



## SUDBURY EAST PLANNING BOARD

### MINOR VARIANCE APPLICATION

The fee for a minor variance application to the Sudbury East Planning Board

for Zoning By-laws 14-01, 2014-23, 2014-29, 2014-27, 2014-26

all of the Sudbury East Planning Area,

shall be determined as follows:

**\$450.00**

for Residential, Rural, Open Space, etc. Zone Classifications

or

**\$600.00**

for Commercial, Industrial, Institutional, etc. Zone Classifications

payable at the time a ***complete application*** is submitted.

If the application fee is being paid by cheque or money order,

such cheque or money order shall be made payable to:

**"Sudbury East Planning Board"**

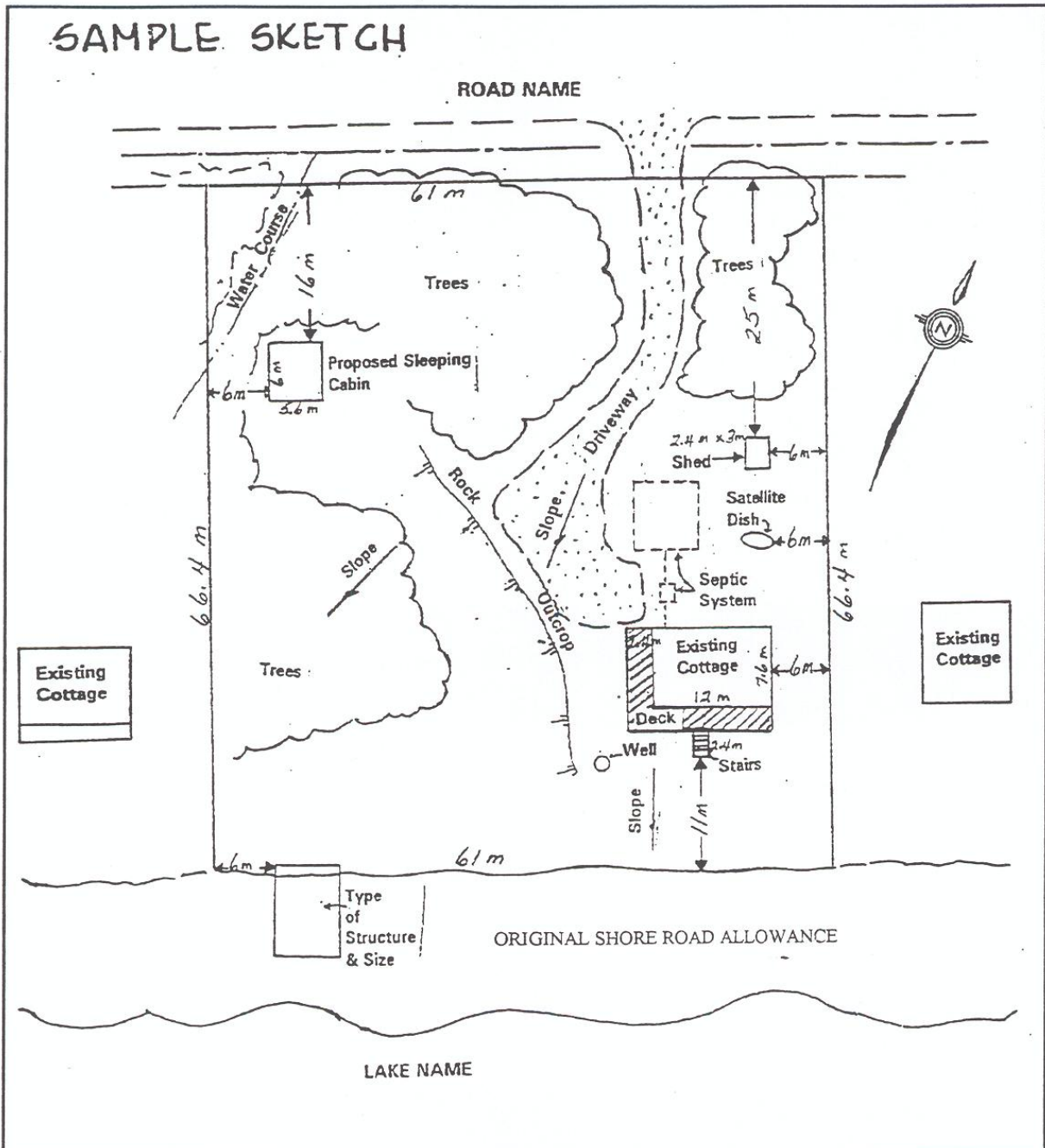
## APPLICATION FOR A MINOR VARIANCE TO THE SUDBURY EAST PLANNING BOARD

***Submission of an application must be complete and shall consist of the following:***

1. The applicable application fee in cash or cheque/money order payable to the "Sudbury East Planning Board".
2. One (1) original application form. ***All questions on the application form must be answered and the planning services agreement must be signed. Incomplete applications shall be returned to the applicant.***
3. If application is being submitted by a limited company or corporation, signature(s) must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
4. One (1) copy of the Ministry of Transportation pre-consultation report, where applicable, as per the ***NOTE*** section (after Section 22) of the Minor Variance Application Form.
5. One (1) copy of a site plan (8-1/2" x 11") to scale is required. ***Please indicate the scale being used, identify the north arrow, and identify all dimensions in metric units.*** The site plans must indicate the following:
  - (a) the boundaries and dimensions of the subject lands;
  - (b) the location, size, and type of all existing and proposed buildings on the subject lands, indicating the distance of the buildings from the front lot line, the rear lot line, and the side lot lines;
  - (c) the approximate location of all natural and artificial features on the subject lands and on the land that is adjacent to the subject lands that, in the opinion of the applicant, may affect the application (i.e. - buildings, railways, transmission lines, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells, and septic tanks);
  - (d) the location, width, and name of any roads within or abutting the subject lands, indicating whether it is a public traveled road, an unopened road allowance, a private road, or a right-of-way;
  - (e) if access to the subject lands is by water only, the location of the parking and docking facilities to be used;
  - (f) the location and nature of any easements affecting the subject lands;
  - (g) the current use(s) on the subject lands; and
  - (h) the use(s) of lands that are adjacent to the subject lands.
6. The Sudbury East Planning Board requires that all properties that are subject to an application be properly identified in accordance with the following:
  - (a) ***all buildings shall have the street number, where applicable, clearly displayed and the street number shall be visible from the street*** (the street number referred to herein shall be the same as in Section 7 of the Minor Variance Application Form); or
