



APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

The undersigned hereby applies to the Committee of Adjustment for the City of Peterborough under Section 45 of The Planning Act for relief, as described in this application, from By-law No. 97-123 (as amended).

1. ADDRESS OF SUBJECT PROPERTY

Municipal Address:		Postal Code:
Registered Plan: Lot Number:	Concession: Lot Number:	Reference Plan: Part Number:

2. (i) OWNER

Name:	Phone:
Mailing Address (if different than subject property):	Fax:
Postal Code:	E-mail:

(ii) APPLICANT/AGENT (if different from owner)

Name:	Phone:
Address:	Fax:
Postal Code:	E-mail:

NOTE: UNLESS OTHERWISE REQUESTED ALL COMMUNICATION WILL BE SENT TO THE APPLICANT.

3. CURRENT OFFICIAL PLAN DESIGNINATION CURRENT ZONING

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4. EXISTING USES OF ABUTTING PROPERTIES

5. VARIANCE OR RELIEF BEING APPLIED FOR

6. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?

7. HAS THE SUBJECT LAND PREVIOUSLY BEEN THE SUBJECT OF AN APPLICATION FOR A MINOR VARIANCE OR RELIEF UNDER SECTION 45 OF *THE PLANNING ACT*?
 YES NO UNKNOWN

 If YES, describe briefly: _____

8. DIMENSIONS OF SUBJECT LAND (in metric)

Frontage m	Depth m	Lot Area sq m/ha	Width of Abutting Street m
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9. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53, OR APPROVAL OF A PLAN OF SUBDIVISION UNDER SECTION 51 OF *THE PLANNING ACT*?
 YES NO UNKNOWN

 If YES, what is the file number of the application and its status: _____

10. PLEASE SPECIFY THE FOLLOWING FOR EACH STRUCTURE THAT EXISTS, OR IS PROPOSED FOR THE SUBJECT LAND (IN METRIC)

	EXISTING	PROPOSED
Uses		
How long have the existing uses continued?		
Type of structure (house, shed, deck, garage, sign, etc.)		
Date of construction		
Distance from front lot line	m	m
Distance from rear lot line	m	m
Distance from side lot line	m	m
Distance from side lot line	m	m
Ground floor area (footprint)	sq m	sq m
Gross floor area (total of all floors)	sq m	sq m
Building height <u>and number of storeys</u>	m	m
Number of parking spaces		

11. MUNICIPAL SERVICES

How are the following services provided to the subject property (check appropriate spaces)?

	WATER	SEWAGE DISPOSAL (SANITARY SEWERS)	STORM DRAINAGE (STORM SEWERS)
Publicly owned and operated piped water system			
Privately owned and operated individual or communal well			
Lake or other water body			
Other (please specify)			
Publicly owned and operated sanitary sewage system			
Privately owned and operated (individual or communal) septic system			
A privy (i.e. outhouse)			
Other (please specify)			
Sewers			
Ditches			
Swales			
Other (please specify)			

12. IS OR WILL ACCESS TO THE SUBJECT LAND BE PROVIDED BY (check appropriate space)

Provincial Highway
 Municipal Road (open all year)
 Municipal Road (open seasonally)
 Another Public Road
 Right-of-way
 Water

If access is by water only, what are the parking and docking facilities that are used, or to be used, and what is the approximate distance of these facilities from the subject land and the nearest public road? _____

13. DATE OF ACQUISITION OF SUBJECT LANDS BY CURRENT OWNER**14. AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION (if applicable)**

If the applicant is not the owner of the land that is the subject of this application, written authorization of ALL registered owners authorizing the applicant to make the application must be included with this form (see attached form of Authorization).

15. AFFIDAVIT OR SWORN DECLARATION (Individual Owner(s) or Individual Applicant)

I/We, _____, of the _____
of _____, in the County of _____, do solemnly
declare that all of the above statements 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.

DECLARED before me at the City of Peterborough,)
in the Province of Ontario, this _____ day) _____
of _____, 20_____.) _____
) _____
) _____

A Commissioner, etc.

OR

15. AFFIDAVIT OR SWORN DECLARATION (Corporate Owner or Corporate Applicant)

I, _____, of the _____
of _____, in the County of _____,
do solemnly declare that:

1. I am an authorized signing officer of _____,
[name of corporate owner of property]
which is the owner of the property that is the subject of the herein Application.

OR (delete inapplicable paragraph 1)

1. I am an authorized signing officer of _____,
[name of corporate applicant]
which is acting as applicant on behalf of the owner of the property that is the subject of
the herein Application.

2. All of the above statements 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.

DECLARED before me at the City of Peterborough,)
in the Province of Ontario, this _____ day) _____
of _____, 20_____.) _____
) _____
) _____

A Commissioner, etc.

**AUTHORIZATION OF INDIVIDUAL OWNER(S) FOR AGENT TO MAKE THE APPLICATION
(if applicable)**

I/We, _____ am/are the owner(s) of the land which is the subject of this application for a minor variance, and I/we authorize _____ to make this application on my/our behalf, including the consent to the use of personal information.

Date

Signature of Owner

Date

Signature of Owner

OR

**AUTHORIZATION OF CORPORATE OWNER FOR AGENT TO MAKE THE APPLICATION
(if applicable)**

I, _____, am an authorized signing officer of _____, which is the owner of the land which is the subject of this application for a minor variance, and the owner authorizes _____ to make this application on its behalf, including the consent to the use of personal information.

Date

Signature of Authorized Signing Officer of Owner

I have authority to bind the corporation.

The applicant shall attach a plan (and where required by the Committee of Adjustment, such plan shall be signed by an Ontario Land Surveyor) that shows:

- the boundaries and dimensions of the subject land
- the location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings and structures from the front, rear, and side lot lines
- the approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
- the current uses of land that is adjacent to the subject land
- the location, width and name of any roads within or abutting the subject land, and 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 is by water only, the location of parking and docking facilities to be used
- the location and nature of any easement affecting the subject land

PLEASE NOTE: One copy of the application form, fully completed and executed, is required. Surveys or sketches submitted must be 8½” x 11” or 11” x 14” in order that they can be photocopied. If surveys or sketches are larger than the above measurements a minimum of nine (9) copies are required.

Please see the Planning Division Fee Schedule for a complete list of the fees required to be submitted with the application.

Sample Sketch

Please Use Metric Units

To Convert	Multiply by	To Find
Feet	0.3048	Metres
Acres	0.4046	Hectares

