



**Application Form:
 Committee of Adjustment Permission – Minor Variance**

File Number: _____ **Date Received:** _____

Property Tax Roll: _____ **Application Fee:** _____

Staff Member initials: _____ **Fee Paid:** **Yes** **No**

Payment Method: **Cash** **Cheque** **Interac** **FIN Code:** _____

Under Section 45 of the *Planning Act, R.S.O. 1990 C. P.13*, as amended, O. Reg. 200/96 as amended, for relief, as described in this application, from By-Law No. 2000-75, as amended.

All information and materials required in support of your application shall be made available to the public, as indicated by Section 1.0.1 of the *Planning Act, R.S.O. 1990 C. P.13*. Personal information on this form is collected under the Authority of the Planning Act and will be used to process this application.

In addition to completing this form, the applicant may be required to submit supplementary information and materials. Consultation is not mandatory but is strongly recommended.

As per the Township of Champlain’s current User Fee By-law, the following costs associated with the processing of planning applications are payable by the applicant:

- Legal costs related to the preparation and registration of agreements and by-laws to be registered on title;
- Engineering costs; and
- All other technical review costs as may be required by Champlain Township.

I/we acknowledge and understand that I/we am/are responsible for all applicable legal, engineering, and technical review costs as determined by the Township of Champlain.

I/we acknowledge that, Dormant Planning Files that have remained inactive for three years for Committee of Adjustment applications and five years for all other planning applications will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any costs paid in the past.



Additionally,

I/We acknowledge that, with respect to this application, it is the responsibility of the applicant to determine whether the United Counties of Prescott and Russell require any additional review processes. Furthermore, I/We understand that all applicable fees associated with such reviews are the sole responsibility of the applicant.

Section 1: Property Owner(s) / Authorized Agent Information

Property Owner(s) Information:

List ALL registered property owners (First and Last Names):

Corporation Name or Partnership (if applicable):

Contact Name:

Title:

Property Address:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:

Mailing Address (if different than above):

Phone Number:

Email Address:

Have you consulted with Champlain Township's Planning Department? Yes No

If yes, please indicate the date of the consultation meeting:

Authorized Agent Information:

(Only complete this section if the applicant is NOT the registered property owner)

Authorized Agent Last Name:

First Name:

Corporation Name:

Title:

Unit/Civic Number:

Street:

City:

Province:

Postal Code:



Are there any easements or restrictive covenants affecting the subject land? Yes No

Lot characteristics:

Lot Frontage (meters)

Lot Area (square m)

Lot depth (meters)

Water frontage (meters)

Access:

Provincial Highway

Private Road

County Road

Right-of-way

Municipal Road

Water Frontage:

Services:

Existing Private Water Supply:

Yes

No

Existing Private Sewage Disposal:

Yes

No

Municipal Water:

Yes

No

Municipal Sewer:

Yes

No

Setbacks of existing buildings/structures from the lot lines:

Front (meters)

Rear (meters)

Side (Meters)

Height (meters)

Floor Area (square meters)

Section 3: Project Scope and Details

Permission Application

Minor Variance Application

Description of the proposal: (Building(s) use(s), type, tenure, height, setbacks, include description of zoning requirements and variance being requested)



Why does the proposal not comply with the Zoning By-law? Include requested permission or variance and current By-law requirement(s).

Describe how the variance meets the 4 Tests of Minor Variance:

- Is the variance minor?
- Is the application desirable for the appropriate development or use of the property?
- Does the application conform to the general intent of the Zoning By-law?
- Does the application conform to the general intent of the Official Plan?

Proposed setbacks from the lot lines:

Front (meters)

Rear (meters)

Side (Meters)

Height (meters)

Floor Area (square meters)

What is the approximate date of construction of the existing buildings:

What is the approximate length of time the existing buildings have continued:



Section 4: Supporting Information

Please select the information and materials that are being submitted alongside this application form, or at the time of submission as required by the Township.

Table 1 Information and Materials to be provided with the application

Document Type	To be provided with the application
Proposed Site Plan	
Site Survey, Reference Plan	
Site Photographs	
Architectural Drawings (Elevations, Renderings, Cross Section)	

Additional information and materials may be required by Champlain Township to support the application. The application may not be considered a complete application unless this information and these materials have been completed.



Section 6: Authorization of Property Owner(s) (to name Authorized Agent)

If someone other than the registered owner(s) of the property are making this application, then this section must be completed. Each registered owner shall sign this section of the application form. Authorization is required from each individual or corporation.

I/We (name(s))

the undersigned, hereby authorize,

(Full name, including company, if any), to submit the enclosed application to Champlain Township, and to appear on my/our behalf at any hearing(s) of the application, and further, to provide any information or materials required by Champlain Township relevant to the application.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:



Section 7: Permission and Disclosure

Permission is hereby granted to Champlain Township staff and consultants to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

I/we (Name(s)) _____,

the undersigned, am/are the owner(s) of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or 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.

Signature of Property Owner

Name (First-Last)

Signature of Property Owner

Name (First-Last)

Date Signed:

