



Minor Variance No. \_\_\_\_\_  
City View No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Deemed Complete: \_\_\_\_\_

**Form 1  
Planning Act  
Application for Minor Variance  
Municipality of Lakeshore**

1. Approval Authority: Municipality of Lakeshore Committee of Adjustment

2. Registered Owner Contact Info

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

3. Authorized Applicant Contact Info (if Applicable)

Name:	Email:
Address:	
City:	Postal Code:
Telephone:	Fax:

4. Please Specify to whom all communications should be sent  
 Registered Owner       Authorized Applicant

5. Please name & address any mortgages, charges and/or other encumbrances for the subject land:

\_\_\_\_\_

6. Location and description of subject land:

Civic Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Assessment Roll Number: \_\_\_\_\_  
Concession and Lot Number: \_\_\_\_\_  
Reference plan and part number: \_\_\_\_\_

7. Current Dimensions of Subject Parcel:

Frontage:	Depth:	Area:
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8. Access to subject parcel:  
 Municipal Road       Provincial Highway       Private Access

County Road                       Waterway                       Other \_\_\_\_\_

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

\_\_\_\_\_

9. Current Official Plan land use designation of the subject property: \_\_\_\_\_

10. Current Zoning of the subject property: \_\_\_\_\_

11. Nature and extent of relief from Zoning By-Law Requested:

\_\_\_\_\_

12. Reason(s) for minor variance

\_\_\_\_\_

13. Current Use(s) of subject land: \_\_\_\_\_

14. Length of time current use(s) has continued: \_\_\_\_\_

15. Number of **existing** building(s) / structure(s) on subject land: \_\_\_\_\_

16. Details of **existing** building(s) / structure(s)

Type	Distance from Front Lot Line	Distance from Rear Lot Line	Distance from Side Yard Lines	Height	Dimensions	Date of Construction

17. Date subject land was acquired by current registered owner: \_\_\_\_\_

18. Proposed use(s) of subject land: \_\_\_\_\_

19. Number of **proposed** building(s) on subject land: \_\_\_\_\_

20. Details of **existing** building(s) / structure(s)

Type	Distance from Front Lot Line	Distance from Rear Lot Line	Distance from Side Yard Lines	Height	Dimensions	Date of Construction


21. Were there or are there any above ground fuel tanks on the property?  Yes  No

22. Type of Water Supply  
 Municipal Water Supply  
 Well  
 Other (specify): \_\_\_\_\_

23. Type of Sanitary Sewage Disposal  
 Municipal Sanitary Sewage  
 Septic Tank  
 Other (specify): \_\_\_\_\_

24. Type of Storm Drainage  
 Sewers  Ditches  Swales  Other (specify)\_\_\_\_\_

25. Is the land subject to an existing application for a Consent to Sever or a Plan of Subdivision?  
 Yes, Consent to Sever  Yes, Plan of Subdivision  No

If yes to either, please indicate the file number and the status of the foregoing application:  
 \_\_\_\_\_

26. Has the subject land ever been the subject of a previous application for a minor variance?  
 Yes (Specify application number & status): \_\_\_\_\_  
 No

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
[Name of Town/City] [Day] [Month] [Year]

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

**Consent of the Owner/Authorized Applicant to the Use and Disclosure of Information and Supporting Documentation**

I, \_\_\_\_\_, am the Authorized Applicant for the owner of the land (if owner is applying  
[name of applicant]  
directly strike out reference to the “authorized applicant”) that is the subject of this planning application, and for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the *Planning Act* for the purposes of processing this application. I acknowledge being advised that should I have any questions about this collection of information or its release I may contact the Clerk of the Municipality of Lakeshore, 419 Notre Dame Street, Belle River, ON N0R 1A0, (519) 728-2700

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Authorized Applicant

**Owner’s/Authorized Applicant’s Acknowledgments**

Owners/Authorized Applicants are advised that there may be additional approvals (i.e. building permits, etc.) and additional fees and charges associated with any development approved in conjunction with this application.

Owners/Authorized Applicants may be required to provide additional information that will assist the Municipality of Lakeshore in assessing the application.

The Owner/Authorized Applicant agrees to cooperate fully with the Municipality of Lakeshore and all of its staff in allowing and facilitating the inspection of the subject lands by Municipality of Lakeshore staff.

The applicant acknowledges and agrees that the Municipality of Lakeshore reserves the right to request additional deposits/ monies for expenses (i.e. engineering fees etc.) incurred by the Municipality of Lakeshore in reviewing this application.

## Declaration

I, \_\_\_\_\_ of \_\_\_\_\_ in \_\_\_\_\_  
[Name of owner/applicant] [Name of Town/City] [Name of County/Region]  
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. I also agree to allow the Municipality of Lakeshore its employees and agents to enter upon the subject property for the purpose of conducting inspections, surveys and tests that maybe necessary to this application. I fully understand and agree to comply with all of the Owner's/Authorized Applicant's Acknowledgements set out above.

Declared before me at \_\_\_\_\_ in \_\_\_\_\_  
[Name of Town/City] [Name of County/Region]

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
[Day] [Month] [Year]

\_\_\_\_\_  
Signature of A Commissioner, etc.

\_\_\_\_\_  
Signature of Owner/Authorized Applicant

### Authorization – if the Owner is not the Applicant

If the applicant is not the owner of the land that is subject of this application, written authorization by the owner must be attached or the authorization set out below must be completed by the owner.

I, \_\_\_\_\_ am the owner of the land that is subject of this application for  
[Name of owner]  
approval and I authorize \_\_\_\_\_ (the "Authorized Applicant") to make  
[Name of applicant]  
this application on my behalf. I acknowledge and agree that I am bound by all acknowledgements, declarations, agreements and statements made on my behalf in this application by my Authorized Applicant including those made in reference to *Municipal Freedom of Information and Protection of Privacy Act* authorizing the use by dissemination or the disclosure to any person or public body of any personal information, and any reports/studies and supporting documentation submitted in support of this application, that are collected under the authority of the *Planning Act* for the purposes of processing this application.

\_\_\_\_\_  
Date

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

**Note:** 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 (eg: a bridge or railway crossing), the boundaries and dimensions of the subject parcel, the dimensions of part that is to be severed, those of the part that is to be retained, and the location of all previously severed lands;
- c) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and/or structures from the front, rear and 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 it which, 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/tile fields;
- e) The current uses on lands adjacent to the subject land;
- f) The location, width and name of any roads within or abutting the subject land, indicating if it is an unopened road allowance, publicly travelled road, a private road, or any other kind of Right-of-Way;
- g) The location and nature of any easement affecting the subject land, and;
- h) If access to the subject land is by water only, the location of the parking and docking facilities to be used.