  - (b) ***all rural lots shall have the 911 street number, where applicable, clearly displayed and the 911 street number shall be visible from the street*** (the 911 street number referred to herein shall be the same as in Section 7 of the Minor Variance Application Form).
7. ***Failure to properly identify the subject lands may result in the deferral of the application to enable identification to take place.***
8. ***If a complete application (all questions answered on the application, signatures on the planning services agreement, one (1) copy of a site plan, one (1) copy of the Ministry of Transportation pre-consultation report (where applicable), and the applicable application fee) is not provided, the application will be returned until it is complete.***

**ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING THE SUDBURY EAST  
PLANNING BOARD**

# SAMPLE SKETCH



## SITE DESCRIPTION:

The lot is located on \*\* Road, 0.5 km from its intersection with Hwy. \*\*. The house is the third one on the right and is red brick. There is a yellow mailbox at the end of the driveway.

## PROPOSED MINOR VARIANCE

Mr. and Mrs. \*\*  
 Part of Lot \*\*, Concession\*\*  
 in the Township of \*\*  
 now in the Municipality of \*\*  
 Territorial District of Sudbury  
 being Part \*\*, Plan \*\*  
 Parcel \*\* S.E.S. (Assessment Roll No. \*\*)



## MINOR VARIANCE APPLICATION FORM

### FOR OFFICE USE ONLY:

### DATE STAMP - RECEIVED

Application No. \_\_\_\_\_  
Application Fee: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Assigned to: \_\_\_\_\_  
Assessment Roll No. \_\_\_\_\_  
Official Plan Designation: \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_

***All application questions must be answered.  
Incomplete applications shall be returned to the applicant (please type or print in ink).***

1. Registered Owner(s): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Tel Nos. \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Agent: (if applicable) \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Tel Nos. \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Nature and extent of relief from zoning by-law:  
\_\_\_\_\_
8. Reason why relief from zoning by-law is being requested:  
\_\_\_\_\_
9. Legal description of the subject lands: (lot, concession, township, municipality, parcel number, assessment roll number, registered or reference plan, municipal or 911 address)  
\_\_\_\_\_  
\_\_\_\_\_
10. Dimensions of the subject lands: ***(please use metric units)***  
Area \_\_\_\_\_ Frontage \_\_\_\_\_ Depth \_\_\_\_\_
11. Access to subject lands and road maintenance: (i.e. – name of access road and year-round or seasonal road maintenance)  
\_\_\_\_\_

12. If access is by water: (parking and docking facilities used or to be used **and** distance of such facilities from the subject lands)

\_\_\_\_\_

13. Existing use(s) of the subject lands:

\_\_\_\_\_

\_\_\_\_\_

14. Particulars of existing building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) **(this information may be indicated on a site plan - please use metric units)**

