



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

### ***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](mailto: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)**

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

**(Please Specifically indicate on sketch)**

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**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:**

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

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**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:**

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**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.

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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

**Permission To Enter Site** The owner or authorized agent hereby authorizes the Committee of Adjustment members and Township staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

**I agree**

**Municipal Freedom of Information** In submitting this application and supporting document, the owner/ authorized agent, hereby acknowledge the Township will provide public access to all development applications and supporting documentation, and provide their consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/ authorized agent, consultants and solicitors, will be posted online and available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Clerk at extension 045.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

**I agree**