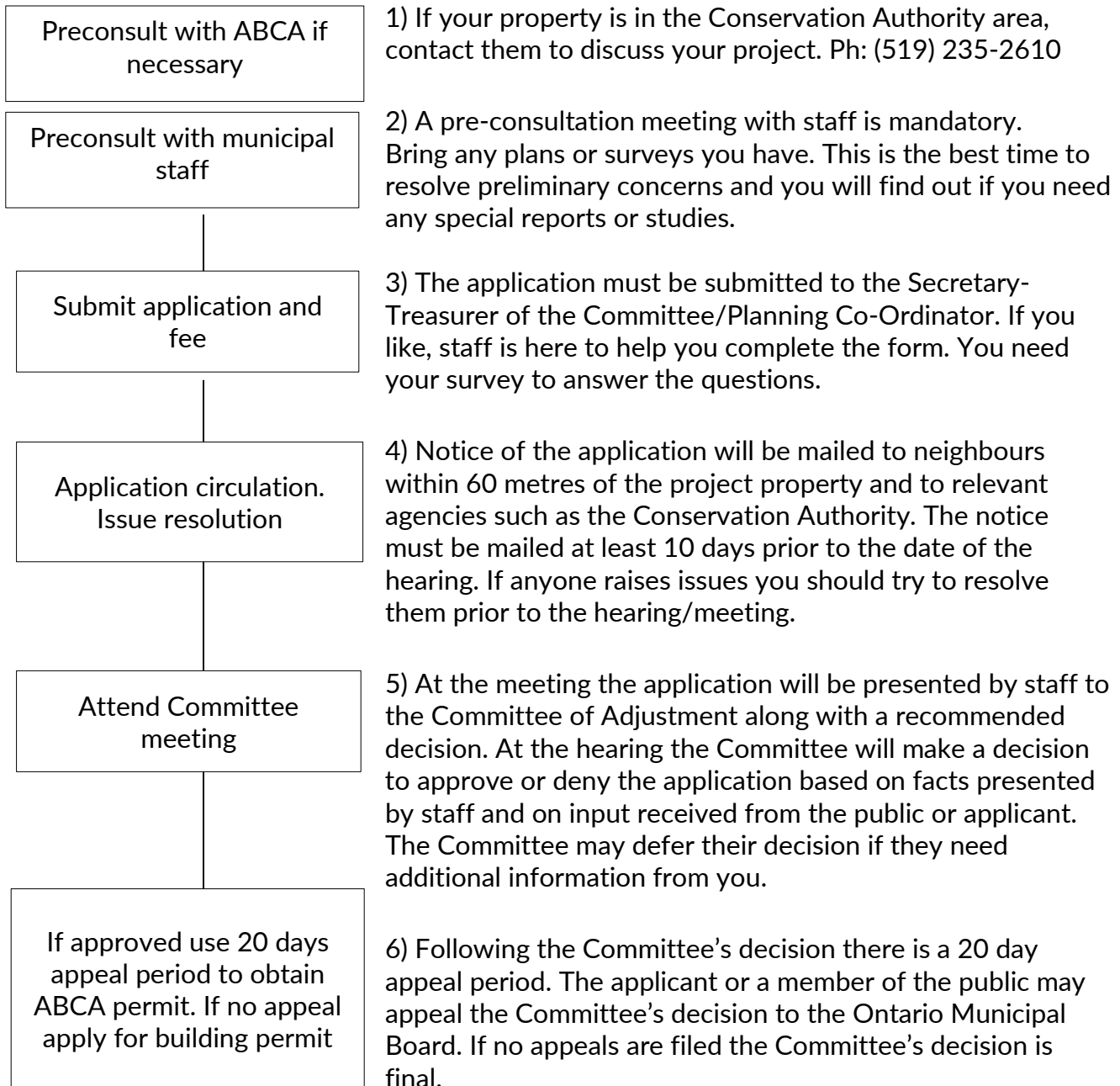


MINOR VARIANCE APPLICATION

A minor variance is needed when a project can't fully comply with the technical provisions of the zoning by-law. Owners should discuss their project for pre-evaluation with Planning or Building staff. Following is an overview of the process:



Application Requirements

1. One original complete application form, site sketch/survey, elevations for all proposed buildings. It is important that the survey include all the items noted below. An incomplete or improper sketch will result in the application being returned to you for completion, which could cause a delay in scheduling your application.
2. Application fee: cheque made payable to the Municipality of Bluewater. Review fee made payable to Ausable Bayfield Conservation Authority, if applicable.

For Your Information:

- A public notice sign will be posted in a prominent location on the property at least 10 days prior to the hearing of a Minor Variance Application
- Supporting materials, such as: a letter of explanation, letters in support, etc. should be submitted to the Secretary-Treasurer as far in advance of the Hearing as possible.

