



Town of Fort Erie

APPLICATION FOR MINOR VARIANCE

Under Section 45 of the Planning Act R.S.O, 1990, c.P.13, as amended and other applicable legislation

INFORMATION ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE ONTARIO PLANNING ACT AND WILL BE USED BY THE TOWN OF FORT ERIE IN THE PROCESSING OF THIS APPLICATION. THE INFORMATION AS WELL AS SUPPORTING STUDIES AND REPORTS MAY BE USED BY OTHER DEPARTMENTS AND AGENCIES FOR THE PURPOSE OF ASSESSING THE PROPOSAL AND PREPARING COMMENTS. THIS INFORMATION MAY ALSO BE RELEASED TO THE PUBLIC

**Planning and Development Services
The Corporation of the Town of Fort Erie
1 Municipal Centre Drive
Fort Erie, Ontario L2A 2S6**

FOR OFFICE USE ONLY

File # _____

Property: _____

Date Reviewed: _____ By: _____

Date Deemed Complete: _____

Date of Hearing: _____

“Date Received”

APPLICANTS MUST SUBMIT THE FOLLOWING WITH THE MINOR VARIANCE APPLICATION. PLEASE CHECK ALL APPLICABLE BOXES AND SUBMIT WITH YOUR APPLICATION. KEEP COPIES FOR YOUR FILES

SUBMISSION REQUIREMENTS:

- One (1) copy of original application form.** The application should be **fully completed** by the property owner or authorized agent.
- One (1) copy of sketch (8.5"x 14") drawn to scale in metric,** showing all of the following:
 - The boundaries and dimensions of the subject lands
 - Dimensions of **ALL** structures (dwellings, covered and uncovered decks, sheds, garages, etc)
 - All structures should note existing and to remain or if to be removed and lot coverage of each
 - All of the following setbacks – front, rear, interior side, exterior side for all structures
 - Zone boundaries please refer to Section. 1.3.b of the Zoning by-law
 - The approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
 - The location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
 - The approximate location of all natural and artificial features (for example, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas) that:
 - i) are located on the subject lands and on land that is adjacent to it, and
 - ii) in the applicant's opinion, may affect the application;
 - The location of all septic systems and wells on the subject property
 - The location, width and name or any roads within or abutting the subject land
 - If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
 - The location and nature of any easements affecting the subject land.
- Property owner site access permission form and owner authorization (if applicable)
- Appointment with Secretary-Treasurer to submit and review application. Please note that a hearing date will not be appointed until the application has been deemed complete.
- Property owner site access permission** form and owner authorization (if applicable)
- An appointment with Secretary-Treasurer** (call 905-871-1600 ext. 2508) to review and commission the application (page 10, if required).

Please note that a hearing date will not be appointed until the submission has been deemed complete upon review by the Secretary-Treasurer. Please ensure that appointments should be booked 24 hours in advance of submission deadline to ensure availability.

Appointment with Secretary-Treasurer Date and Time: _____

- Application fees** - applicant to confirm prior to submission (cheques made separately to Town of Fort Erie, Niagara Region or the NPCA)

NOTE: APPLICANTS SHOULD REVIEW THIS APPLICATION WITH THE PLANNING DEPARTMENT BEFORE SUBMITTING.

SECTION 1 – PROPERTY LOCATION AND DESCRIPTION:

Municipal Address: _____

Legal description of the lands (Lot & Registered Plan or Concession): _____

Dimensions of the subject Property: please indicate all measurements in *metric*

Lot Frontage: _____ Lot Depth: _____ Lot Area: _____

Existing use of the subject property:

Residential Institutional Commercial Industrial Other

Length of time the existing use of the subject property has continued: _____

Date of acquisition of the subject property by the current owner: _____

Date of construction of all buildings on the subject property: Dwelling: _____

Garage: _____ Shed: _____ Other: _____

SECTION 2 – PRE-CONSULTATION REQUIREMENTS

Have you pre-consulted with any of the following staff or agencies?

Town of Fort Erie:

Planning YES NO Contact Name _____ Date: _____

Building YES NO Contact Name _____ Date: _____

Niagara Region: YES NO Contact Name _____ Date: _____

Others if applicable: YES NO

(ie. Niagara Peninsula Conservation Authority, Niagara Parks Commission, Ministry of Transportation)

Please provide written documents if possible.

SECTION 3 - CONTACT INFORMATION (PLEASE PRINT CLEARLY)

(Applicants/agents may be a person or firm acting on behalf of the owner and will be required to submit an authorization form)

**If subject property is owned by a numbered company, please include the name of all principals as well.*

Name of Applicant: _____

Company Name (if applicable): _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Cell.: _____

Email: _____

Name of Agent: _____

(if different from the applicant)

Company Name (if applicable): _____

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Cell.: _____

Email: _____

Name of Registered Owner(s) : _____

(if different from the applicant)

Address: _____

Town/City: _____ Postal/Zip Code : _____

Telephone No.: _____ Cell.: _____

Email: _____

Main Point of Contact _____ **Company** _____

(this will be the person that will handle the file and liaison with the Town)

Please check if property owner should also be copied on all communication initial _____

SECTION 4 – APPLICATION DETAILS (PLEASE PRINT CLEARLY)

	What Variances are being Requested : (i.e. to increase the height to build my garage from 4.5 metres to 5.0 metres):	Section of Zoning By-law to be amended (ie. 6.1.c)
1.		
2.		
3.		
4.		
5.		
6.		

