



## APPLICATION FOR MINOR VARIANCE

Corporation of The Town of Smiths Falls  
77 Beckwith Street N, ON K7A 2B8, P.O. Box 695  
Phone: 613.283.4124 Fax: 613.283.4764

### Information Sheet

#### 1. Completion of Application

All applicable information, including supporting studies, requested throughout any pre-consultation must be provided to conduct an initial review. The initial review of the application will determine if any other information is required.

***Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements.***

#### 2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits. The Declaration can be found on page 9.

#### 3. Proposal Justification

The application must be accompanied by a written justification which provides a complete explanation of the requested relief from the Zoning By-law and speaking to the four tests prescribed by the *Planning Act*.

#### 4. Required fee

The cost of a Minor Variance application is \$800, payable to the Town of Smiths Falls by cash, debit or certified cheque. The fee is required upon submission of the application.

#### 5. External Agencies

External agencies will be circulated on the application as part of the technical review process. This may result in additional incurred costs beyond the application fee. These agencies will invoice owners/applicants directly for services rendered.

The Rideau Valley Conservation Authority (RVCA) requires an initial fee of \$410, payable by certified cheque to the Rideau Valley Conservation Authority. The RVCA review fee must be submitted with the application to the Town of Smiths Falls. Should the RVCA incur costs beyond the initial review fee which are associated with the application, the costs may be invoiced to the applicant.

#### 6. Submission

The applicant must forward two (2) physical copies and an electronic version of the application and all supporting documentation to the Planning Department.

**Corporation of The Town of Smiths Falls, 77 Beckwith Street N, ON K7A 2B8, P.O. Box 695**

**Phone: 613.283.4124, Fax: 613.283.474**

[www.smithsfalls.ca](http://www.smithsfalls.ca)

# APPLICATION FOR MINOR VARIANCE

(Sec 45, Planning Act RSO 1990)

Office  
Use

File #

Date Received:

Complete Date:

Fee Paid/Date:

The undersigned hereby applies to the Smiths Falls Planning Advisory Committee for minor variance under section 45 of the *Planning Act* in respect of the lands hereinafter described, as outlined in this application and supporting documents. The undersigned hereby acknowledges that the filing of this application alone does not necessarily constitute fulfilling all the requirements of either the Town or the Planning Act.

## 1. Ownership Information

Registered Owner's Name(s):

Mailing Address:

Telephone - Main:

Alternate:

Email:

Date Property Acquired by the Current Owner (if known):

Copy of the deed must be submitted with the application.

## 2. Applicant Information

Applicant/Agent Name:

Note: If Applicant/Agent is different than Property Owner, the Owner's Authorization is required (see last page). Where indicated the Applicant/Agent will receive all communications relating to this application.

Mailing Address:

Telephone - Main:

Alternate:

Email:

Please Contact

Owner

Agent

Both

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**3. Interest in the Subject Property**

Please provide the names and addresses of any mortgages, charges or other encumbrance holders on property:

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**4. Description of Subject Lands**

Geographic Twp: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Concession(s): \_\_\_\_\_

Reg. Plan: \_\_\_\_\_ Lot/Block: \_\_\_\_\_ Ref. Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ Roll Number: 0904- \_\_\_\_\_

Frontage: \_\_\_\_\_ (m) Depth: \_\_\_\_\_ (m) Area: \_\_\_\_\_ (m<sup>2</sup>)

**Type of Access:** (check appropriate box)

- Provincial Highway/Connecting Link (Lombard and Cornelia St)
- Municipal Road (maintained year around)
- Right-of-way (private road)
- Municipal Road (seasonally maintained)
- Water Access Only (Specify parking/docking facilities) \_\_\_\_\_
  
- Other (explain): \_\_\_\_\_

Is there any easements or covenants currently restricting this property:  Yes  No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are the lands within an area designated under provincial plan(s)?  Yes  No

If yes, please include an explanation in the proposed justification.  Justification Attached

**APPLICATION FOR MINOR VARIANCE**  
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**5. Existing Use of Land** (give detailed description)

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Length of Time uses have continued (if known): \_\_\_\_\_

**6. Present Zoning Category(ies)**

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**7. Present Official Plan Designation(s)**

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**8. Detail of Proposed Minor Variance**

Please describe the nature/context of the relief from the requirements of the Zoning By-law.

