



TOWNSHIP OF MAPLETON MINOR VARIANCE APPLICATION

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0
Phone: 519-638-3313, Fax: 519-638-5113, Toll Free: 1-800-385-7248

www.mapleton.ca

Introduction:

The submission of an application to the municipality to seek relief from a municipal Zoning By-law is provided for under Section 45 of the *Planning Act, R.S.O. 1990*, as amended. As such, this form must be completed and accompanied with the required fee prior to consideration by the Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

Application Fees:

Each application must be accompanied by the appropriate fee in the form of a cheque/cash/money order payable to the Township of Mapleton. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. The applicable Conservation Authority (GRCA, MVCA) will bill the property owner according to their fee schedule.

Authorization:

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (See Section F).

Drawing:

All applications for a Minor Variance **must include an accurate & to scale sketch (no larger than 11 X 17)**. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. **Where relevant to the relief being requested**, the drawing(s) must also show any of the following applicable items:

- Dimension of area of relief
- Easements, restrictive covenants
- Neighbouring land uses
- Driveways and lanes
- Municipal Drains/Award Drains
- Other features (bridges, wells, railways, septic systems)
- If water access, the location of parking and docking facilities
- Distance to lot lines
- Neighbouring Properties
- Parking and loading area
- Natural features
- North arrow

MDS (Minimum Distance Separation):

If application is for a reduction in the calculation “minimum distance separation” show the applicable structures on the drawing provided as well as a completed calculation sheet.

Supporting Information:

Please bear in mind that additional information may be required by the Township, County, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management. *Ontario Regulation 200/96*, as amended, outlines specific information, which must be included within an application for minor variance. This is known as “prescribed information” and is identified by this symbol (*) beside the question number.

Approval Process:

Upon receipt of an application, the required **fee** and **other information** as may be required, the Secretary Treasurer of the Committee of Adjustment or the Clerk of the municipality will notify those parties that are to receive notice under *Ontario Regulation 200/96*. This involves the circulation of the application to various agencies and abutting landowners for their comments. The applicant or agent will be requested to attend a public meeting to present the proposal. **Please note that it is necessary for the applicant/agent to be in attendance at the hearing.** The applicant and any other parties requesting notice will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

Required Signage:

The Township of Mapleton will post and pick up the required Public Meeting Notice on the subject property.

For further Information contact:

Township of Mapleton
Planning Department

7275 Sideroad 16, P. O. Box 160
Drayton ON NOG 1PO

Telephone: 519-638-3313 x 066
Fax: 519-638-5113
Email: planning@mapleton.ca

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

MINOR VARIANCE APPLICATION

Pursuant to Section 45 of The Planning Act R.S.O. 1990, as amended

A. GENERAL INFORMATION

1.* APPLICANT INFORMATION

a)* Owner's Name(s): _____

Address: _____

Phone: Home () _____ Work () _____

Fax () _____

Email: _____

Please note: AUTHORIZATION IS REQUIRED IF THE APPLICANT IS NOT THE OWNER (See Section F)

b)* Applicant (Agent) Names(s): _____

Address: _____

Phone: Home () _____ Work () _____

Fax () _____

c)* Name, Address, Phone of all persons having any mortgage charge or encumbrance on the property:

d) Send Correspondence To: Owner [] Agent [] Both []

2.* PROVIDE A DESCRIPTION OF THE "ENTIRE" PROPERTY

Measurements are in Metric [] Imperial [] units

Municipal Address (number and street/road name): _____

Concession: _____ Lot: _____ Registered Plan No.: _____

Area: _____ Depth: _____ Frontage (Width): _____

Width of Road Allowance (if known): _____

3a).* WHAT IS THE ACCESS TO THE SUBJECT PROPERTY:

- i) Provincial Highway [] ii) Seasonally maintained municipal road []
- iii) Continually maintained municipal road [] iv) Other public road []
- v) Right-of-way [] vi) Water access

3b).* IF ACCESS IS BY WATER ONLY, PLEASE DESCRIBE THE PARKING AND DOCKING FACILITIES USED OR TO BE USED AND THE APPROXIMATE DISTANCE OF THESE FACILITIES FROM SUBJECT LAND TO THE NEAREST PUBLIC ROAD. _____

4.* WHAT IS THE CURRENT OFFICIAL PLAN AND ZONING STATUS?

Official Plan Designation: _____

Zoning: _____

B. EXISTING AND PROPOSED SERVICES

5.* INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	Municipal Water	Private or Communal Well	Private Well	Other Water Supply	Municipal Sewers	Communal Sewers	Private Septic	Other Sewage Disposal
a)	[]	[]	[]	[]	[]	[]	[]	[]

Existing*

b)	[]	[]	[]	[]	[]	[]	[]	[]
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Proposed

6. IS STORM DRAINAGE PROVIDED BY: SEWERS [] DITCHES [] SWALE

OTHER MEANS []

7. WHAT IS THE NAME OF THE ROAD OR STREET THAT PROVIDES ACCESS TO THE SUBJECT PROPERTY?

C. REASON FOR APPLICATION

8.* WHAT IS THE NATURE AND THE EXTENT OF THE RELIEF THAT IS BEING APPLIED FOR?

(Please Specifically indicate on sketch)

9.* WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?

