Protection Plans have been developed that apply within the various watersheds within Perth County. The policies of these Source Protection Plans may affect this Planning Act application. More information about the applicable Source Protection Plans is available at:

1. Maitland Valley Source Protection Plan sourcewaterinfo.on.ca
2. Ausable Bayfield Source Protection Plan sourcewaterinfo.on.ca
3. Thames-Sydenham and Region Source Protection Plan sourceprotection.on.ca
4. Grand River Source Protection Area sourcewater.ca

Application Checklist:

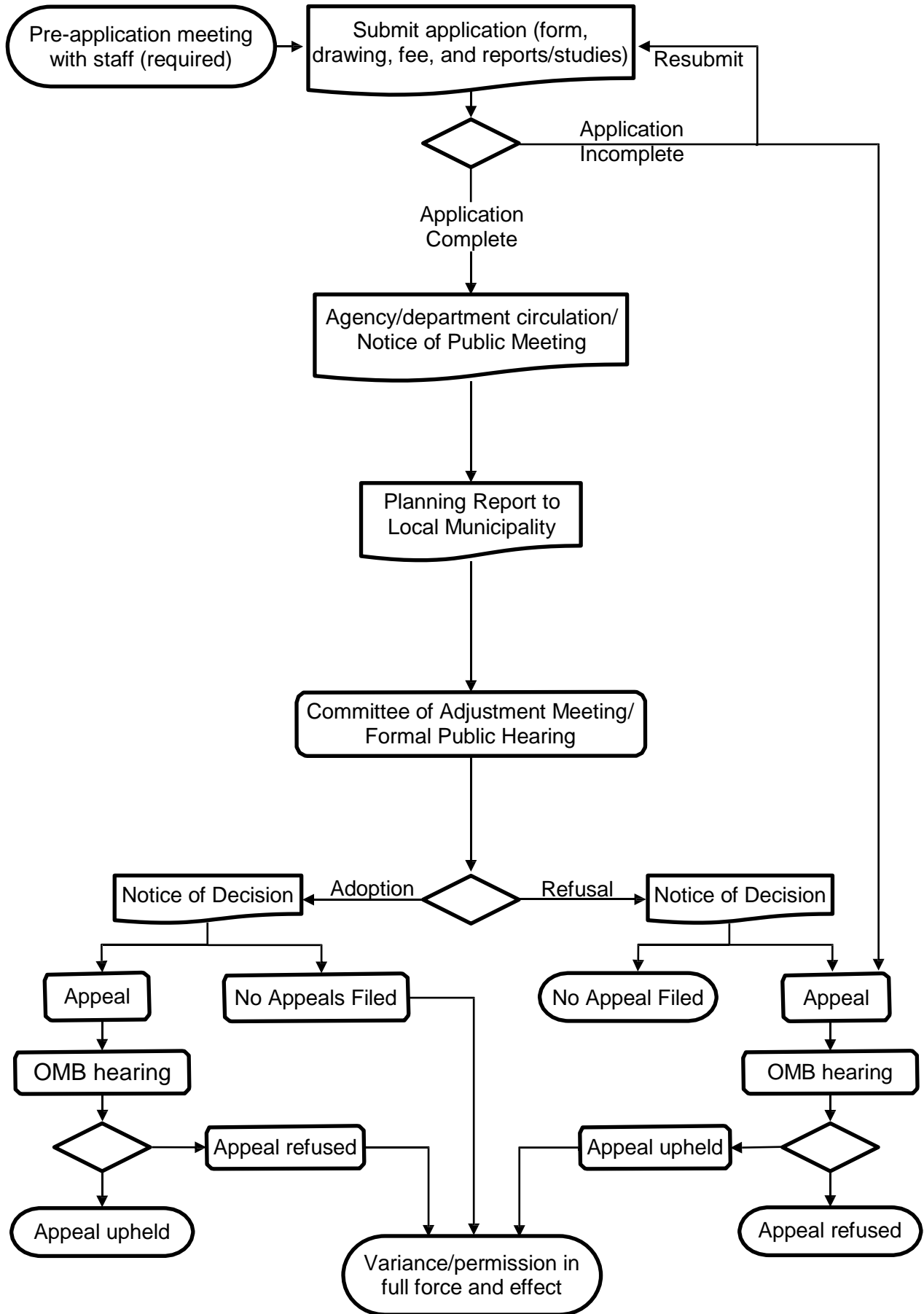
- One Copy of Completed Application Form
- Application drawing (See Section 13.0)
- Application fee, payable to the Municipality of West Perth

For Help:

For help completing the application form, please call the West Perth Building Department at (519) 348-8429 Ext. 230. You can also call the County of Perth Planning and Development Department at (519) 271-0531 (ext. 415) and ask for the Planner that handles your municipality.

