

## Minor Variance Application Checklist



- ☐ Application Fee (see next page for more details)
- ☐ Application Form (all sections must be completed and form signed);
- ☐ Property Owner Appointment and Authorization of Agent Form (all sections must be completed) (Page #8)
- ☐ Property Owner Acknowledgment of Public Information and Permission to Enter Property Form (all sections must be completed) (Page #9)
- ☐ Sworn Declaration Form (Page #7)
- ☐ One (1) digital copy of all sketches/plans prepared in METRIC UNITS, must be provided to the [Planning Online Submission Portal](#). All plans shall show the following, where applicable:
  - ☐ The lands owned by applicant outlined in red if more than one lot is shown on the plan;
  - ☐ The boundaries and dimensions of the subject lands;
  - ☐ The location, size and type of all existing and proposed buildings and structures on the subject land, indicating distance of the buildings or structures from the front yard, rear yard and side yard lot lines (in metric);
  - ☐ The approximate location of all natural and artificial features on the subject land and on the land adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - ☐ The current uses on the adjacent land to the subject property;
  - ☐ The location, width and name of any road within or abutting the subject land. Indicate whether the road is an unopened road allowance, a public travelled road, a private road or a right of way;
  - ☐ The location and nature of any easements affecting the subject land;
  - ☐ Floor Plans and Building Elevations may be required (review with Committee of Adjustment staff to determine applicability);
  - ☐ Any other materials necessary to support the application.

ADDITIONAL INFORMATION REGARDING THIS APPLICATION MAY BE OBTAINED BY CONTACTING  
THE SECRETARY TREASURER:

[cofa@wasagabeach.com](mailto:cofa@wasagabeach.com) | (705)429.3844 ext. 2281

## Committee of Adjustment Minor Variance Application

Town of Wasaga Beach, 120 Glenwood Drive, Wasaga Beach, ON L9Z 2K5

Tel. No.: (705) 429-3844 ext. 2281

Inquiries: [planning@wasagabeach.com](mailto:planning@wasagabeach.com)



Web address for downloading Committee of Adjustment Information, Forms and Agendas:

<https://www.wasagabeach.com/en/town-and-government/committee-of-adjustment.aspx>

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Minor Variance	\$1,350.00
Incidental Minor Variance	\$675.00

**\*\*Refer to [Schedule I](#) for more information on fees.**

### **WE ARE DIGITAL!**

Applications are now required to be submitted through our  
[Online Portal](#).

For help with accessing the online portal click [here](#).

**It is the applicant's responsibility to ensure that the associated application fees have been submitted. Receipt of required fees is necessary to schedule the matter for the Committee of Adjustment public meeting and for review to proceed. Failure to provide the required fee may result in consideration of the application being delayed.**

**If paying by cheque, please ensure "Minor Variance Application"/ "Incidental Minor Variance Application" and Subject Address are to be included on the cheque.**

### **NOTICE TO ALL APPLICANTS**

1. Before submitting your application to the Committee of Adjustment, it is strongly recommended that you verify the accuracy of the variances you are requesting;
2. **The Nottawasaga Valley Conservation Authority (NVCA) may require that an application review fee be paid if the subject property is located within an area under their control. Please make payment arrangements directly with NVCA.**
3. Consultation with the Planning ([planning@wasagabeach.com](mailto:planning@wasagabeach.com)) and Building Depts. ([building@wasagabeach.com](mailto:building@wasagabeach.com)), and the NVCA (if applicable) may also be helpful. Discussion of your plans with your neighbors may also be beneficial.
4. Depending of the scope and scale, additional submission materials might be required to support the application (i.e. parking justification study or letter, lot grading information, etc.)
5. All additional materials (Letter of Use, Parking Utilization Study/Letter, etc.) should be included in the original submission package to allow sufficient time for staff's review of the material prior to the hearing, which can avoid a possible deferral of the application.
6. Development Charges may be payable prior to the issuance of a Building Permit.
7. Please be advised that a Notice of Public Meeting will be posted on the subject site.



