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## Minor Variance Application

**Pre-Consultation** with Township Planning Staff is recommended to aid in determining the level of detail, types of studies, and number of copies required for a complete application. Advice will also be offered as to any other agencies which may be involved in reviewing the application and their requirements.

For a **standard** Minor Variance application the following should be submitted to the Secretary-Treasurer of the Committee of Adjustment:

**Complete Application Form**

- Please sign and submit the attached application form in its entirety.

**Letter of Explanation**

- A cover letter detailing the proposal must accompany the application.

**Site Plan/Sketch**

- Appendix A of the Application Form provides additional information regarding requirements of the mandatory Site Sketch, as well as a sample sketch.

**Application Fee (\$1,030.00)\***

- Fee can be paid by cash, debit or cheque payable to "Township of Springwater".

**Additional Fee(s) (If Applicable)**

- The applicant is responsible for all external agency review fee(s) incurred (including but not limited to, legal, engineering, surveying, Nottawasaga Valley Conservation Authority, County of Simcoe, Ministry of Transportation, etc. review fees.)

For a complete list of Committee of Adjustment meeting dates and schedule deadlines please refer to the Township of Springwater website. [www.springwater.ca](http://www.springwater.ca)

Please note, the Secretary-Treasurer of the Committee of Adjustment will assign a file number for complete applications and this should be used in all communications.

If any questions may arise please feel free to contact the Planning Department.

\*Fees may be subject to change. For a complete copy of the Fee & Charges By-law please visit the Township's website: [www.springwater.ca/fees](http://www.springwater.ca/fees)

## Minor Variance Application Form

Office Use Only	
Application Number:	
Date Received:	
Date Complete	
Roll Number:	
Consent Application Fee:	\$1,030.00
Fee Received:	
Date Received:	
Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit

### General Information

1. Applicant Information	Fill In the Area Below
Applicant Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

2. Owner(s) Information (If Different from Above)	Fill In the Area Below
Owner(s) Name:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

3. Agent's Information	Fill In the Area Below
Agent's Name and Firm:	
Full Mailing Address:	
Telephone:	
Mobile:	
Email:	

**Please submit a list as a separate appendix of any additional individuals or firms that will be working on this application (e.g. Planners, Engineers, Surveyors, Solicitors) if you wish.**

**4. The primary contact for all matters relating to this application (pick one):**

- Applicant
  Owner
  Agent

5. Please list below the holders of any mortgage, other charge, or encumbrance on the subject lands:

Mortgagee Information	Fill In the Area Below
Mortgagee:	
Full Mailing Address:	
Telephone:	
Email:	

Holder of any other charge or encumbrance	Fill In the Area Below
Names:	
Full Mailing Address:	
Telephone:	
Email:	

**Property Details**

1. Subject Property	Fill In the Area Below
Legal Description:	
Municipal Address:	

<b>1. Subject Property</b>	<b>Fill In the Area Below</b>
Roll Number:	

<b>2. Frontage, Depth and Area</b>	<b>Fill In the Area Below</b>
Frontage (m)	
Depth (m)	
Area (m <sup>2</sup> )	

**3. Easements and Restrictive Covenants:**

Are there any easements, restrictive covenants, right-of-way, or other registered agreements affecting the subject property?

Yes       No

If you answered 'yes' above, please provide a description of each and its purpose:

**4. Official Plan & Zoning By-law:**

Current Official Plan Designation on the subject lands:

Current Zoning of the subject lands:

**Proposed Details**

**1. Nature and Extent of the Relief from the Zoning By-law Proposed**

Zoning provision requested to be varied	Required	Proposed	Variance

Explain any other provisions of the Zoning By-law that are requested to be varied under this application:

2. Why is it not possible to comply with the provisions of the Zoning By-law?

### Land Use Information

1. Date the Subject Land was acquired by the current Owner:

2. Current and Proposed Land Uses	Fill In the Area Below
Current Uses	
Length of time the current uses have occurred on the subject lands.	

2. Current and Proposed Land Uses	Fill In the Area Below
Proposed Uses	

**3. Past and present uses on and around the subject lands:**

Does the subject land or any adjacent properties contain any known archeological resources or areas of archaeological potential?

- Yes       No       Unknown

Has there ever been an industrial or commercial use, including a storage of gasoline or other fuels on the/or adjacent to the subject property?

- Yes       No       Unknown

Has there ever been an underground storage tank on the subject lands?

- Yes       No       Unknown

Has the subject land or any lands within 500 metres ever been used for the storage/disposal of hazardous materials or waste?

- Yes       No       Unknown

Is there any reason to believe that subject lands have been contaminated by former uses on the subject lands?

- Yes       No       Unknown

**4. Minimum Distance Separation**

Does the proposed variance involve the construction or enlargement of a livestock facility or manure storage facility?

- Yes       No

If answered 'yes', further information may be required in order to determine sufficient minimum distance separation.