Mapping information for your property is available at maps.perthcounty.ca/Public
The County Official Plan can be found at www.perthcounty.ca
West Perth planning documents can be found at westperth.com

Minor Variance/Permission Process Flowchart



1.0 Applicant Information			
Owner(s)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
Applicant (complete if applicant is not the owner)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
Agent (if applicable)			
Name:			
Address:		Postal Code:	
Phone:	Email:		
1.1 Which of the above is correspondence to be sent to? (check one)			
Owner <input type="checkbox"/>	Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>	
2.0 Location and Size of the Subject Land			
Local Municipality:	West Perth	Ward:	
Concession:	Lot:	Reg. Plan:	Lot/Block:
Ref. Plan:	Part:	Street Address:	
Lot Frontage (m):		Lot Area (m ² or ha):	
2.1 Name and address of mortgages or charges: (if applicable)			
2.2 Description of any easements or covenants and their effects: (if applicable)			
2.3 Date the subject lands were acquired by the current owner:			
3.0 Current and Proposed Land Use			
Current Use:		Proposed Use:	
4.0 Status			
County Official Plan Designation:			
Mitchell Ward Official Plan Designation:			
Current Zone:			

5.0 Site Information					
	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
Front Yard:	m	m	Height:	m	m
Rear Yard:	m	m	Dimensions:	m x m	m x m
Side Yard:	m	m	Date Built:		
Side Yard:	m	m	<input type="checkbox"/> See attached drawing		
6.0 Minor Variance/Permission Description					
6.1 What is the nature and extent of the requested relief from the Zoning By-law?					
6.2 What is the nature of the requested permission?					
7.0 Previous Industrial or Commercial Uses					
7.1 Has there previously been an industrial or commercial use on the subject land or adjacent land?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please specify the uses and dates:					
7.2 Is there reason to believe the subject land may have been contaminated by former uses on or near the site?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What information did you use to determine the answers to the above questions?					
If Yes to (7.1) or (7.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant.					
Is the previous use inventory attached?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.0 Status of Other Applications under the Planning Act					
Is the subject land also the subject of an application for:					
Consent	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Minor Variance	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Site Plan	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	

9.0 Servicing					
9.1 Indicate the existing/proposed sewage disposal type.					
	Existing	Proposed		Existing	Proposed
Public piped sewage system	<input type="checkbox"/>	<input type="checkbox"/>	Individual septic system(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal system	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Indicate the existing/proposed water supply type.					
Public piped water system	<input type="checkbox"/>	<input type="checkbox"/>	Individual well(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal well(s)	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Indicate the existing/proposed storm drainage type.					
Storm sewers	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Ditches or swales	<input type="checkbox"/>	<input type="checkbox"/>			
9.4 Indicate the existing/proposed road access type.					
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	Public road, seasonal maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Public road, full maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
10.0 Justification					
Explain how the proposed development will be compatible with the surrounding uses.					
11.0 Wellhead Protection Area (WHPA)					
Is any part of the subject lands within a WHPA? Yes <input type="checkbox"/> No <input type="checkbox"/>					
12.0 Other Information					
13.0 Application Drawing					
Please submit an accurate, scaled drawing of the proposal showing the following information:					
<ul style="list-style-type: none"> 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 these features on adjacent and abutting lands; and e) Scale and north arrow. 					

14.0 Applicant 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

Applicant

15.0 Authorization of Owner for Agent to Make the Application

I/We, _____ of the _____ in the County/Region of _____ am/are the owner(s) of the land that is the subject of this application and I/we hereby authorize _____ to act as my/our agent in the application.