(Please Specifically indicate on sketch)

D. EXISTING SUBJECT AND ABUTTING PROPERTY LAND USES, BUILDINGS AND THEIR LOCATION

10.* WHAT IS THE EXISTING USE OF:

a) THE SUBJECT PROPERTY? _____

b) THE ABUTTING PROPERTIES? _____

11.* DATE OF ACQUISITION OF SUBJECT PROPERTY: _____

DATE OF CONSTRUCTION OF ALL BUILDINGS ON SUBJECT PROPERTY:

12. HOW LONG HAVE THE EXISTING USES CONTINUED ON THE SUBJECT PROPERTY?

13.* PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS ON OR PROPOSED FOR THE SUBJECT LAND:

Measurements are in Metric [] Imperial [] units

	<u>Existing</u>	<u>Proposed</u>		<u>Existing</u>	<u>Proposed</u>
a) Type of Building	_____	_____	b) Main Building Height	_____	_____
c) % of Lot Coverage	_____	_____	d) # of Parking Spaces	_____	_____
e) # of Loading Spaces	_____	_____	f) Number of Floors	_____	_____
g) Total Floor Area (exclude basement)	_____	_____	h) Ground Floor Area	_____	_____

14.* WHAT IS THE LOCATION OF ALL BUILDINGS EXISTING AND PROPOSED FOR THE SUBJECT PROPERTY:

(Specify distances from front, rear and side lot lines) Measurements are in Metric []

Imperial [] units

	<u>Existing</u>	<u>Proposed</u>
a) Front Yard	_____	_____
b) Rear Yard	_____	_____
c) Side Yards	_____	_____

15.* HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT TO THE SUBJECT PROPERTY

YES [] NO []

IF THE ANSWER IS YES, PLEASE INDICATE THE FILE NUMBER AND DESCRIBE BRIEFLY:

E. OTHER RELATED PLANNING APPLICATIONS

16.* HAS THE LAND APPLICANT/OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING ON THE SUBJECT LAND?

Official Plan Amendment Yes [] No []
Zoning By-law Amendment Yes [] No []
Plan of Subdivision Yes [] No []
Consent (Severance) Yes [] No []

17.* IF THE ANSWER TO QUESTION 15 IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: _____

Purpose of Application: _____

Status of Application: _____

F. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:

(If affidavit (G) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed)

I (we) _____ of the _____ of _____,
County/Region
of _____ do hereby authorize _____ to act as
my agent in this application.

Signature of Owner or Authorized Solicitor of Authorized Agent Date

G. AFFIDAVIT: (This affidavit must be signed in the presence of a Commissioner)

I (we) _____ of the _____ of _____ ,

County/Region

of _____ solemnly declare that all statements contained in this application 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.*

DECLARED before me at the _____ of _____ in the

County/Region of

_____ this _____ day of _____ ,

20 _____.

Signature of Owner or Authorized Solicitor of Authorized Agent

Date

Signature of Commissioner

Date

FOR OFFICE USE

File No. _____

Date Received: _____

Pre-consulted with?: _____

Roll Number: _____

**SCHEDULE "F"
PLANNING**

DESCRIPTION	DEPOSIT TO COVER RELATED EXPENSES	2022 FEE
Committee of Adjustment – Minor Variance Commercial/Industrial (Consultant Fee Included)		\$3,120.00
Zoning Amendment - All New Applications Including Temporary Use (Consultant Fee Included)		\$8,510.00
Temporary Use – Renewal only (Consultant Fee Included)		\$2000.00
(H) Holding Zone Removal By-Law (Consultant Fee Included)		\$2000.00
Plan of Subdivision – New including conditions of approvals to both Mapleton and County of Wellington. (All Expenses Deducted from Deposit)	\$10,000.00	\$6,640.00
Plan of Subdivision – Red Line Revisions conditions of approvals to both Mapleton and County of Wellington (All Expenses Deducted from Deposit)	\$5,000.00	\$2,000.00
Plan of Subdivision account top up for plans that exceed the \$8,000.00 deposit for related expenses	\$8,000.00	
Site Plan Control Approval – Complex (All Expenses Deducted from Deposit)	\$4,000.00	\$5,000.00
Site Plan Control Approval – Minor (All Expenses Deducted from Deposit)	\$2,000.00	\$3,000.00
Site Plan Control Amendments – Complex (All Expenses Deducted from Deposit)	\$2,000.00	\$3,000.00
Site Plan Control Amendments - Minor		\$1,660.00
Site Plan Control Inspections		\$200.00
Certificate of Compliance - Zoning By-law		\$110.00
Certificate of Compliance or Status – Plan of Subdivision, Site Plan Agreements, Full Zoning Site Plan Review		\$750.00
Part Lot Control Exemption (Consultant Fee Included)	Subject to Deposit	\$3,490.00
Deeming By-law		\$1,660.00
Severances		
Notice Verification for Severance Applications		\$1,250.00
Clearances for Severance Conditions		\$332.00
Cash in Lieu of Parkland (Lots on Plan of Subdivision & lots created by Consent)		\$1,400.00 /lot
Fee for services provided by Municipal employees per/hr. per/employee (Clerk, Treasurer, etc.)		\$95.00
Copy of Zoning By-law		\$50.00
Letter of Interest from resident to Clerk to purchase unopened road allowance		\$830.00
Disposal of Surplus Lands (including roads)	\$5,500.00	\$930.00
Encroachment Agreements	\$1,400.00	\$1,000.00
Pre-Development Consultation Fee *Subject to deposit	Subject to Deposit	\$500.00
Official Plan Amendment (Consultant Fee Included) *Subject to deposit	Subject to Deposit	\$4,000.00

NOTE: The fees and charges on Schedule "F" are **HST Exempt**.