Section of the Zoning By-law: \_\_\_\_\_

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Relief Requested: \_\_\_\_\_

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Justification Attached

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**9. Description of Existing Buildings/Structure s**(add a separate sheet if necessary)

*Note: All the measurements must be provided in meters.*

**1. Existing:**

Proposed for demolition

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_

Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_

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**2. Existing:**

Proposed for demolition

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_

Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_

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**3. Existing:**

Proposed for demolition

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_

Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_

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**10. Description of Proposed Building/Structure** (add a separate sheet if necessary)

*Note: All the measurements must be provided in meters.*

**1. Proposed:**

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_  
Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_  
Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_  
Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_  
\_\_\_\_\_

**2. Proposed:**

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_  
Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_  
Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_  
Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_  
\_\_\_\_\_

**3. Proposed:**

Building/Structure Use \_\_\_\_\_ No. of Storeys \_\_\_\_\_  
Date of Construction \_\_\_\_\_ Ground Floor Area \_\_\_\_\_ Gross Floor Area \_\_\_\_\_  
Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_  
Setbacks: Side Yards (R) \_\_\_\_\_ (L) \_\_\_\_\_ Rear Yard \_\_\_\_\_ Front Yard \_\_\_\_\_

**11. Municipal Services/Storm Drainage**

**Water Supply:**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Water Available          | <input type="checkbox"/> Connected |
| <input type="checkbox"/> Sanitary Sewer Available | <input type="checkbox"/> Connected |

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If services are not available, please describe how water and sewage disposal will be handled:

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Please indicate if storm drainage is provided by sewers, ditches, swales or other means:

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### 12. Application History

**a)** Is the subject property subject to any of the following applications?

Application	Yes	No	Unknown	File # and Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Consent (Severance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
Other (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

**b)** Has the subject land ever been the subject of an application for approval of a plan of subdivision under Sec. 51 of the *Planning Act* (or a consent under Sec. 53 of the *Planning Act*)?

Yes                       No

If yes, please indicate the file number and status of the application:

File # 

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 Status 

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**c)** If a consent has been acquired for this property in the past, please indicate the date and name on the transfer and the uses of the severed land.

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### 13. Supplementary Information (to be attached to this application)

**Planning Justification:** Justification from the applicant or agent explaining the proposed consent and reasons for the application. The justification must rationalize the minor variance request within the context of the four tests as prescribed by the *Planning Act*.

Attached

**Site Plan:** Attach a to-scale sketch/drawing accurately displaying the below information for the subject lands:

- The boundaries and dimensions of the subject lands
- The location, size and type of all existing and proposed buildings and structures, indicating their distance from all property lines
- The approximate location of any natural or artificial features on the property or adjacent lands which may affect the application. Examples: railways, roads, watercourses, drainage, ditches, wetlands, treed, wells, septic tanks and municipal services
- The current uses on the adjacent lands
- The location, name and width of any road abutting the property or within the subject property
- The location and width of any rights-of-way or unopened road allowances abutting or within the subject lands
- The location and nature of any easements

Attached

**Additional Information:** Other supporting information that may be required to support this application, as outlined in the consultation.

Copy of Transfer Document/Deed Attached

Copy of existing Survey or Plan, if available.

***Please provide large plans folded instead of rolled.***



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**Statutory Declaration**

I/We, \_\_\_\_\_ of (the town/township) \_\_\_\_\_  
in the country/district/region of \_\_\_\_\_ solemnly declare that:

- i) All above statements and the information contained in this application and all of the additional information transmitted herewith 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 and by virtue of the Canada Evidence Act;
- ii) The Corporation of the Town of Smiths Falls staff, committee members, councilors and their designates are authorized to enter the property for the purposes of assessing this application so long as the file remains open; and,
- iii) Should the Corporation of the Town of Smiths Falls incur professional or legal costs beyond the application fee which are associated with the application, I/we will be responsible for reimbursing such costs to the Town upon invoice.

**Declared before me at the town/township of**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**in the County/District/Region of**

\_\_\_\_\_  
**Signature of Applicant**

This \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**Commissioner of Oaths**

\*To be witnessed by a Commissioner for taking affidavits. If joint ownership, signature of each individual is required. If the applicant is a corporation, the application shall be signed by an Officer of the corporation and the corporation's seal shall be affixed to such signature.

**Owner's Authorization for Agent to Make Application (Complete if Agent Appointed)**

I/We, \_\_\_\_\_ am/are the owner(s) of the land  
and that is subject of this application for minor variance; and,

I, We authorize \_\_\_\_\_  
to make this application on my/our behalf.

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Owner(s)**

\_\_\_\_\_  
**Date**