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## Application for a Minor Variance

The Committee of Adjustment – City of Cornwall

File No.

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 #146-2021, Comprehensive 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. Applicant Information

<b>a) Property Owner Name</b>			
<b>b) Address</b>			
<b>c) Email</b>			
<b>d) Phone Number</b>		<b>e) Fax Number</b>	

### 2. Agent Information (If applicable)

<b>a) Agent Name</b>			
<b>b) Address</b>			
<b>c) Email</b>			
<b>d) Phone Number</b>		<b>e) Fax Number</b>	

*Note: 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 in Section 12).*

<b>3. Description of Subject Lands</b>			
<b>a) Legal Description</b>			
<b>b) Municipal Address</b>			
<b>c) Lot Area</b>			
<b>d) Frontage</b>		<b>e) Depth</b>	
<b>f) Date of Acquisition</b>			

<b>4. Mortgages</b>
<b>Names and Addresses of any mortgagees, holders of charges or other encumbrances:</b>

<b>5. Minor Variance Description</b>
<b>a) Provide a description of the nature and extent of the relief requested:</b>
<b>b) Why is it not possible to comply with the provisions of the By-law?</b>
<b>c) What provision(s) of the By-law apply (if known)?</b>

<b>6. Uses, Buildings and Structures on Subject Lands</b>
<b>a) Describe the 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.).</b>
Existing:
Proposed:
<b>b) Describe the location of all buildings and structures on or proposed for the subject land (Specify distance from side, rear, and front lot lines).</b>
Existing:
Proposed:
<b>c) What are the existing and proposed use(s) of the subject property (list number and type of units if residential)?</b>
Existing:
Proposed:
<b>e) How long have the current uses existed?</b>
<b>f) List the date of construction of all buildings and structures on subject lands.</b>
<b>g) What are the uses on neighbouring lands? (Eg. Residential, commercial, etc.)</b>

## 7. Access and Services

### a) How is the subject land accessed? (Check one)

Provincial Highway  
Municipal Road  
Private Right-of-Way  
By Water

### b) How is water provided to the subject land? (Check one)

Publicly owned and operated piped water system  
Privately owned and operated individual or communal well  
A lake or other body of water

### c) How is septic service provided to the subject land? (Check one)

Public sanitary sewer  
Private septic system  
Other:

### d) How is stormwater drainage provided on the subject land?

Sewers  
Ditches  
Swales  
Other:

## 8. Planning

### a) What is the current Zoning By-law designation for the subject lands?

### b) What is the current Official Plan designation for the subject lands?

### c) Has the owner previously applied for relief in respect of the subject property? (If the answer is yes, please describe the application briefly)

**d) Is the subject property the subject of an application under the *Planning Act* for Consent or for approval of a Plan of Subdivision? (If the answer is yes, and if known, please provide file number of application and status)**

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**9. Signs By-law Variance**

*Note: This section should only be filled out for a Signs By-Law variance.*

**a) For what type of sign is relief being sought?**

- Awning
- Fascia
- Banner Sign
- Billboard
- Freestanding Sign
- Projection
- Other:

**b) Provide the dimensions of all signs on the property (length, width, height, fascia area).**

**Existing:**

**Proposed:**

*Note: A site plan showing the location of existing and proposed signs shall be provided.*

**c) Will the approval of this application extend the existence of a non-conforming sign? (If yes, please describe)**

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## 10. Affidavit/Sworn Declaration

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

I/We, \_\_\_\_\_ (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 Oaths

## 11. Permission of Entry

I/We \_\_\_\_\_ (Applicant's name/authorized agent(s)), 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)

**12. Authorization of owner for an 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 \_\_\_\_\_ (print name) am (are) the owner(s) of the land that is subject of this application and I/We authorize \_\_\_\_\_ (print name) to make this application on my (our) behalf.

Date:

\_\_\_\_\_  
Signature

## 13. Instructions

*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:

- 1.** The application is complete, and all questions are answered fully.
  - a. If represented by a legal office or agent, ensure Section 12 is completed.
  - b. The Planning Division can review your application, but it must be filled out by the property owner or their authorized agent. The Planning Division can also respond to any questions about the process.
  
- 2.** The application is sworn to before a commissioner, who witnesses your signature.
  - a. There is a commissioner available in the Planning Division office at the Civic Complex.
  
- 3.** 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. A north arrow and scale
  - b. Existing and proposed buildings or additions
  - c. Parking areas and driveways, including dimensions thereof
  - d. Setbacks from all lot lines
  - e. Names of adjacent streets
  - f. Uses and approximate setbacks of adjacent buildings
  - g. If available, an Ontario Land Survey Plan should be attached
  
- 4.** 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 Secretary Treasurer. It is the responsibility of the applicant(s) to contact the agency that applies to their site.