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

SECTION 5 – EXISTING SITE DETAILS

Are there any existing buildings on the subject property?

YES, (please describe below) NO (if no proceed to Section 5)

If the answer above is yes, please fill out the information below for all existing buildings on the subject property, including any and all accessory buildings **in metric**. Use a separate sheet, if necessary, to describe additional buildings.

Existing Main Building location on the property (in metric):

front yard setback	rear yard setback
side yard setback	side yard setback
height of building in metre	number of storeys
dimensions of building	floor area of building

Existing Accessory Building location on the property (in metric):

front yard setback	rear yard setback
side yard setback	side yard setback
height of building in metre	number of storeys
dimensions of building	floor area of building

Other Building location on the property (in metric) – if applicable:

front yard setback	rear yard setback
side yard setback	side yard setback
height of building in metre	number of storeys
dimensions of building	floor area of building

SECTION 6–PROPOSED SITE DETAILS

Details of proposed development and use?

(i.e. New garage to be constructed with a 2nd storey for storage purposes)

Are there any buildings or structures proposed for the subject property?

YES NO

If the answer above is yes, please fill out the information below for all proposed buildings on the subject property **in metric**.

Proposed Building #1 Description:

front yard setback	rear yard setback
side yard setback	side yard setback
height of building in metre	number of storeys
dimensions of building	floor area of building
eaves/gutter setback to lot line: side	side rear front

Proposed Building #2 Description:

front yard setback	rear yard setback
side yard setback	side yard setback
height of building in metre	number of storeys
dimensions of building	floor area of building
eaves/gutter setback to lot line: side	side rear front

SECTION 7- FOR OFFICE USE ONLY TO BE COMPLETED BY PLANNING STAFF

Is the subject property the subject of a current application for Plan of Subdivision or Consent (severance)?

YES NO If yes, give File Number: _____

Has the subject property ever been the subject of an application under The Planning Act

YES NO If yes, give File Number: _____

Current designation in the Town of Fort Erie Official Plan: _____

Current zoning in the Town of Fort Erie Comprehensive Zoning By-law:

Means of access to the subject property:

- municipal road
- seasonal municipal road
- regional road
- provincial highway
- private right-of-way

How is water provided to the subject lands?

- publicly owned and operated piped water system
- privately owned and operated individual or communal well
- lake or other body of water
- other means(describe): _____

How is sewage disposal provided to the subject lands?

- publicly owned and operated sanitary sewage system
- privately owned and operated individual or communal septic system
- other means(describe): _____

How is storm drainage provided to the subject lands?

- Sewers
- Ditches
- other means (describe): _____

DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION *MUST* BE SIGNED BY THE APPLICANT OR AGENT IN THE PRESENCE OF A COMMISSIONER FOR THE TAKING OF AFFIDAVITS

I, _____
(Name of Applicant or Agent)

of the _____
(Town, City or Township)

in the _____
(Region, County or District)

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 by virtue of THE CANADA EVIDENCE ACT.

Dated at the: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20____

Signature of Applicant or Authorized Agent

COMMISSIONER:

Declared before me at: _____
(Town, City or Township)

in the _____
(Region, County or District)

this _____ day of _____ 20____

A Commissioner, etc.

COMMISSIONER'S STAMP



I (we), _____, the registered owner(s)* of the below-

noted lands hereby grant Town of Fort Erie staff, agencies and Members of a Town Committee to enter the subject site of,

(_____) to review and confirm the information provided on this application.
(Address)

Dated at _____ this _____ day of _____ 20____.
(Town, City or Township)

PLEASE PRINT NAME

SIGNATURE OF OWNER
(AFFIX Corporate Seal if applicable)

PLEASE PRINT NAME

SIGNATURE OF OWNER
(AFFIX Corporate Seal if applicable)

**If subject property is owned by a numbered company, please include the principal owner(s) names as well.*

AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

AUTHORIZATION:

(Must be filled in if Applicant and/or Agent is not the registered Owner of the lands)

I/We, being the registered owner(s) of the lands subject of this application hereby authorize

_____ (Name of Person)

of the Town/City of _____ (Town, City or Township)

in the Regional Municipality of _____ (Region, County or District)

to make application on my/our behalf to the Town of Fort Erie for a Consent/Severance in accordance with Under Subsection 2, Section 53 of the Planning Act R.S.O, 1990, c.P.13 as amended.

Dated at the Town/City of _____ (Town, City or Township)

in the Regional Municipality of _____ (Region, County or District)

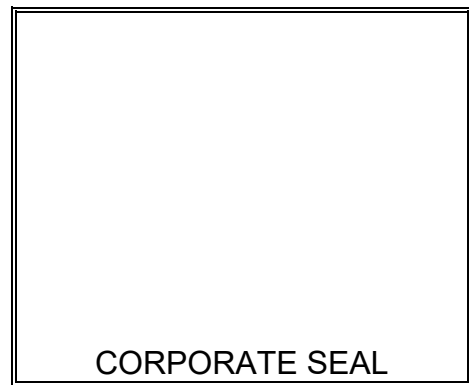
This _____ day of _____ 20__.

Owner signature

Witness signature

Owner signature

Witness signature



NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.