



Township of Lanark Highlands
Po Box 340, 75 George Street
Lanark, ON K0G 1K0
T: 613.259.2398 F: 613.259.2291
www.lanarkhighlands.ca

APPLICATION FOR MINOR VARIANCE

Information and material to be provided under Section 45 of the *Planning Act*

FOR OFFICE USE ONLY

Application Number: _____
Assessment Roll Number: 0940 ____ - ____ - ____
Date Received: _____
Date Application Deemed Complete: _____

NOTE:

All questions on this application **must** be answered or the application will be deemed incomplete and will be returned.

Part 1: Applicant Information

Registered Owner

Name(s): _____
Mailing Address: _____
Telephone (home): _____ (work/cell): _____
E-mail: _____ Fax: _____

Agent (if applicable)

Name(s): _____
Mailing Address: _____
Telephone (home): _____ (work/cell): _____
E-mail: _____ Fax: _____

Please specify to whom all correspondence should be sent: Owner Agent

If the applicant is not the owner, the owner must appoint the applicant his/her agent see page 9.

Part 2: Property Information

Legal Description of the Property

Assessment Roll Number: _____
Geographic Township: _____ Concession: _____ Lot: _____
Registered Plan Number (if any): _____ Lot Number: _____
Civic Address: _____

Part 3: Land Use

Existing Use: _____
Proposed Use: _____

Official Plan
Official Plan Designation *: _____

Zoning
Zoning *: _____

Nature and Extent of the relief requested from the Zoning By-law: _____

Reason why the proposed use cannot comply with the provisions of the Zoning By-law: _____

****If you are unaware as to the Official Plan and/or the current Zoning, please contact the Township of Lanark Highlands for this information.***

Purpose of the Application (describe your project)

Property Characteristics
Lot Frontage (Road) _____ ft _____ m (Water) _____ ft _____ m
Lot Depth _____ ft _____ m Lot Area _____ ac _____ ha

Part 4: Existing Buildings or Structures for Subject Lands *this includes dwellings, shed, etc...*

Setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)

Item	Building # 1	Building # 2	Building # 3	Building # 4	Building # 5
Existing type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line – other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m2)					
Year Building or structure constructed					

Proposed Buildings or Structures for Subject Lands

Setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)

Item	Building # 1	Building # 2	Building # 3	Building # 4	Building # 5
Proposed type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line – other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m2)					
Year Building or structure constructed					

Will the proposal add any of the following:

	Yes	No
Living Area		
Bedrooms		
Bathrooms		
New Plumbing		

Part 5: Servicing the Property

5.1 Access (Check appropriate box and state road name):

- Provincial Highway (#) _____
- Municipal road, maintained year round _____
- Municipal road, seasonally maintained _____
- County Road (#) _____
- Private Road _____
- Right of Way _____
- Water Access _____

If water access only, describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private.

5.2 Water Supply (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) _____
- Water service not proposed

5.3 Sewage Disposal (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system* (if checked please see section 4.3a)
- Privately owned and operated communal septic system* (if checked please see section 4.3a)
- Privy
- Holding tank
- Other (*please state*) _____
- Sewage disposal service not proposed

Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

- Title and date of servicing options report: _____
- Title and date of hydrogeological report: _____

5.4 Other Services (Check if the service is available):

- Electricity
- School Bussing
- Garbage Collection

5.5 Storm Drainage (Indicate the proposed storm drainage system):

- Storm Sewers
- Ditches
- Swales
- Other (*please state*) _____

Part 6: Additional Information

<p>Existing Uses of Adjacent Lands</p> <p>To the North: _____</p> <p>To the South: _____</p> <p>To the East: _____</p> <p>To the West: _____</p> <p>The length of time the existing uses of the subject property have continued? _____</p>

<p>Parking Spaces</p> <p>How many existing parking spaces are provided on the subject land? _____ spaces.</p> <p>Indicate the number of additional parking spaces to be provided? _____ spaces.</p>
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Uses on or within 500m of subject land

Use or feature	On the Subject Land	Within 500 m of subject land, unless otherwise specified. (<i>indicate approximate distance</i>)
An agricultural operation including a livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		

A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

History of the Subject Land

Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment?

Yes No Unknown (please circle one) If yes, provide the details and decision of the previous application.