MINOR VARIANCE APPLICATION CHECKLIST

- Application Form: All sections must be complete
- Survey showing:
 - Owners name, property legal description and civic address, north arrow, scale, legend
 - Property boundaries and dimensions; north symbol
 - The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines. (include all sheds)
 - The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application. (ie. buildings, railways, roads, watercourses, drainage ditches, riverbanks, wetlands, woods, wells, landscaping.)
 - Septic system, tile bed size and location, setbacks as required; location of well
 - The current uses of the land that is adjacent to the subject land.
 - Properties located on Lake Huron or a ravine must show the 3:1 stable slope line and top of bank and the closest distance to any structures.
 - Location of proposed driveway and any existing easements
- Building elevations
- Location, width and name of road abutting the property

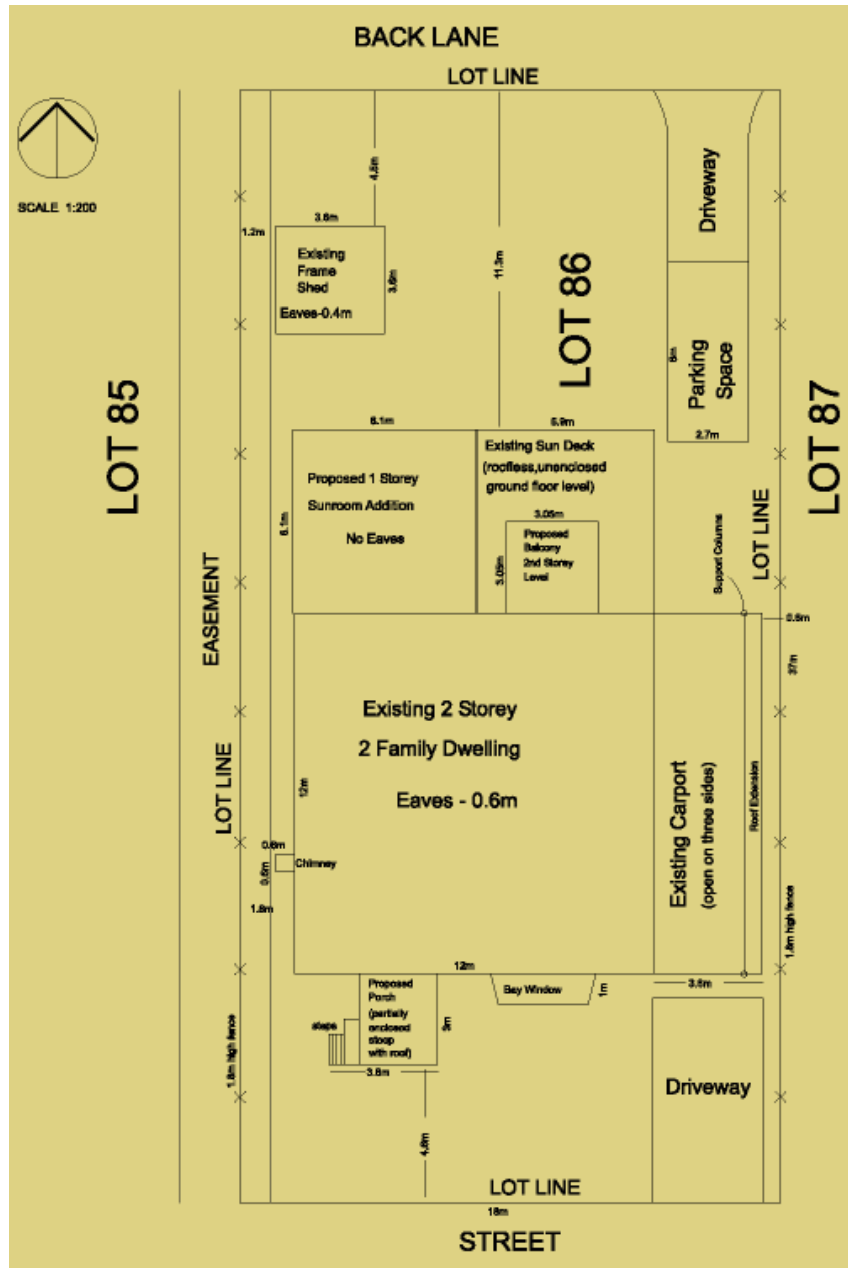
Notes: Submit drawings on 11 X 17" ledger sized paper as well as pdf versions by email.

A sample drawing is shown below – include all sheds – **measurements must be in metric**

If you need help completing this form or have questions about the process, please contact us for assistance.