Name of Owner

Signature

Date

Name of Owner

Signature

Date

16.0 Acknowledgement

With the filing of this application, the applicant is aware of, and agrees, that if the decision 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 Municipality of West Perth for legal counsel and other associated costs to represent the Municipality 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

Applicant

17.0 Consent to Use and Disclose Personal Information

With the filing of this application, I/we _____, the owner(s)/applicant/authorized agent authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application for the purposes of the Freedom of Information and Privacy Act.

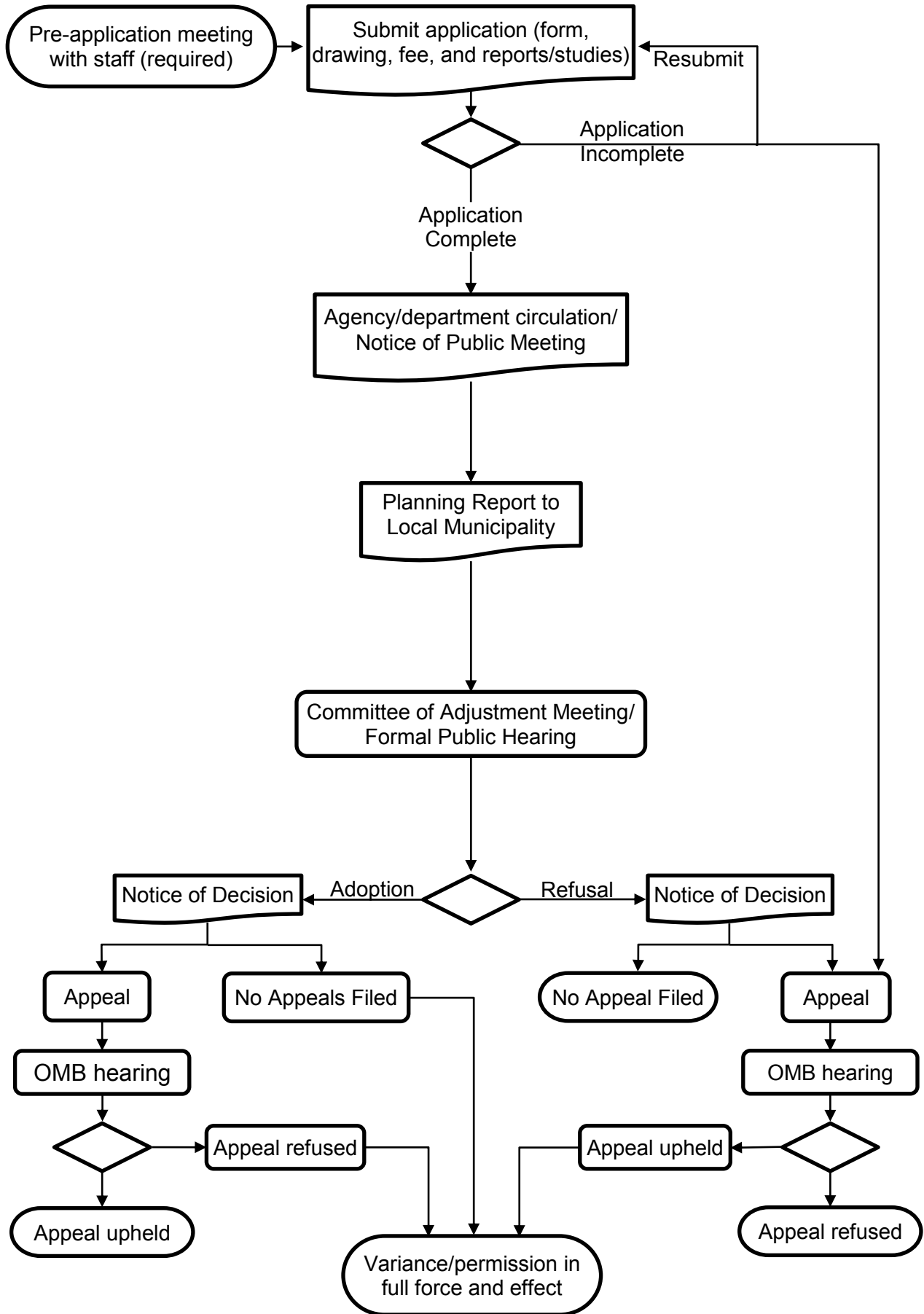
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Date

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