



Consent # \_\_\_\_\_

Minor Variance # \_\_\_\_\_

**FORM 1  
PLANNING ACT  
COMBINED APPLICATION  
FOR CONSENT & MINOR VARIANCE  
TOWN OF LAKESHORE**

1. Name of approval authority Town of Lakeshore Committee of Adjustment

2. Date application received by municipality \_\_\_\_\_

3. Date application deemed complete by municipality \_\_\_\_\_

4. Name of registered owner \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Address \_\_\_\_\_

Name of registered owner's solicitor  
or authorized agent (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Address \_\_\_\_\_

Please Specify to whom all communications should be sent:

registered owner

solicitor

agent

5. Location and description of subject land:

Concession \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot(s) No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part(s) No. \_\_\_\_\_

Street Address \_\_\_\_\_ Assessment Roll No. \_\_\_\_\_

6. Current Size of Subject Parcel:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

7. Are there any easements or restrictive covenants affecting the subject land?

- yes  no

If yes, please provide a description of each easement or covenant and its effect

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8. (a) Type and purpose of proposed transaction:

Conveyance

Agricultural Area:

- farm split
- lot addition
- surplus lot

Severances to dispose of surplus dwellings:

Do you own other farm holdings? \_\_\_\_ yes \_\_\_\_ no

If yes, please provide details for each of your properties:

| MUNICIPAL ADDRESS | LOT NO. CONCESSION | NUMBER OF ACRES | YEAR PURCHASED OR INHERITED | HABITABLE HOME ON PROPERTY? | STATE OF REPAIR |
|-------------------|--------------------|-----------------|-----------------------------|-----------------------------|-----------------|
|                   |                    |                 |                             |                             |                 |
|                   |                    |                 |                             |                             |                 |
|                   |                    |                 |                             |                             |                 |
|                   |                    |                 |                             |                             |                 |

Of the above locations, which one is your home base of operation? \_\_\_\_\_,

farm equipment stored? \_\_\_\_\_, and seasonal help housed? \_\_\_\_\_

Where do you reside? \_\_\_\_\_

(b) Other Areas:

- creation of new lot
- addition to lot

Other

- mortgage or charge
- partial discharge of mortgage
- other (specify) \_\_\_\_\_
- easement/right-of-way
- correction of title

(c) Name of person(s) [purchaser, lessee, mortgagee, etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged

\_\_\_\_\_

(d) Relationship (if any) of person(s) named in (b) to owner (specify nature of relationship)

\_\_\_\_\_

9. Description and use of land intended to be **severed**:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Number and use of buildings and structures (both existing and proposed) on the land intended to be severed

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

Is there an existing access bridge on this parcel?

- yes (locate on sketch)
- no

Is there a water service connection on this parcel?

- yes (locate on sketch)
- no

Is there a sanitary sewer connection on this parcel?

- yes (locate on sketch)
- no

Is there a storm sewer connection on this parcel?

- yes (locate on sketch)
- no

10. Description and use of land intended to be **retained**:

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Number and use of buildings and structures (both existing and proposed) on the land intended to be retained

Existing \_\_\_\_\_

Proposed \_\_\_\_\_

Is there an existing access bridge on this parcel?

- yes (locate on sketch)  no

Is there a water service connection on this parcel?

- yes (locate on sketch)  no

Is there a sanitary sewer connection on this parcel?

- yes (locate on sketch)  no

Is there a storm sewer connection on this parcel?

- yes (locate on sketch)  no

11. Number of new lots (not including retained lot) proposed \_\_\_\_\_

12. Access to proposed severed lot:

- Municipal Road  Provincial Highway  Private  
 County Road  Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

\_\_\_\_\_

Access to proposed retained lot:

- Municipal Road  Provincial Highway  Private  
 County Road  Water

If access to the subject land is by water only, indicate the parking and docking facilities to be used and the approximate distance between these facilities and the nearest public road

\_\_\_\_\_

13. Type of water supply:

TYPE

- municipally owned and operated piped water supply  proposed lot  
 retained lot  
 well  proposed lot  retained lot