If this application is a re-submission of a previous application, describe how it has been changed from the original application. _____

Provide the date when the subject land was acquired by the current owner. _____

Provide the length of time that the existing uses of the subject land have continued. _____

Simultaneous Applications

Is the subject land or any land within 120 m subject to any other planning applications at this time?

Yes No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

Disclaimer

Personal Information contained on this form is collected under the authority of the Planning Act, Section 45, and will be used to determine the eligibility of the proposed minor variance.

NOTE

THE APPROVAL OF A MINOR VARIANCE DOES NOT RELIEVE THE OWNER FROM THE REQUIREMENTS OF THE BUILDING CODE. ALL OTHER APPLICABLE PERMITS MUST BE APPLIED FOR BY THE OWNER.

Submit your application to:

Janie Laidlaw, Planning Assistant
Township of Lanark Highlands
75 George Street, PO Box 340
Lanark, ON K0G 1K0

T: 613-259-2398 x 232 or 1-800-239-4695

F: 613-259-2291

E: jlaidlaw@lanarkhighlands.ca

AFFIDAVIT

I/We, _____ of the _____
in the _____ solemnly declare that this application is
consistent with the policy statement issued under subsection 3(1) of the Planning Act, I/We
declare that this application conforms or does not conflict with any provincial plan or plans, I/We
declare that the information contained in this application and on the attached plan and any
associated information submitted with the application are, to the best of my/our knowledge, a
true and complete representation of the purpose and intent of this application

Declared before me at the

in the _____
this _____ day of _____, 2_____ .

A Commissioner of Oaths

Owner/Agent Signature

OWNERS AUTHORIZATION

I/We, _____ being the registered owner(s)
of the subject lands hereby authorize _____ to prepare
and submit the application for Minor Variance on my/our behalf to the Corporation of the
Township of Lanark Highlands.

Signature(s)

Date

CONSENT OF OWNER

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, _____, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, hereby authorize and consent to the use by or 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.

I/We also authorize and consent to representatives from the Township of Lanark Highlands and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

Signature of Owner(s)

Date

SITE PLAN CHECKLIST

A site plan shall be submitted with this application that provides the following information.

- The boundaries and dimensions of the subject land;
- The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;
(Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)
- The current uses of land that is adjacent to the subject land;
- The location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- Location and nature of any easement affecting the subject land;
- North arrow and scale;
- Other (as indicated by Municipality) _____

APPLICATION FEES

Applicable Fees:

The processing fee, made payable to the Township of Lanark Highlands, is payable at the time application is made.

Township (includes MVC review)	\$ 500.00
Planning Deposit (Professional Planner Review) <i>*Balance of deposit is refunded or costs beyond deposit is payable upon receipt of invoice</i>	\$ 500.00
Sub-Total (payable to Township of Lanark Highlands)	\$ 1000.00

Other Possible Fees:

Health Unit Review (if applicable)	\$ 175.00
<p>Depending on the nature of the application, special background studies or reports may be required to address issues related to the application.</p> <ul style="list-style-type: none"> • Agricultural Soils Assessment Report • Archaeological Resource Study • Concept Plan showing ultimate use of land • Engineer's Report • Environmental Impact Study • Environmental Site Audit • Flood Plan Study • Hydrogeological and Terrain Analysis Report • Market Study • Mineral Aggregate Study • Noise Study • Servicing Option Statement • Site Plan Control • Storm Water Mangement Report/Master Drainage Plan • Transportation or Traffic Study • Other Studies deemed necessary to support the application 	To be determined.

**FEE AND DEPOSIT SCHEDULE AND COSTS
PLANNING APPLICATIONS
TOWNSHIP OF LANARK HIGHLANDS**

**STATUTORY DECLARATION
PAYMENT OF APPLICATION FEE, DEPOSIT AND
ANY ADDITIONAL PROCESSING COSTS**

I _____, applicant for approval of the attached application for review and approval in accordance with the provisions of the Planning Act in respect of lands located at _____ in the Township of Lanark Highlands do herewith covenant and agree to pay the Township of Lanark Highlands the initial application fee and deposit at the time of submitting the application and all costs beyond the amount of the initial application fee and deposit associated with processing and defending this application within thirty (30) days of receipt of an itemized statement from the municipality.

IN WITNESS WHEREOF this covenant is executed under my seal and I make this 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 Township of Lanark Highlands, in the County of Lanark this _____ day of _____, 20____.

Applicant

Applicant