

## Planning Department Office Use Only

Application No. A/\_\_\_\_\_/2023/HTE

Date Received: \_\_\_\_\_, 2023

Roll #: 4442-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Deemed Complete: \_\_\_\_\_, 2023

Receipt: \_\_\_\_\_



## Application for Minor Variance

Complete this form to request approval from the Town of Huntsville Committee of Adjustment to make slight lot alterations outside of the regulations set in the Zoning By-law. Alterations may include reduced setbacks, increased lot coverage, etc.

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Applicants are advised to request a pre-consultation with Planning Department staff prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if the application is determined to be incomplete and/or inaccurate.

### Requirements

Please ensure that your application contains the following information. Insufficient information will result in the application being returned to you.

- Completed application form, along with a digital or scanned copy, emailed with attachments to [planning@huntsville.ca](mailto:planning@huntsville.ca)
- Commissioned signatures of Owner and/or Agent
- Parcel Registry (or Title Abstract) from the Land Registry Office (dated within 14 days of submission of application)
- Two (2) copies of applicable drawings. Plans must be to scale and include:
  - Dimensions of the lot
  - Existing and proposed setbacks from buildings
  - Lot area
  - Existing and proposed vegetation

- Septic field
  - Right-of-ways
  - Easements
  - Driveway
  - Parking area(s)
  - Natural features and building footprints
- Written description summarizing the proposal and the planning justification
- Fee:** \$1,265.00

Supplemental information, as noted in Section 13.23 of the Huntsville Official Plan, may be requested upon further review of the application.

The undersigned hereby applies to the Committee of Adjustment for the Corporation of the Town of Huntsville under Section 45 of the *Planning Act*, RSO 1990, as amended, for relief from Zoning By-law 2008-66P, as described in this application.

Personal information on this form is collected under the authority of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and will be used in processing this application. Questions regarding the collection of this information should be directed to: Manager of Planning, Corporation of the Town of Huntsville, 37 Main Street East, Huntsville, Ontario, P1H 1A1, (705) 789-1751 or [planning@huntsville.ca](mailto:planning@huntsville.ca).

## 1. Applicant/Agent Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Location of Subject Land

Civic (911) Address: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Former Geographic Township: \_\_\_\_\_

Reference Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_

Assessment Roll Number: 4442- \_\_\_\_\_ - \_\_\_\_\_

## 3. Official Plan and Zoning Information

Official Plan Designation: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

## 4. Description of Subject Land

Frontage (road): \_\_\_\_\_ Frontage (water): \_\_\_\_\_

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

Existing Uses: \_\_\_\_\_

Date Commenced: \_\_\_\_\_

Proposed Uses: \_\_\_\_\_

Existing use of abutting property: \_\_\_\_\_

Date Land Acquired by Current Owner: \_\_\_\_\_

Are there any easements or restrictive covenants affecting the subject land?

Yes  No  Unknown  If yes, please explain: \_\_\_\_\_

## 5. Variance Description

What is the nature of extent of relief being sought?

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Why is it not possible to comply with the provisions of Zoning By-law 2008-66P, as amended?

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## 6. Planning History

Is or has the subject land ever been the subject of an application for Consent, Plan of Subdivision, or Minor Variance under the Planning Act?

Yes  No  Unknown  If yes, please provide file numbers and the status of the decision: \_\_\_\_\_

## 7. Services

Check the appropriate box for each category:

### Access

- Municipal Road (Year-round maintained)
- Municipal Road (Seasonally maintained)
- District Road
- Existing Private Road
- Provincial Highway
- Other \_\_\_\_\_
- Water\*

\*If access is by water only, please indicate the parking and docking facilities to be used and the approximate distance of those facilities from the subject land and nearest public road.

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**Water Supply**

- Municipally owned and operated piped water
- Lake/River
- Well
- Other (specify) \_\_\_\_\_

**Sewage Disposal**

- Municipally owned and operated sanitary sewers
- Septic Tank and Tile Field
- Privy Pit
- Other (specify) \_\_\_\_\_

**Storm Water Drainage**

- Municipally owned and operated sewers
- Ditches
- Swales
- Other (specify) \_\_\_\_\_

## 8. Structures

### Existing

List all structures existing on the property:

Existing Structures	Footprint Area	Gross Floor Area	Number of Stories	Date Constructed	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions	Zone Compliance
Example: Dwelling										

### Proposed

List all proposed structures for the property:

Proposed Structures	Footprint Area	Gross Floor Area	Number of Stories	Front Yard Setback	Side Yard Setback	Rear Yard Setback	Height	Dimensions
Example: Dock								

## 9. Authorizations

The applicant hereby acknowledges and agrees:

- 1) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- 2) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of the application to cover anticipated professional and other processing costs beyond normal application requirements;
- 3) to pay all costs, legal and otherwise, that may be incurred by the Municipality with respect to a Local Planning Appeal Tribunal Hearing that may be held as a result of this application;
- 4) that the subject lands shall have the required public notification sign posted for the legislated time frame of a minimum of 10 days prior to the Public Meeting;
- 5) to grant the Town permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means for the purpose of application review, pursuant to the provisions of the Planning Act, R.S.O. 1990, c. P.13, s.1.0.1 and the Municipal Freedom of Information and Protection of Privacy Act;
- 6) there may be additional approvals (i.e., site plan application, building permit, etc.) and additional fees and charges (i.e., building permit fees, survey fees, development charges) associated with any development approved in conjunction with this application; and
- 7) they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

### Consent of Owner for Use and Disclosure for Personal Information

I, \_\_\_\_\_ am the Owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act I authorize and consent to the use by of the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Authorization of Owner for Agent**

If the Applicant is not the Owner of the land that is subject of this application, the written authorization of the Owner that the applicant is authorized to make the application must be completed below.

I, \_\_\_\_\_ am the Owner of the land that is the subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf and to provide any personal information that will be included in this application or collected during the process of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Authorization of Owner for Access**

I, \_\_\_\_\_ hereby authorize Town of Huntsville staff, and its representatives, to enter upon the premises for the purpose of evaluating the merits of the application for the time this application is under consideration by the Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ do solemnly affirm and declare that all of the statements contained in this application and in all exhibits and attachments transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing 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 \_\_\_\_\_

in the \_\_\_\_\_  
this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature of Applicant, Agent or Owner

\_\_\_\_\_  
A Commissioner, etc.