File No. "A" \_\_\_\_\_

**For Office Use Only**

The *Planning Act*, R.S.O. 1990, c.P.13, as amended

**APPLICATION FOR MINOR VARIANCE**

The undersigned hereby applies to the Committee of Adjustment for the Town of Wasaga Beach, under Section 45 of the *Planning Act*, R.S.O., 1990, c.P.13, as amended, for relief as described in this application from Zoning By-law No. 2003-60, as amended.

**1. Address & Legal Description:**

(e.g. 123 Street Drive & Lot A, Plan M-1234)

**2. Nottawasaga Conservation Authority (NVCA) Review Information:**

Is the property within the regulated area of the Nottawasaga Valley Conservation Authority?

Yes\* ☐ No ☐

\*If yes, separate payment shall be made directly to the Nottawasaga Valley Conservation Authority.

**3. Applicant Information:**

Property Owner:

Address:

City:

Postal Code:

Phone:

Email:

**4. Authorized Agent Information:**

Authorized Agent:

Address:

City:

Postal Code:

Phone:

Email:

**5. Purpose of Application (Check all that apply):**New Build (House) ☐  
Change of Use ☐Addition ☐  
Accessory Structure ☐Driveway ☐  
Parking ☐Other ☐

If other, please specify:

**6. Relief Required from the Zoning By-law:****(Please identify the relief you are requesting and the relevant Zoning By-law standard/requirement. If additional space is required, attach a separate sheet/letter.)**

Provision:	Proposed (metres):	Requirement (metres):
E.g. Interior Side Yard	0.90m	1.8m

**7. Do any of the above variances relate to existing conditions?**Yes ☐ No ☐**8. Why is it not possible to comply with the Zoning By-law requirements:****(Please describe the request and explain why it is not possible to comply with the provisions set out in the Town's Zoning By-law. If additional space is required, attach a separate sheet/letter.)**


**9. Dimensions of the subject property:****(This is for the entire property, not a portion of the property that maybe the subject of the application.)**

Lot Frontage (metres):

Lot Depth (metres):

Lot Area (m<sup>2</sup>, ft<sup>2</sup>, hectares):

**10. Land Use, Official Plan and Zoning By-law Designation:**Official Plan Designation (e.g. Residential Low Density, Commercial, Employment) <sup>1</sup>Zoning Designation (e.g. Residential (R1, R2, RM, etc.) Commercial (e.g. CD, CT, etc.) <sup>1</sup>

Existing Use of the Subject Lands:

Proposed Use of the Subject Lands:

<sup>1</sup> Please consult with the Planning Department, to identify the Official Plan Designation and Zoning By-law Designation by calling (705) 429-3844 or by checking online at <https://www.wasagabeach.com/en/business-and-development/zoning.aspx>

**11. Details of all building(s) and structure(s) on the subject land. Please specify:**

	Existing	Proposed
a) Type of building(s) or structure(s)		
b) Gross floor area or dimensions of the building(s) or structure(s)		
c) The front and rear yard setbacks		
d) Side yard setbacks		
e) Height of the building or structure		
f) Lot Coverage		

**12. Property Information:**

The date the subject land was acquired by the current owner:

The date the existing building and structures were constructed on the subject lands:

The length of time the existing uses of the subject land have continued:

**13. Municipal services & access provided to the subject lands: (check the appropriate boxes)**

<input type="checkbox"/> Water	If not available, by what means is it provided:		
<input type="checkbox"/> Sanitary Services	If not available, by what means is it provided:		
<input type="checkbox"/> Storm Sewers	If not available, by what means is it provided:		
<input type="checkbox"/> Municipal Road	<input type="checkbox"/> Private Road	<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Other
If other, please specify by what means:			

**14. Other Planning Applications:****If known, is or was the subject land the subject of any of the following development type applications:**

Official Plan Amendment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Zoning By-law Amendment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Plan of Subdivision	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Site Plan Approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
Previous Consent/Minor Variance Applications	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.