Other (specify) \_\_\_\_\_

14. Type of sanitary sewage disposal:

TYPE

municipally owned and operated  
sanitary sewers

proposed lot  
 retained lot

septic tank

proposed lot

retained lot

Other (specify) \_\_\_\_\_

15. Type of storm drainage:

sewers

ditches

swales

Other (specify) \_\_\_\_\_

16. When will water supply and sewage disposal services be available?

\_\_\_\_\_

17. (a) Have there been any previous severances of land from this holding?

yes

no

(b) If the answer to (a) is "yes", please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's name \_\_\_\_\_

Relationship (if any) to the owner \_\_\_\_\_

Use of parcel \_\_\_\_\_

Date parcel created \_\_\_\_\_

18. What is the current Zoning land use designation of the subject property?

\_\_\_\_\_

19. What is the current Official Plan land use designation of the subject property?

\_\_\_\_\_

20. Has the parcel ever been the subject of an application for approval of a plan of subdivision under Section 51 or a consent under section 53 of the Act, as amended, or its predecessors?

yes

no

If yes, please indicate the file number and the decision:

\_\_\_\_\_

21. Is the owner, solicitor or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?  
 yes  no

**Minor Variance Details**

22. Size of subject parcel applying for relief:  
Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

23. Nature and extent of relief from the Zoning By-law requested \_\_\_\_\_  
\_\_\_\_\_

24. Reasons why minor variance is necessary \_\_\_\_\_  
\_\_\_\_\_

25. If known, indicate if the subject land has ever been the subject of an application for minor variance Under Section 45 of the Planning Act:  
\_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of applicant, solicitor or authorized agent)

I, \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_ the County/District/Regional Municipality of \_\_\_\_\_ solemnly declare that all the statements contained in this application are true, and I 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 \_\_\_\_\_ in the \_\_\_\_\_ this day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Commissioner, etc.

*(Note: The municipality reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees) incurred by the municipality in reviewing your application.)*

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, showing:

- a) the boundaries and dimensions of subject land, and any land abutting the subject land that is owned by the owner of the subject land;
- b) the distance between the subject land and the nearest landmark such as a bridge or railway crossing; the boundaries and dimensions of the parcel of land that is the subject of the application, the part that is to be severed, the part that is to be retained, and the location of all land previously severed;
- c) 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 the side yard lot lines;
- d) 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 of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- e) the current uses on land that is adjacent to the subject land;
- f) 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;
- g) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
- h) the location and nature of any easement affecting the subject land.

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**REQUIRED SKETCH (USE SEPARATE SHEET IF NECESSARY)**

**IF THE PROPERTY IS ON A SEPTIC SYSTEM PLEASE SEE NEXT PAGE FOR MORE DETAILS**

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**AUTHORIZATION**

(Please see note below)

To: Secretary-Treasurer  
Committee of Adjustment  
Town of Lakeshore

Description and Location of Subject Lands:

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

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

\_\_\_\_\_ of \_\_\_\_\_ to:

- (1) make an application on my/our behalf to the Town of Lakeshore Committee of Adjustment;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by the Committee of Adjustment relevant to the application.

Dated at \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Witness

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

\_\_\_\_\_  
Signature of Witness

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

\_\_\_\_\_  
Signature of Witness

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

\* Note: This form is only to be used for applications which are to be signed by someone other than the owner.



# Town of Lakeshore

## Community and Development Services Planning and Development Services Division

### SEPTIC TEST BACKGROUND INFORMATION

A major difference between private on-site septic systems and a municipal wastewater disposal system is that the property owner is responsible for the proper maintenance and operation of the septic system. The effect of operation and maintenance of septic systems, if done improperly, can extend beyond the immediate property and affect public health and the natural environment.

All Conditional Planning Approval requires demonstration that the existing septic system is a functional system. To meet this requirement an Inspection Report (processed by a Certified Septic System Installer) shall be required to confirm the septic system meets Part 8 Ontario Building Code (OBC) regulations.

### **THE FOLLOWING SEPTIC SYSTEM TESTING PROTOCOL HAS TO BE SATISFIED WITH THE PLANNING APPLICATION SUBMISSION OR AS A CONDITION OF CONSENT/MINOR VARIANCE:**

- a) That a certified and licensed septic installer or a qualified professional engineer, carry out the inspection.
- b) That the inspection consist of a visual on-site examination to identify conditions that provide evidence of an improperly operated or maintained system.
- c) That an Inspection Report be completed and filed with the Municipality containing a record of the information recorded on-site during the inspection. The Inspection Report shall also confirm the septic system meets Part 8 OBC regulations.

