



## TOWNSHIP OF McNAB/BRAESIDE COMMITTEE OF ADJUSTMENT

### A GUIDE TO THE MINOR VARIANCE PROCESS

Note: This guide has been prepared for information purposes only. For a complete reference to the Minor Variance process, please consult the Planning Act, as amended, which is the governing provincial legislation.

1. The Committee of Adjustment consists of three people who have been appointed by Council.
2. The Committee of Adjustment consults with public bodies which have responsibilities for matters that may be affected by a minor variance. Some of these bodies may include the Planning Advisory Committee, County of Renfrew, TransCanada Pipeline etc.
3. An application for consent is reviewed by the Committee of Adjustment at a public hearing. Applicants or authorized agents are encouraged to attend. As well, any interested person may attend. The Planning Act requires that property owners within 60 meters of the subject property be given notice of any application for consent.
4. The Township requires that all pertinent information be submitted in order to be deemed a complete application. The omission of information will delay the processing of your application. The Registered Owner of the property must sign the application.
5. Eight (8) copies of a detailed to scale sketch, with one attached to the application, of the subject lands is required and is to include the following information (inaccurate and/or incomplete sketches will not be accepted):
  - Name of owner
  - A north arrow and scale
  - An accurate plan of the entire property drawn to scale, including all lot dimensions
  - Location and size of existing buildings/structures, including setbacks and yard distances
  - Location and size of proposed buildings/structures, including setbacks and yard distances
  - Location of area for existing and proposed septic system and well
  - Location and dimensions of access driveways
  - Locations of existing right-of-ways or easements
  - Location of existing and proposed vegetation
6. The decision, whether approved or denied, shall be in writing and set out the reasons for the decision. The Committee considers the merits of the application to determine if the proposal is in conformity with the Official Plan and Zoning By-Law, is appropriate development of the land and is minor in nature.
7. A decision of the Committee of Adjustment can be appealed within twenty (20) days of the date of notice of the decision. If no appeal is received within twenty (20) days, the variance is considered final.
8. The **FEE** per application is **\$600.00** plus all associated Professional Fees (i.e. legal, engineering etc.) - actual cost **with \$3,000 deposit to be paid at time application is submitted to Township.** For a revision to a minor variance the fee is **\$250.00**. This fee is subject to change by the Township of McNab/Braeside. If paying by cheque, please make it payable to the Township of McNab/Braeside.

**CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE**  
2508 Russett Drive, Arnprior, Ontario K7S 3G8

**Application for Minor Variance**

*Note: The “ \* ” identifies prescribed information outlined in Ontario Regulation 200/96*

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**PART I                      GENERAL INFORMATION**

**1.     APPLICANT/OWNER INFORMATION**

a)     \*Applicant’s Name(s): \_\_\_\_\_

       \*Address: \_\_\_\_\_

       \*Phone #: Home (    )                      Work (    )                      Cell (    ) \_\_\_\_\_

       E-mail: \_\_\_\_\_

b)     \*The applicant is:    the registered owner [   ]    an agent authorized by the owner [   ]

c)     If the applicant is an agent authorized by the owner, please complete the following:

       \*Name of Owner: \_\_\_\_\_

       \*Address of Owner: \_\_\_\_\_

       \*Phone #: Home (    )                      Work (    )                      Cell (    ) \_\_\_\_\_

d)     To whom should correspondence be sent?    Owner [   ]    Applicant [   ]    Both [   ]

**2.     \*PROVIDE A DESCRIPTION OF THE SUBJECT LAND:**

Street Address: \_\_\_\_\_

Concession: \_\_\_\_\_                      Lot: \_\_\_\_\_

Registered Plan No.: \_\_\_\_\_    Block or Lot No(s). in the Plan: \_\_\_\_\_

Reference Plan No.: \_\_\_\_\_                      Part No(s): \_\_\_\_\_

**3.     \*CURRENT DESIGNATION OF THE SUBJECT LAND IN THE OFFICIAL PLAN (IF ANY):**

\_\_\_\_\_

**4.     \*CURRENT ZONING OF THE SUBJECT LAND:**

\_\_\_\_\_

**PART II      DETAILS OF THE APPLICATION**

5.    **\*PLEASE STATE THE NATURE AND EXTENT OF THE RELIEF FROM THE ZONING BY-LAW**

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6.    **\*WHAT IS THE REASON WHY THE PROPOSED USE CANNOT COMPLY WITH THE PROVISIONS OF THE ZONING BY-LAW?**

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7.    **\*DIMENSIONS OF THE SUBJECT LAND:**

Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_

8.    **\*PLEASE MARK BELOW THE ACCESS TO THE SUBJECT LAND:**

- Provincial Highway       Municipal Road Maintained All Year  
 Municipal Road Maintained Seasonally       Right Of Way       Water  
 Other Public Road: \_\_\_\_\_

9.    **\*IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:**

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10.    **\*WHEN WAS THE SUBJECT LAND ACQUIRED BY THE CURRENT OWNER?**

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11.    **\*WHAT ARE THE EXISTING USES OF THE SUBJECT LAND AND HOW LONG HAVE THEY CONTINUED?**