**15. Other Applications and/or Infractions:****If known, is or was the subject land the subject of any of the following development type applications:**

Building Permit Application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
NVCA Application No.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.
By-law Infractions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	File No.



## Sworn Declaration

I \_\_\_\_\_, of \_\_\_\_\_  
(Name and Company) (Full Address and Postal Code)

### Solemnly Declare:

- ☐ The information contained in this application and the information contained in the documents that accompany this application are true.
- ☐ This application **does not** include any lands that may be owned by the Town of Wasaga Beach.
- ☐ This application **does include** lands that may be owned by the Town of Wasaga Beach.\*

**Signature of Applicant or Authorized Agent:** \_\_\_\_\_

*\*Please Note: If this application includes any lands that may be owned by the Town of Wasaga Beach, a letter of consent from the Town of Wasaga Beach, in its capacity as land owner, must be requested. If the Town of Wasaga Beach grants its consent, the letter of consent from the Town of Wasaga Beach must be submitted with this application.*



**Property Owner  
Appointment and Authorization of Agent**  
(TO BE SIGNED BY ALL REGISTERED OWNERS OF THE PROPERTY)

**PROPERTY INFORMATION:**

Address/Legal Description:

**PROPERTY OWNER APPOINTMENT AND AUTHORIZATION OF AGENT:**

I/We, the undersigned, being the registered property owner(s) of the above noted property hereby authorize

Authorized Agent's Name / Company

as my agent for the purpose of submitting this application to the Committee of Adjustment and acting on my/our behalf in relation to the application. The authority granted by this Agent Appointment and Authorization shall continue until I/we shall have revoked such authority in writing, and delivered such written revocation to the Town of Wasaga Beach's Committee of Adjustment. No such revocation shall, however, invalidate any action taken by me/our agent prior to the date the Town of Wasaga Beach, Committee of Adjustment received such written revocation.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

☐ I have the authority to bind the Corporation or Partnership, if applicable

Name or Property Owner or Signing Officer

\_\_\_\_\_  
Signature of Property Owner or Signing Officer

☐ I have the authority to bind the Corporation or Partnership, if applicable

Name or Property Owner or Signing Officer

\_\_\_\_\_  
Signature of Property Owner or Signing Officer

**NOTES:**

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.





## Property Owner Acknowledgement of Public Information and Permission to Enter Property

### PROPERTY INFORMATION:

Address/Legal Description:

### PROPERTYOWNER ACKNOWLEDGEMENT OF PUBLIC INFORMATION:

Application information is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended. In accordance with Section 1.0.1 of the Act, the Town of Wasaga Beach, being the registered property owner of the above noted property hereby agree and acknowledge that the information contained in the application and any documentation, including reports, studies and drawings, provided in support of the application, whether included with the application or submitted at any time subsequent to the filing of the application, by myself, my agents, consultants and solicitors, constitute public information and will become part of the public record. As such, and in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended or substituted from time to time, I hereby consent to the Town of Wasaga Beach making this request and its supporting documentation available to the general public, including copying, posting on the Town's website and/or releasing a copy of the request and any of its supporting documentation to any third party upon their request or otherwise, and as part of a standard distribution of copies of such documentation. I consent to the Town releasing copies of any of the documentation to additional persons, including but not limited to Members of Council and resident associations.

☐ I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
Name or Property Owner or Signing Officer

\_\_\_\_\_  
Signature of Property Owner or Signing Officer

### PROPERTY OWNER PERMISSION TO ENTER PROPERTY:

I, the undersigned, being the registered property owner of the above noted property hereby irrevocably authorize and consent to the Committee of Adjustment Members, Town of Wasaga Beach staff to enter upon the above noted property at any reasonable time for the purpose of evaluating the merits of the application.

☐ I have the authority to bind the Corporation or Partnership, if applicable.

\_\_\_\_\_  
Name or Property Owner or Signing Officer

\_\_\_\_\_  
Signature of Property Owner or Signing Officer