

**APPLICATION FOR MINOR VARIANCE
COMMITTEE OF ADJUSTMENT
100 Water Street East, 2nd Floor, Cornwall, ON K6H 5T9
Form 1, the Planning Act**

The undersigned hereby applies to the Committee of Adjustment for the City of Cornwall under Section 45 of the Planning Act for relief as described in this application, from: By-law #751-1969, Zoning By-law By-law #139-1981, Site Plan Control By-law By-law #57-1982, Signs By-law By-law #040-2008, Fence By-law

1.	Name of Owner (Registered)	Home Phone No.	Business Phone No.
2.	Address	Fax No.	
	Postal Code	E-Mail	
3.	Name of Agent	Home Phone No.	Business Phone No.
4.	Address	Fax. No.	
	Postal Code	E-Mail	
5.	Names and Addresses of any mortgagees, holders of charges or other encumbrances:		
6.	Nature and extent of relief applied for:		
7.	Why is it not possible to comply with the provisions of the By-Law?		

8. Legal Description of Subject Land:

Part # _____ on Reference Plan # 52R- _____

Lot(s) # _____ Registered Plan _____ Concession # _____

Street # & Name _____

9. Dimensions of Land Affected:

Area _____ sq. ft. Frontage _____ Depth _____
_____ m. sq.

10. Particulars of all buildings and structures on or proposed for subject land:

(Ground floor area, gross floor area, number of storeys, width, length, height, etc.)

Existing:

Proposed:

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

(Specify distance from side, rear and front lot lines)

Existing:

Proposed:

12. Proposed use(s) of the subject property: (number and type of units)

13. Date of Acquisition of subject land:

14. Date of construction of all buildings and structures on subject lands:

15. Existing uses of the subject property: (number and type of units)

16. Length of time the existing uses of the subject property have continued:

17. Existing uses of abutting (neighbouring) properties: (residential, commercial, etc.)

18. Access to subject property: (circle one)

Provincial Highway

Municipal Road

Another Public Road

A Right-of-Way

By Water

If by water only, indicate parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road.

19. Municipal Services available: (check appropriate space or spaces)

Water

Publicly owned and operated piped water system _____

Privately owned and operated individual or communal well _____

A lake or other body of water _____

Sewer Disposal

Publicly owned and operated individual or communal septic system _____

A privy _____

Other means _____

20. How is storm drainage provided?

Sewers _____

Ditches _____

Swales _____

Other _____

21. Present Official Plan Designation applying to the land:

22. Present Zoning By-law provisions applying to the land:

23. Has the owner previously applied for relief in respect of the subject property?

Yes

No

If the answer is yes, please describe briefly:

24. Is the subject property the subject of an application under the Act for Consent or for approval of a Plan of Subdivision?

Yes

No

If the answer is yes, and if known, please provide file number of application and status: _____

25. If a variance to the By-law #57-1982 (Signs By-law) is being applied for, please answer the following:

Type of Sign:

Awning Fascia Banner Sign Billboard Freestanding Projection Other

If other, please specify: _____

Dimensions of all signs on the property (length, width, height, fascia area).

Existing: _____

Proposed: _____

Location and setbacks of signs on property (sketch plan to be submitted).

Will the approval of this application extend the existence of a non-conforming sign?

Yes

No

If the applicant is **not the owner** of the land, the written authorization of the owner that the applicant is authorized to make the application must accompany this application (see authorization form on page 7).

The application shall be accompanied by a sketch showing the following:

1. The boundaries and dimensions of the subject land.
2. 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.
3. 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 of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
4. The current uses on land that is adjacent to the subject land.
5. 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.
6. If access to the subject land is by water only, the location of the parking and docking facilities to be used.

It is required that **2 copies** of this application be filed with the Secretary/Treasurer of the Committee of Adjustment, together with the plan referred to, accompanied by appropriate fee(s) in cash, Master Card, Visa or by cheque made payable to the Treasurer of the City of Cornwall.

Affidavit/Sworn Declaration:

This must be completed by the applicant(s) for proposed Minor Variance

Signature of applicants(s) or authorized agent(s)

Dated at the City of Cornwall this ____ day of _____ 20____

I/We, _____ of the City of Cornwall in the County of Stormont
(Applicant's name/authorized agent(s))

Solemnly declare that all 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 City of Cornwall in the County of Stormont

this ____ day of _____ 20____

Signature of applicant(s) or authorized agent(s)

(Commissioner of Oath, etc.)

I/We, _____ (print), give consent to The Corporation of the City of Cornwall, its employees, outside agencies and Committee of Adjustment members "Permission of Entry", so as to enter the subject property for the purpose of conducting a site inspection in order to review and report on the application.

Signature of applicant(s) or authorized agent(s)

AUTHORIZATION

Authorization of owner for agent to make the application.

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

I/We _____ am (are) the owner(s) of the land that is subject of this application and I/We authorize _____ to make this application on my (our) behalf.

Date

Signature

COMMITTEE OF ADJUSTMENT INSTRUCTIONS FOR APPLICANT MINOR VARIANCE APPLICATIONS

Note: More than one variance can be requested on one application, but a separate application must be submitted for each proposed or existing lot.

Before submitting your application, please review the following list. All these steps must be completed before this application can be accepted.

The owner/applicant should note that other applicable Provincial requirements may apply to the proposal, including not limited to: Building Code and other Ministerial Agencies. Depending on the nature of the proposal there may be a re-assessment of taxes applied to your property.

1. The application is complete and all questions are answered fully.
2. The application is sworn to before a commissioner, witnessing your signature.
3. There is a commissioner available in the Committee of Adjustment's office or at City Hall.
4. If represented by a legal office or agent, authorization from the owner in writing is required.
5. A sketch/plan must be attached. The sketch/plan should be clear and legible, and to be to scale. It should indicate the following:
 - a) if full sized plan is submitted, the applicant must also provide an 11 x 17 copy or legible smaller copy to assist in our required circulation and public notice of the application
 - b) a north arrow and scale
 - c) existing and proposed buildings or additions
 - d) parking areas and driveways, including dimensions thereof
 - e) setbacks from all lot lines
 - f) names of adjacent streets
 - g) uses and approximate setbacks of adjacent buildings
 - h) if applicable, the Eastern Ontario Health Unit, and Raisin Region Conservation Authority require that an application review fee be paid to them before they inspect the site and submit a report to the Planning Secretary. It is the responsibility of the applicant(s) to contact the property agency that applies to their site
 - i) if available, an Ontario Land Survey Plan should be attached
6. If assistance is required to complete the application form, the City Planning Division is available to help you at (613) 930-2787

ASSOCIATED DRAWING DETAILS