\_\_\_\_\_

\_\_\_\_\_

15. Proposed use(s) of the subject lands:

\_\_\_\_\_

\_\_\_\_\_

16. Particulars of proposed building(s) on the subject lands: (please specify the following: type; building floor area; front, rear, and side yard setbacks; and building height) **(this information may be indicated on a site plan - please use metric units)**

\_\_\_\_\_

\_\_\_\_\_

17. Date the subject lands were acquired by the current owner:

\_\_\_\_\_

18. Date the existing building(s) was/were constructed on the subject lands:

\_\_\_\_\_

19. Length of time the existing use(s) on the subject lands have continued:

\_\_\_\_\_

20. Municipal services provided: (please state water source, sewage disposal system, and storm drainage system)

\_\_\_\_\_

\_\_\_\_\_

21. Other services provided: (electricity, school busing, garbage collection, fire protection, etc.) (please specify)

\_\_\_\_\_

\_\_\_\_\_

22. If known, have these lands been subject to any of the following development applications:

	Yes	No	File No.
Minor Variance	_____	_____	_____
Zoning Amendment	_____	_____	_____
Official Plan Amendment	_____	_____	_____
Deeming By-law	_____	_____	_____
Site Plan Agreement	_____	_____	_____
Shore Road/Road Closing	_____	_____	_____

Plan of Subdivision/Condominium	_____	_____	_____
Severance/Consent	_____	_____	_____
Building Permit	_____	_____	_____

23. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified: (please check the appropriate use or feature, if any apply)

	On the Subject Lands	Within 500 metres of the Subject Lands
An agricultural operation, including livestock facility, stockyard, or barn	_____	_____
A waste disposal site, including landfill, wood waste (operating or closed)	_____	_____
A sewage treatment plant, waste stabilization plant, or sewage lagoon	_____	_____
A provincially significant wetland (Class 1, 2, or 3 Wetland)	_____	_____
A provincially significant wetland within 120 metres of the subject lands	_____	_____
Flood plain	_____	_____
A rehabilitated mine site	_____	_____
A non-operating or abandoned mine site within 1 kilometre of the subject lands	_____	_____
An active mine site; active pit or quarry; non-operating pit or quarry (please specify)	_____	_____
An industrial or commercial use (please specify)	_____	_____
A railway line	_____	_____
A private, municipal, or federal airport	_____	_____
A designated heritage site	_____	_____
A known archaeological site	_____	_____
A utility corridor (i.e. – gas, hydro, etc.) (please specify)	_____	_____
Within 100 metres of a major watercourse (i.e. – river, lakeshore, large creek, or confluence of 2 or more watercourses)	_____	_____

24. Is there any other information that you think may be useful to the Sudbury East Planning Board in reviewing this application? If so, please explain below or attach a separate page.

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**NOTE:**

*As part of streamlining the processing of development applications, the Sudbury East Planning Board requires approvals from the Ministry of Transportation where access to the subject lands is by or there is a potential impact on a provincial highway. This pre-consultation report is required as part of the application form submission; failure to submit this report may delay or restrict the Committee of Adjustment's ability to make a decision on the proposal.*

### AUTHORIZED AGENT

I/We \_\_\_\_\_ am/are the registered owner(s) of the subject lands for which this application is to apply. I/We do hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in regard to this application.

\_\_\_\_\_  
Date

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

### DECLARATION OF OWNER(S) OR AUTHORIZED AGENT

I/We \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_

solemnly declare that the information contained in this application and in the documents that accompany this application are true. 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.

Declared before me at the \_\_\_\_\_ in the \_\_\_\_\_  
of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
A Commissioner of Oaths, etc.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

This information has been collected in accordance with Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13. This information is to be used solely for the purpose of administering this application. For further information, please contact the Sudbury East Planning Board at 39 Lafontaine Street, Unit 4, P.O. Box 250, Warren, Ontario, POH 2N0 (Office: Tel. (705) 967-2174 & Fax (705) 967-2177).

Pursuant to Section 1.0.1 of the Planning Act, R.S.O. 1990, Chapter P.13 and in accordance with Section 32(e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Planning Board to make all planning applications and supporting material available to the public.

### PERMISSION TO ENTER

I/We hereby authorize the members of the Committee of Adjustment and members of the staff for the Municipality (members of the Committee of Adjustment and staff members for the Municipality in which the subject lands are situated) and members of the staff of the Sudbury East Planning Board, to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

The subject property must have the appropriate municipal address, or other adequate identification conspicuously posted on the subject lands. Failure to comply may result in a deferral of the application.