

## **APPLICATION CHECK LIST**

Please ensure that the following has been completed:

1. The proposal must be discussed with a Town Planner with respect to Official Plan conformity, Zoning By-law provisions and other planning concerns (mandatory pre-consultation meeting). The applicant/agent must enquire from which Section of the Zoning By-law the proposal requires relief.
2. All questions on the application must be fully completed or marked not applicable. The affidavit must be signed by **all** registered owners or a duly authorized agent. NOTE: If a corporation is the owner, please place the corporation's seal or write, "I have authority to bind the corporation." The affidavit must be properly sworn before a Commissioner of Oaths to confirm the accuracy of the application. The information on the application must be legible and neat.
3. The authorization form signed and dated by the owner, appointing an agent (if applicable) to act on behalf of the owner.
4. The application must be accompanied by a sketch of the subject property. A complete and clear sketch is needed by the Committee to properly evaluate the application. The sketch shall be to scale, legible and in **metric** and a minimum size of 8.5" x 14". Please ensure that the dimensions of the variance(s) sought are clearly indicated on the sketch. The Committee of Adjustment may request that the sketch be prepared by an Ontario Land Surveyor if there are serious problems with the boundaries, orientation, and scale.
5. The application fee in the amount of **\$1,750**, payable to the Town of Bradford West Gwillimbury, is enclosed. This fee is for three (3) variances. Anything beyond three (3) variances is an additional **\$500**.
6. A yellow notice sign is also provided by the Municipality and must be erected by the applicant or authorized agent on the lot line abutting the road. All signs must be erected 10 days prior to the public meeting. The applicant or authorized agent **must provide photographic evidence** to the Secretary-Treasurer that the yellow sign has been posted properly on the subject lands. The signs are to be removed after the 20 day appeal period.
7. If you have other information you wish to provide, which is not on the application, please outline it in a covering letter.

**It is the responsibility of the applicant/owner/agent to call to request copies of reports received from the circulation.**

**IMPORTANT:** The Secretary-Treasurer will review the application and make suggestions as to what further information may be required or if the application is incomplete. Ultimately it is the responsibility of the applicant/agent to ensure that the application and sketch are complete and the sign is posted.

Should the Committee of Adjustment find that the application is not complete with respect to any of the above requirements, the application most likely will be deferred at the applicant's expense until the information is received. A deferral fee of \$300 is required to be placed on the next available agenda.

**Applications may be subject to additional fees should the subject lands be regulated by a Conservation Authority.**

Should you require further information, please do not hesitate to contact me.

Madeline Luker  
Planning Services Assistant and Secretary-Treasurer to the Committee of Adjustment  
905-778-2055, ext. 1400  
[mluker@townofbwg.com](mailto:mluker@townofbwg.com)

## APPLICATION FOR MINOR VARIANCE

Please complete all applicable sections of the application form. An incomplete application will be returned to the applicant. For assistance, please contact the Office of Community Planning at 905-778-2055, ext. 1400.

*All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Manager of Community Planning, 305 Barrie Street, Unit 2, P.O. Box 419, Bradford, Ontario, L3Z 2A9, Telephone: 905-778-2055, ext. 1401, Fax: 905-778-2070.*

### OWNER/APPLICANT INFORMATION

Property Owner Information (check one):		<input type="checkbox"/> Person(s)		<input type="checkbox"/> Company	
Registered Land Owner:					
Name:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					

### AGENT, SOLICITOR OR PLANNING CONSULTANT

Firm:					
Application Contact:					
Address:					
Municipality:		Province:		Postal Code:	
Telephone No.:			Fax No.:		
Email:					
Designate to Which all <b>Correspondence</b> will be Sent:					
Designate to Which all <b>Invoices</b> will be Sent:					

## LOCATION OF SUBJECT LANDS

Concession/Registered Plan No.:	Lot Number (s):
Reference Plan No.:	Part Number(s):
Municipal Address:	Roll Number:
Is the subject property listed or designated under Part 4 of the Ontario Heritage Act? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Listed properties: <a href="https://www.townofbwg.com/Docs/Services/Planning/Heritage-Listed-Properties.pdf">https://www.townofbwg.com/Docs/Services/Planning/Heritage-Listed-Properties.pdf</a>	
Designated Properties: <a href="https://www.townofbwg.com/Docs/Services/Planning/Heritage-Designated-Properties.pdf">https://www.townofbwg.com/Docs/Services/Planning/Heritage-Designated-Properties.pdf</a>	
Are there easements or any restrictive covenants affecting the subject lands? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, please describe:	

## PURPOSE OF APPLICATION

Describe the nature and the extent of relief applied for by completing the sections below.

<b>MINOR VARIANCE 1:</b>
Section of By-law:
By-law requirement:
Existing:
Requesting:
Why is it not possible to comply with the provisions of the By-law? (** Please note: If full reasons are not provided, Town staff will be unable to comment to the Committee of Adjustment and the Committee may defer hearing your application until a staff response has been obtained).
<b>MINOR VARIANCE 2 (IF REQUIRED):</b>
Section of By-law:
By-law requirement:
Existing:
Requesting:

Why is it not possible to comply with the provisions of the By-law? (\*\* Please note: If full reasons are not provided, Town staff will be unable to comment to the Committee of Adjustment and the Committee may defer hearing your application until a staff response has been obtained).