Planning Dept. Staff: (519) 236-4351
Bluewater Planner (519) 524-8394

municipalityofbluewater.ca
Arlene Parker, Planning Co-Ordinator x 235



1. Owner's Information

Name of all registered owners:

Mailing Address:

City: Postal Code:
Ph: Mobile:
F: Email:

2. Applicant Information

Name of authorized agent:

Mailing Address:

City: Postal Code:
Ph: Mobile:
F: Email:

Note: unless otherwise requested, all communications will be sent to the agent if any.

3. Property Information

Lot Number: Registered Plan/Concession Number:
Ward: 9-1-1 Number:
Street: Property Roll Number:
Part Number: Reference Plan Number:
Other: Date of acquisition:

4. Nature and Extent of Relief applied for:

Variance to	By-law Requirement	Proposed	Difference

Are there any eave encroachments? Yes No What is the size? _____

5. Why is it not possible to comply with the zoning by-law?

6. Existing and proposed uses of the property:

How long have the existing uses continued?

7. Existing uses of abutting properties:

8. Present Official Plan provisions for the property:

9. Present Zoning By-law provisions for the property:

10. Has the owner previously applied for a variance?

11. Property Dimensions

Feet (ft.) acres

Metres (m.) hectares

	Feet (ft.) acres	Metres (m.) hectares
Frontage		
Depth		
Area		

12. Details of all buildings and structures on and proposed for the property:

Type												
Existing or Proposed?												
Date of Construction												
	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric	Imp./Metric
Floor Area												
# of storeys												
Width												
Length												
Height												

13. Location of all buildings and structures on or proposed for the subject land:

Type of Building	Front Yard		Rear Yard		Exterior Side Yard		Interior Side Yard	
	Imperial/Metric	Imperial/Metric	Imperial/Metric	Imperial/Metric	Imperial/Metric	Imperial/Metric	Imperial/Metric	Imperial/Metric
Existing								
1.								
2.								
3.								
4.								
Proposed								
1.								
2.								
3.								
4.								

14. Property Access

- Provincial Highway
- County Road
- Municipal Road
- Private Road
- Other (right of way etc)
- Maintained: Seasonally All Year

15. Services

Water Supply:	<input type="checkbox"/> Dug well <input type="checkbox"/> Drilled well <input type="checkbox"/> Communal well <input type="checkbox"/> Municipal water supply
Sewage Disposal System:	<input type="checkbox"/> Sanitary Sewers <input type="checkbox"/> Septic System Please provide complete system design and details Gross floor area:
Storm Drainage:	<input type="checkbox"/> Storm sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other

Is the property assessed to a Municipal Drain?

If yes, what is the name of the drain(s)?

16. Is any of the property in Wellhead Protection Area C?

If yes, please obtain a Restrict Land Use Permit from the Risk Management Official. Contact:
 Donna Clarkson, Source Water Protection dclarkson@sourcewaterinfo.on.ca
 Jenna Allain, Ausable Bayfield Conservation Authority jallain@abca.on.ca
 Mary Lynn MacDonald, Ausable Bayfield Conservation Authority mmacdonald@abca.on.ca

17. Is the subject property the subject of a current application for consent or plan of subdivision under the *Planning Act*, R.S.O. 1990, c. P.13? File Number:

18. OWNER AUTHORIZATION OF AGENT TO MAKE THE APPLICATION

I/We _____ being the registered owner of the subject land authorize _____ to act as my/our agent in this application for site plan approval, along with relevant reports and studies to the Municipality of Bluewater, to appear on my/our behalf at any meetings with respect to this matter and to provide any information required by the Municipality relevant to this application.

Date: _____ / _____
Signature Print
_____/_____
Signature Print

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with authority to bind the corporation.

19. PERMISSION TO ENTER

The applicant acknowledges that site visit(s) may be required in order to view the property and its relation to the surrounding lands. The applicant authorizes members of Council, Municipal staff, consultants retained by the Municipality in the review of the application to enter onto the subject property for the purpose of evaluating the application/proposal.

Date: _____ / _____
Signature Print
_____/_____
Signature Print

20. DECLARATION (please use a separate page for each declarant)

I _____ of the _____ of _____ in the _____ of _____ make oath and say (or solemnly declare) that all the statements contained in this application are true and I 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 _____)
_____ of _____)
this _____ day of _____, 20__)
_____)
_____)
_____)
Commissioner

_____)
Declarant

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with authority to bind the corporation.

PERSONAL INFORMATION

The personal information collected on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended and will be used to process and evaluate this application for site plan approval. Questions about the collection of this information should be directed to the Clerk at 519-236-4351 x 223.

FOR OFFICE USE

File Number: _____ Date Application Received: _____

Date Application Deemed Complete: _____