### **INSPECTION REPORT**

The Inspection Report must be completed and filed with the Municipality containing a record of information recorded on-site during the inspection.

As part of the municipal planning application form, applicants shall provide information showing the location of any septic system on the property. (Note: Septic permit records issued prior to January 01, 2008 **may** be available at the Windsor Essex County Health Unit; Septic permit records issued on and after January 01, 2008 may be available at the Town's Building Department, expenses for these searches will be at the expense of the applicant.)

The septic permit records should be reviewed prior to inspection of a property and identify on the report any discrepancies with the actual on-site data noted.

**IMPORTANT NOTES:**

1. According to Part 8 OBC regulations, if the certified/licensed septic installer observes evidence of an improperly operating septic system actions must be taken to correct the problem regardless of whether the planning application proceeds or not.
2. Septic installers are licensed by the Province. The attached list is provided to assist you in the selecting a private firm. It is based on information compiled in our office and may not be a complete list of all licensed installers. If you retain a licensed septic installer, they must provide documentation supporting proof of a current valid Provincial license.

**SEPTIC TEST REPORT**

Information on area to be inspected:

**Property Owner Name** \_\_\_\_\_

911 Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Roll Number \_\_\_\_\_

Class of Septic System – Class 4 - Class 5 – Other  
(circle appropriate type)

*Type of Class 4 -- Raised Bed, Inground, Tertiary Treatment, Filter Bed*  
(circle appropriate type)

**Septic System Audit Information**

Auditor's Name \_\_\_\_\_

*Organization BCIN #* \_\_\_\_\_

*Individual BCIN #* \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Date Audit Completed:** \_\_\_\_\_

***THIS SEPTIC SYSTEM DEMONSTRATES NO EVIDENCE OF AN IMPROPERLY OPERATED OR MAINTAINED SYSTEM***

\_\_\_\_\_  
**Auditor's Signature**

**Has applicant provided information showing location of:**

Septic tank on the property? Yes No

Weeping bed on the property? Yes No

Have septic permit records been reviewed prior to the  
Inspection?  
Yes No

Have any discrepancies between the actual on-site data and the  
records been noted? Yes No  
If 'Yes', explain \_\_\_\_\_  
\_\_\_\_\_

**The Inspection Report must document any of the following deficiencies observed during the inspection:**

**Class 4 (Septic System)**

• Existing system pipes exposed? Yes No

• Was the tank exposed? Yes No

• Tank material and condition \_\_\_\_\_  
\_\_\_\_\_

• Does the tank meet current Ontario Building Code Standards? Yes No

• Inlet and outlet pipes exposed? Yes No

• Pipe material and condition \_\_\_\_\_  
\_\_\_\_\_

• Tanks or weeping beds located under structures? Yes No  
If 'Yes', provide details \_\_\_\_\_  
\_\_\_\_\_

• Does the tank and weeping bed meet Ontario Building Code  
Clearances (see attached detail for clearance)? Yes No  
If 'No', provide details \_\_\_\_\_  
\_\_\_\_\_

**Class 5 (Holding Tank)**

- Was the tank exposed? Yes No
- Tank Material and Condition \_\_\_\_\_  
\_\_\_\_\_
- Does the tank meet current Ontario Building Code Standards? Yes No
- Inlet pipe exposed? Yes No
- Outlet pipe or opening observed? Yes No
- Alarms Functioning properly? Yes No
- Current signed agreement with approved sewage hauler in place? Yes No  
General
- Grass cover over the leaching bed area? Yes No
- Effluent breaking out to the ground surface? Yes No  
If 'Yes', describe \_\_\_\_\_  
\_\_\_\_\_
- Significant algae growth in or around nearby lakes or water bodies? Yes No  
If 'Yes', describe \_\_\_\_\_  
\_\_\_\_\_
- Evidence of sewage effluent discharge into watercourse? Yes No  
If 'Yes', describe \_\_\_\_\_  
\_\_\_\_\_
- Evidence of erosion of septic bed side slopes? Yes No