5. What type of uses are currently occurring within 500 metres of the subject lands?	Fill In the Area Below
North:	
South:	
East:	
West:	

### Property Servicing Information

1. Access to subject lands will be gained by:

- Provincial Highway
- County Road
- Private Road
- Other
- Township Road (maintained year round)
- Township Road (maintained seasonally)

2. Sewage & Water Service	Sewage Service	Water Service
Municipal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Communal	<input type="checkbox"/>	<input type="checkbox"/>
Private – Single	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

3. Storm Drainage will be provided by:

- Municipal Sewers
- Ditches
- Swales
- Other

## Buildings & Structures

Details of the **existing** and proposed structures on the subject lands (If additional space is required to list structures please attach the information to the application):

**Please note**, that a plan showing the dimensions of the subject lands and all existing and proposed buildings thereon (including setbacks to property lines) must be submitted along with this application form. Refer to Appendix A for additional information.

Existing Buildings & Structures	Building 1	Building 2	Building 3
Building/Structure Type:			
Date of Construction:			
Ground floor area (m <sup>2</sup> ):			
Gross floor area (m <sup>2</sup> ):			
Building height:			
Number of storeys:			
Front yard setback (m):			
Rear yard setback (m):			
Side yard setback (m):			
Side yard setback (m):			

Proposed Building & Structures	Building 1	Building 2	Building 3
Building/Structure Type:			
Date of Construction:			
Ground floor area (m <sup>2</sup> ):			
Gross floor area (m <sup>2</sup> ):			

Proposed Building & Structures	Building 1	Building 2	Building 3
Building height:			
Number of storeys:			
Front yard setback (m):			
Rear yard setback (m):			
Side yard setback (m):			
Side yard setback (m):			

### Planning Policy Framework & Other Approvals

1. Is the subject land currently or has it been the subject of an application for approval of any of the following:

- Plan of Subdivision/Condominium
- Consent
- Minor Variance
- Zoning By-law Amendment
- Minister's Zoning Order
- Official Plan Amendment

**Note:** If you checked any of the above, please complete the fields below for all **past and concurrent** Applications:

#### Application One

Application One Information	Fill In Area Below
Application Type:	
File Number:	
Status:	

Application One Information	Fill In Area Below
Approval Authority:	
Land Affected:	
Purpose of the Application:	

**Application Two**

Application Two Information	Fill In Area Below
Application Type:	
File Number:	
Status:	
Approval Authority:	
Land Affected:	
Purpose of the Application:	

**2. Is the requested variance consistent with the Provincial Policy Statement?**

Yes       No

**3. Does the requested variance conform to the Growth Plan for the Greater Golden Horseshoe?**

Yes       No

**4. Does the requested variance conform to the County of Simcoe Official Plan?**

Yes       No

5. Is the subject land located within the regulation limits of the **Nottawasaga Valley Conservation Authority (NVCA)**?

Yes       No

**Please Note:** The Developer is hereby advised that prior to commencing any work within the subject lands, the Developer must confirm that sufficient wire-line **communication/telecommunication infrastructure** is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or the extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e. 911 Emergency Services).

**Agreement of Owner / Agent**

The Owner/Agent hereby agrees that he/she shall reimburse the Township of Springwater on demand for all costs incurred by the Township of Springwater in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees.

The Owner/Agent hereby authorizes municipal staff, committee members and/or agents of the municipality (i.e. engineers) to enter the property for the purposes of performing inspections and the posting of a public notice sign, without further notice, related to the processing of this application and fully indemnify the municipality for any and all claims or damages arising or resulting from such access.

The Owner/Agent hereby provides consent, for the purposes of the **Freedom of Information and Protection of Privacy Act**, to the Township of Springwater to use and disclose personal information to any person or public body that is collected under the authority of the **Planning Act** for the purposes of this application.

The Owner/Agent hereby declare that I have read and understand the information set out in this Section of the Application.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Agent

**Declaration**

I (the Owner/Agent) \_\_\_\_\_ of the Township of  
Springwater (or other) \_\_\_\_\_ of the County of Simcoe  
(or other) \_\_\_\_\_ do solemnly declare that all above  
statements and contained in all of the exhibits submitted herewith are true, and I make  
this solemn declaration conscientiously believing it to be true and knowing it has the  
same force and effect as if made under oath and by virtue of the “**Canada Evidence  
Act**”.

\_\_\_\_\_  
Signature of Owner or Agent

**Declared before me at:**

The Township of Springwater in the County of Simcoe this \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

Or

**Declared before me at:** (Insert place and full date)

\_\_\_\_\_  
Commissioner of Oaths

**Authorization**

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_ am the owner of the land that is the  
subject of this application and I authorize \_\_\_\_\_ to  
make this application on my behalf, and to provide any of my personal information that  
will be included in this application or collected during the processing of the application  
under the **Freedom of Information and Protection of Privacy Act**.

\_\_\_\_\_  
Date

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

## Appendix A: Site Plan Requirements & Example

- 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 the distance of the buildings or structures from the front yard lot line, rear yard lot line and other side yard lot lines.
- 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 include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The current uses of land that is adjacent to the subject land.
- The location, width and names 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 will be by water only, the location of the parking and boat docking facilities to be used; and
- The location and nature of any easement affecting the subject land.