#1 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ Years

#2 \_\_\_\_\_ Since: \_\_\_\_\_ / \_\_\_\_\_ Years

12.    **\*ARE THERE ANY BUILDINGS OR STRUCTURES ON THE SUBJECT LAND?**

- Yes       No

13.    **\*WHAT ARE THE "PROPOSED" USES OF THE SUBJECT LAND?**

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14. **\*WILL ANY BUILDINGS OR STRUCTURES BE BUILT ON THE SUBJECT LAND?**  
 Yes  No

15. **\*PROVIDE THE FOLLOWING DETAILS FOR ALL EXISTING OR PROPOSED BUILDINGS OR STRUCTURES ON THE SUBJECT LAND:** (use a separate page if necessary)

|                                  | EXISTING |  |  | PROPOSED |  |
|----------------------------------|----------|--|--|----------|--|
|                                  |          |  |  |          |  |
| Type of building or structure    |          |  |  |          |  |
| Setback from the front lot line  |          |  |  |          |  |
| Setback from the rear lot line   |          |  |  |          |  |
| Setbacks from the side lot lines |          |  |  |          |  |
| Height (in metres)               |          |  |  |          |  |
| Dimensions or floor area         |          |  |  |          |  |
| Date constructed                 |          |  |  |          |  |

16. **\*INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:**  
WATER SEWAGE

- |   |   |
|---|---|
| publicly owned and operated piped water system <input type="checkbox"/> | publicly owned and operated piped sanitary sewage system <input type="checkbox"/> |
| privately owned and operated individual well <input type="checkbox"/>   | publicly owned and operated communal septic system <input type="checkbox"/>       |
| privately owned and operated communal well <input type="checkbox"/>     | publicly owned and operated individual septic system <input type="checkbox"/>     |
| lake or other water body <input type="checkbox"/>                       | privately owned and operated individual septic system <input type="checkbox"/>    |
| other means: _____ <input type="checkbox"/>                             | privy <input type="checkbox"/>  |
|   | Other means: _____ <input type="checkbox"/>                                       |

17. **\*HOW IS STORM DRAINAGE PROVIDED?**

Sewers  Ditches  Swales  Other Means

18. **\*IS THE SUBJECT LAND ALSO THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONSENT?** Yes  No  Don't Know

**\*IF YES, PLEASE STATE, IF KNOWN, THE FILE NO. AND THE STATUS OF THE APPLICATION:**

File No.: \_\_\_\_\_ Status: \_\_\_\_\_

19. **\*HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION UNDER SECTION 45 OF THE PLANNING ACT? (i.e. previous minor variance application)**  
Yes  No  Don't Know

**20. APPLICATION SKETCH**

On a separate page(s), please provide a sketch, preferably prepared by a qualified professional, showing the following: ( In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

- Boundaries and the dimensions of the subject land for which the amendment is being sought.
- The location, size and type of all existing and proposed buildings and structures, indicating the distances from the front yard lot line, rear yard lot line and the side yard lot lines.
- The approximate location of all natural and artificial features on the subject land and on land that is 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 land that is adjacent to the subject land.
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.
- Applicant's Name
- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities
- Planting strips and landscaped areas
- Buildings to be demolished or relocated.

**PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:**

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

I (we) \_\_\_\_\_

of the \_\_\_\_\_

in the \_\_\_\_\_

do hereby authorize \_\_\_\_\_ to act as my/our agent in this application.

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

\_\_\_\_\_  
Date

**10. DECLARATION OF FEES INCURRED**

The Owner/Agent agrees to reimburse and indemnify the Township of McNab/Braeside of all fees and expenses incurred by the Township of McNab/Braeside to process the application, including any fees and expenses attributed to proceeding before the Ontario Municipal Board or any court or other administrative tribunal if necessary to defend Council's decision to support the application.

The Owner/Agent also agrees to deposit with the Township of McNab/Braeside such monies as required by the Township of McNab/Braeside's Tariff of Fees By-Law as amended to defend appeals brought before the OMB by parties other than the Applicant/Agent or Township.

The required fee for the processing of this application shall be in accordance with the Township of McNab/Braeside's current Tariff of Fees By-Law pertaining to planning matters. The Fees prescribed do not include professional fees, (ie. legal or engineering) or extra public meetings. Prior to undertaking any of these matters the applicant agrees to reimburse the Municipality for all charges related to the application. Fees required for the processing of this application are required at the time of submission. The amount of the required fees should be confirmed with the Township prior to the submission of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Agent

**PART IV    \*AFFIDAVIT: (This affidavit must be signed in the presence of a Commissioner)**

I (we) \_\_\_\_\_

of the \_\_\_\_\_

in the \_\_\_\_\_

solemnly declare that all of the information required under Ontario Regulation 200/96, and the 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 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

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*NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Township to such persons as the Township sees fit, including anyone requesting such information. Accordingly, in providing any such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.*

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(To be completed by the Municipality)

**"COMPLETE" APPLICATION AND FEE OF \$\_\_\_\_\_ RECEIVED BY THE MUNICIPALITY:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipal Employee

\_\_\_\_\_  
Roll Number