



City of Peterborough

C. of A. File No: _____

Date of Hearing: _____

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. ****NOTE: MUNICIPAL ADDRESS MUST BE SHOWN**

ADDRESS OF SUBJECT PROPERTY:		
Registered Plan: Lot Number:	Concession: Lot Number:	Reference Plan: Part Number:

2.

Owner	Phone
Mailing Address (if different from that of subject property)	Fax
Applicant/Agent (if different from owner)	Phone
Address	Fax

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

3.

Current Zoning:	Current Official Plan designation:
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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*? (Please circle) YES NO
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*? (Please circle) YES NO
If YES to the above question, 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)	square metres	square metres
Gross Floor Area (total of all floors)	square metres	square metres
Building Height & No. of Storeys	m	m
Number of Parking Spaces		

11. **MUNICIPAL SERVICES** (check appropriate spaces):

How are the following services provided to the subject property?	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 (ie. 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
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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: _____

DATED AT THE CITY OF PETERBOROUGH, THIS _____ DAY OF _____, 20__.

NOTE: It is required that this application be filed with the Treasurer of the Committee of Adjustment and be accompanied by the applicable fee in cash or cheque made payable to the Treasurer of the City of Peterborough, together with the plans referred to below.

I _____ OF THE CITY OF _____
(PRINT NAME)
IN THE COUNTY OF _____

Solemnly declare that:

All 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
County of Peterborough

THIS _____ day of _____,
20_____

) _____
) SIGNATURE OF OWNER OR AUTHORIZED APPLICANT/AGENT

A Commissioner etc.

If this application is signed by an agent or solicitor on behalf of an applicant, written authorization of the owner must accompany the application. If the application is a Corporation, the application shall be signed by an officer of the Corporation and the Corporation's seal shall be affixed.

THE POLICY OF THE COMMITTEE OF ADJUSTMENT IS AS FOLLOWS:

Unless the applications to the Committee are accompanied by plans that are clear, dated and signed by the person preparing the plan, the application will be adjourned to the next meeting. **PLEASE NOTE: One copy of the application form, fully completed and executed, is required. Plans submitted must be 8 1/2 x 11 OR 11 x 14 in order that they can be photocopied. If plans are larger than the above measurement a minimum of nine (9) copies are required.**

The applicant shall attach a plan (and where required by the Committee of Adjustment, such plan shall be signed by an Ontario Land Surveyor) to each copy of this application, 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 land, indicating the distances of such from the front, rear, and side lot lines;
- the approximate location of natural and artificial features on the subject and abutting lands that may affect the application (other buildings, railways, roads, watercourses, wooded areas, wells, septic tanks, etc);
- the current uses of the abutting lands;
- the locations, width and name of any roads within or abutting the subject land, and whether such is an unopened road allowance, public travelled road, a private road, or a right-of-way;
- if access is by water only, the location of parking and docking facilities to be used; and
- the location and nature of any easement affecting the subject land.

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

Sample Sketch

Please Use Metric Units

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

