



# COLEMAN TOWNSHIP

## Application for MINOR VARIANCE

- Introduction:** The submission of an application to the municipality for a Minor Variance is provided for in the *Planning Act* s. (45). This form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Council. The purpose of these guidelines is to assist persons in completing the application for a Minor Variance. Should you require clarification on any matter covered by this application form, please contact the Municipal Office.
- Application Fees:** Each application must be accompanied by the **application fee (deposit) of: \$ 600** in the form of a cheque payable to Coleman Township. This fee shall be considered a deposit, which is used to pay all legal, planning and other associated costs with respect to the processing of the subject application. If the total costs incurred by the municipality should exceed the amount of the application fee, the applicant shall pay the outstanding balance before the municipality finalizes the approval.
- Authorization:** If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application, which authorizes the applicant to act on behalf of the owner as it relates to the subject application (see page 6).
- Drawing:** All applications for a Minor Variance must include an accurate, to scale, drawing (see page 5).
- Supporting Information:** Additional information may be required by the municipality, county, local and provincial agencies in order to evaluate the proposed Minor Variance. This information is often a requirement of the local Official Plan, Provincial policies and/or applicable regulations. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.
- In addition, the applicant may be required to submit a more detailed site plan, under **site plan control**, prepared by a qualified professional, showing the proposed development including all new buildings and structures, parking areas, landscaping and other site information as required by the municipality.
- Ontario Regulation 200/96 outlines required information to be included in an application for a Minor Variance. This is identified in the following application with an asterisk \* beside the question number.
- Application Processing:** Upon receipt of an **application**, the required **fee** and **other information** as may be required, Council will determine whether there is sufficient merit in processing the application further (i.e. the circulation of notice and the holding of at least one public meeting as required by the *Planning Act*). The applicant will be provided notice of any decision made by the Council concerning the application. Minor Variances are approved by Council.
- Further Information:** Mr. Patrick Cormier  
CAO/Clerk-Treasurer  
Coleman Township  
937907 Marsh Bay Road, RR#1  
Coleman, ON P0J 1C0
- Telephone: (705) 679-8833
- Fees:** \$ 600 (Deposit)
- Copies:** One (1) copy of this application, including the drawing and other information as may be specified, shall be required.

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Note: Asterisk \* identifies required information outlined in Schedule 1, Ontario Regulation 200/96.

**1. \* APPLICANT INFORMATION**

a) Registered Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

b) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

If the application will be represented, prepared or submitted by someone other than the registered owner(s) please specify:

c) Authorized Agent(s): \_\_\_\_\_

Address: \_\_\_\_\_

e-mail address: \_\_\_\_\_

d) Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

NOTE: Unless otherwise requested, all communication will be sent to the agent, if any.

**2. \* LEGAL DESCRIPTION OF THE ENTIRE PROPERTY:**

Municipal Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Township: \_\_\_\_\_ Registered Plan No.: \_\_\_\_\_

Part/Lot/Block: \_\_\_\_\_ Parcel: \_\_\_\_\_

**3. \* Date the subject land was acquired by the current owner:** \_\_\_\_\_

**4. \* DIMENSIONS OF THE LANDS AFFECTED:** Lot Frontage (m) \_\_\_\_\_ Lot Depth (m) \_\_\_\_\_ Lot Area (ha) \_\_\_\_\_

**5. \* CURRENT OFFICIAL PLAN DESIGNATION:** \_\_\_\_\_

**6. \* CURRENT ZONING:** \_\_\_\_\_

**7. \* NATURE AND EXTENT OF RELIEF FOR WHICH APPLICATION IS MADE:** Please refer to the By-law requirement(s) from which relief is being sought (i.e. section number(s), if known) to describe what it is you wish to do and why you cannot meet the provisions of the By-law.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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EXISTING AND PROPOSED USE OF LAND

8. \* EXISTING USE OF LAND: \_\_\_\_\_

Date of Construction: \_\_\_\_\_ Length of Time Existing Uses have Continued: \_\_\_\_\_

9. \* PROPOSED USE OF LAND: \_\_\_\_\_

10. \* PARTICULARS OF ALL EXISTING AND PROPOSED BUILDINGS (use an additional sheet if necessary):

Table with columns for Existing and Proposed buildings. Rows include Type, Length (m) x Width (m), Floor Area (m²), Height (m), No. of Storeys, and Setbacks from: Front Lot Line (m), Rear Lot Line (m), Side Lot Line (m), Side Lot Line (m).

ACCESS / SERVICING

11. \* ACCESS TO LAND: Provincial Highway, Year-Round Municipal Road, Seasonal Municipal Road, Other Public Road or Right-of-way, Water

If access to the subject land is by water only, describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road:

12. \* INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

Municipal Water, Communal Water, Private Well, Lake or other Water body, Municipal Sewers, Communal Septic, Private Septic, Privy or other means

13. \* INDICATE THE STORM DRAINAGE METHOD: Sewers, Ditches, Swales, Other

PREVIOUS APPLICATIONS

14. \* Has the subject land ever been, or is it now, the subject of an application for approval of a plan of subdivision under section 51 of the Planning Act or a consent under section 53 of the Act? Yes No

If "Yes", File No. of Application: \_\_\_\_\_ Status of Application: \_\_\_\_\_

15. \* Is the land subject to an application for Minor Variance under section 45 of the Act? Yes No

If "Yes", please indicate the purpose and Status of Application: \_\_\_\_\_

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**APPLICATION SKETCH**

**16. \* ACCURATE, TO SCALE, DRAWING OF PROPOSAL:** In the space below or on a separate page(s), please provide a drawing of the proposal. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal.

**APPLICANT'S NAME:**

**DATE:**

\* The drawing(s) should show:

- Property boundaries & dimensions
- Location, size and type of existing and proposed buildings and structures, indicating setbacks to all lot lines
- Adjacent land uses (residential, commercial, agricultural, etc.)
- Easements or restrictive covenants
- Location, name and width of abutting public roads, allowances, rights-of-way
- Approximate location of all natural and artificial features on subject land and on land adjacent to subject land that, in the opinion of the applicant, may affect the application (buildings, railways, watercourses, drainage ditches, rivers or stream banks, wells and septic tanks)
- If access to subject land is by water only, location of parking & docking facilities to be used
- North arrow

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**AFFIDAVIT:**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ solemnly declare that all the statements contained in this application are  
true, and I (we) make 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 Coleman Township in the District of Timiskaming this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date

**AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER:**

(If affidavit is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed.)

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ (municipality),  
District of \_\_\_\_\_ do hereby authorize \_\_\_\_\_  
to act as my (our) agent in this application.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

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**APPLICATION AND FEE OF \$\_\_\_\_\_ RECEIVED BY THE MUNICIPALITY:**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date