**MINOR VARIANCE 3 (IF REQUIRED):**

Section of By-law:

By-law requirement:

Existing:

Requesting:

Why is it not possible to comply with the provisions of the By-law? (\*\* Please note: If full reasons are not provided, Town staff will be unable to comment to the Committee of Adjustment and the Committee may defer hearing your application until a staff response has been obtained).

**DESCRIPTION OF THE SUBJECT LANDS**

Property Dimensions:

Lot Frontage: \_\_\_\_\_m.                      Lot Depth: \_\_\_\_\_m.                      Lot Area: \_\_\_\_\_sq. m.

Access to subject lands: (please check appropriate box)

- Municipal Road – Maintained Seasonal or Year Round (circle one)  
 Provincial Highway                       Private/Right of Way                       Other ie. Water Access

If access to the subject land is by private road, or if "other public road" or "right of way" please indicate below who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year. If access is by water please indicate the location of the parking and docking facilities to be used.

Water supply provided by: (please check appropriate box)

- Municipal                       Well – Private or Communal (circle one)\*                       Other, ie., Lake

Sewage disposal provided by: (please check appropriate box)

- Municipal                       Well – Private or Communal (circle one)\*                       Other, ie., Lake

Storm Drainage provided by: (please check appropriate box)

Sewer       Ditches/Swales       Other: \_\_\_\_\_

Uses of the subject Lands (please be specific)

EXISTING:

PROPOSED:

For each existing and proposed building and/or structure please indicate type, the setback from the front lot line, rear lot line, and side lot lines, the height in metres, and the dimensions or floor area.)

EXISTING:

PROPOSED:

**LAND USE AND APPLICATION INFORMATION**

What is the current official plan designation(s) of the subject land?

What is the current zoning of the subject land?

If the subject land is covered by a Minister's zoning order, what is the Ontario Regulation Number?

Is the subject land currently the subject of any application under the <i>Planning Act</i> for approval of plan of subdivision or consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
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**If yes** to above, complete the following and provide the Type of application(s) and File No(s):

Status of application(s):

Has the subject land ever been subject of an application under section 45 of the <i>Planning Act</i> ? (minor variance/permission)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
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**If yes** to above, complete the following and provide Type of application(s) and File No(s):

Status of application(s):

Date of acquisition of subject lands by current owner:

Date of construction of all existing buildings and structures on the subject lands:

The length of time that the existing uses of the subject lands have continued:

**OTHER INFORMATION**

Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or provide separate covering letter.

## CONSERVATION AUTHORITY

Is the subject land regulated by a conservation authority?

Yes     No

If so, which one?

Lake Simcoe Region Conservation Authority     Nottawasaga Valley Conservation Authority

**\*\*Please note that additional fees may apply as determined by the Conservation Authority.**

## SKETCH REQUIREMENTS

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

- the boundaries and dimensions of the subject land;
- the location, size and type of all existing **and** proposed buildings and structures on the subject lands, indicating the distance of the buildings or structures 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 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 adjacent to the subject lands;
- 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; and
- the location and nature of any easement affecting the subject land.

**(\*\*Please note:** the Committee may request a survey/sketch/plan prepared by an Ontario Land Surveyor if there are serious problems with boundaries, orientation and scale, **otherwise** a hand-drawn sketch to scale will be acceptable)



**CONSENT OF OWNER**

I/we, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and understand that all the information, documents and drawings and plans provided with this application will be made available to the public, as required by the provisions of the *Planning Act, R.S.O. 1990, c. P.13*, as amended.

In accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*, I hereby consent to the Town of Bradford West Gwillimbury making this application and its supporting information available to the general public, including copying, posting on the Town’s website and/or releasing a copy of the application and any of its supporting information to any third party upon their request, and as part of a standard distribution of copies of such documentation.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**AUTHORIZATION**

I/we, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a minor variance and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_, to act as my/our Agent to make application to the Town of Bradford West Gwillimbury Committee of Adjustment to appear on my/our behalf at any hearing(s) of the application, and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**AUTHORIZATION**

I/we, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application for a minor variance and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_, to act as my/our Agent to make application to the Town of Bradford West Gwillimbury Committee of Adjustment to appear on my/our behalf at any hearing(s) of the application, and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

\_\_\_\_\_ Date

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

\_\_\_\_\_ Date

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

**AFFIDAVIT OR SWORN DECLARATION**

I/we, \_\_\_\_\_, of the Town/City of \_\_\_\_\_ in the County/Region of \_\_\_\_\_ solemnly declare that the information contained in this application is 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*; AND hereby grant permission to employees for the Town of Bradford West Gwillimbury and its Members of the Committee of Adjustment to attend and conduct inspections of the lands subject to this application as part of their review and processing of the application.

Declared before me at the Town/City of \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 in the County/Region \_\_\_\_\_ )  
 of this day \_\_\_\_\_ )  
 of 20 \_\_\_\_\_ )

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

\_\_\_\_\_  
 Signature of Commissioner, Notary Public, etc.

**NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS OR WRITE "I HAVE AUTHORITY TO BIND THE CORPORATION".**

**FOR OFFICE USE ONLY**

**Date Received:**\_\_\_\_\_

**Application No.:**\_\_\_\_\_

**Date Deemed Complete:**\_\_\_\_\_