**Comments:**

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**Remedial Actions Recommended:**

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## Septic System Installers

### **Certified Installers**

| <u>Name</u>                     | <u>Location of Company</u> | <u>Telephone #</u> |
|---------------------------------|----------------------------|--------------------|
| A.A.M. Drainage                 | Harrow, Ontario            | (519) 736-6394     |
| Courtne, Stan                   | Leamington, Ontario        | 326-8020           |
| DiMenna Excavating              | Ruthven, Ontario           | 326-7040           |
| Environmental Services          | Tecumseh, Ontario          | 979-4644           |
| G.W. Clair Drainage Ltd.        | Blenheim, Ontario          | (519) 676-7226     |
| Gillier, Tim                    |                            | 352-6340           |
| Glen Knight Septic Tank Service | Cottam, Ontario            | (519) 839-5448     |
| Grant's Contracting             | Amherstburg, Ontario       | 736-5054           |
| Henry Heyink Construction       | Chatham, Ontario           | (519) 354-4593     |
| J.B. Septic                     | Kent Bridge, Ontario       | (519) 436-1198     |
| J.R. Excavating                 | Kingsville, Ontario        | 326-7947           |
| Jeff Shepley Excavating         | Essex, Ontario             | 776-4601           |
| Lauzon, Roger                   | Wallaceburg, Ontario       | (519) 627-6712     |
| Len Taylor & Sons Ltd.          | Colchester, Ontario        | 738-2540           |
| Leo Mailloux Construction       | Stoney Point, Ontario      | 798-3110           |
| Leamington Sanitation           | Leamington, Ontario        | (519) 326-5844     |
| Marentette Landscaping          | Belle River, Ontario       | 728-2169           |
| Mark G. Contracting             | Tilbury, Ontario           | (519) 682-1657     |
| Orbit Excavating & Sanitation   | Kitchener, Ontario         | 738-2370           |
| Rempel Bulldozing               | Leamington, Ontario        | 326-3424           |
| Rivard Excavating Ltd.          | Tilbury, Ontario           | (519) 682-1522     |
| Ron's Custom Dozing             | Comber, Ontario            | (519) 687-2304     |
| Sawatzky Excavating Inc.        | Leamington, Ontario        | (519) 322-5619     |
| Shea Brothers Drainage          | Windsor, Ontario           | 972-5552           |
| Shep's Excavating               | Essex, Ontario             | 776-4022           |
| Sunrise Backhoe Service         | Belle River, Ontario       | 727-3007           |
| Thames Sanitation               | Thamesville, Ontario       | (519) 692-5086     |
| Unique Building Systems         | McGregor, Ontario          | (519) 726-4432     |
| Warne, Steve                    | Blenheim, Ontario          | (519) 674-3679     |

### **Tertiary Treatment Unit Installers**

| <u>Name</u>                     | <u>Location</u>      | <u>Telephone #</u> |
|---------------------------------|----------------------|--------------------|
| Clearstream Waste Water Systems | Loretto, Ontario     | (905) 729-3212     |
| Ecoflow                         | Ottawa, Ontario      | (613) 738-2991     |
| Environmental Services          | Tecumseh, Ontario    | 979-4644           |
| J.R. Excavating                 | Kingsville, Ontario  | 326-7947           |
| Krabn Construction              | Leamington, Ontario  | 326-4279           |
| Lauzon, Roger                   | Wallaceburg, Ontario | (519) 627-6712     |
| Leamington Sanitation           | Leamington, Ontario  | 326-5844           |
| Mark G. Contracting             | Tilbury, Ontario     | (519) 682-1657     |
| Norweco Waste Water Treatment   | Windsor, Ontario     | 250-0596           |
| Orenco Systems Ltd.             | Kitchener, Ontario   | (519) 578-0070     |
| Rempel Bulldozing               | Leamington, Ontario  | 326-3424           |
| Rivard Excavating Ltd.          | Tilbury, Ontario     | (519) 682-1522     |
| White Water Sewage Treatment    | Guelph, Ontario      | (519) 836-3380     |