

# TOWNSHIP OF SOUTHWOLD

## Application for Minor Variance

File Number: \_\_\_\_\_

Assess Roll No. 3424- \_\_\_\_\_ Street Address \_\_\_\_\_

1. Name of Owner: \_\_\_\_\_  
(If numbered company please also indicate name of principal(s))

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_ *Fax Number* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

Address: \_\_\_\_\_  
*Street Name* \_\_\_\_\_ *P.O. Box* \_\_\_\_\_

\_\_\_\_\_ *City* \_\_\_\_\_ *Province* \_\_\_\_\_

\_\_\_\_\_ *Postal Code* \_\_\_\_\_

( ) - \_\_\_\_\_ ( ) - \_\_\_\_\_  
*Telephone Number* \_\_\_\_\_ *Fax Number* \_\_\_\_\_

\_\_\_\_\_ *Email Address* \_\_\_\_\_

All correspondence should be sent to:  owner  agent

Who can be contacted during the day for further information?  owner  agent

2. Date subject land was acquired by owner: \_\_\_\_\_

Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

Address: \_\_\_\_\_

3. Location of property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_

Registered Plan Number/ Lot or Block No: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_

4. Current Designation in Official Plan: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

5. Nature and extent of minor variance requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is it not possible to comply with the provision of the by-law:

\_\_\_\_\_

\_\_\_\_\_

6. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_

\_\_\_\_\_

7. Description of land as shown on sketch (as required on page 6):

Frontage	(m)	(ft)
Depth	(m)	(ft)
Area	(sq m /or ha)	(sq ft or acres)

8. (a) Use of Property

Existing	
Proposed	

Use of property: How long has this use been in existence? \_\_\_\_\_  
 If vacant, indicate most recent use: \_\_\_\_\_

(b)

Use of Adjacent Properties	North- South- East- West-
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9. Buildings (please include dimensions, height, and date of construction):

Existing	
Proposed	

Location of all buildings (specify distance from side, rear and front lot lines):

Existing	
Proposed	

10. Servicing – Road Access:

- Provincial Highway
- Municipal Road
- County Road
- Right-of-way
- Private Road
- New access required

11. Servicing - Drinking water is provided to the subject land by:

- Municipal piped water
- Private owned and operated well
- Easement to a well
- The existing well is encased
- The existing well is not encased

The distance between the well and Septic system is \_\_\_\_\_ (m) \_\_\_\_\_ (ft)

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

12. Servicing – sewage disposal is provided to the subject property by:

Municipal Sewer System

\*\*Privately owned and operated septic system

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

If there is a septic system on the property, is it in good working order?  yes  no

**\*\* Certificate may be required to confirm the septic system is in compliance with the Ontario Building Code.**

13. Servicing – storm drainage is provided to the subject property by:

sewers  ditches  swales  other (specify) \_\_\_\_\_

14. Other applications – indicate if the subject land is or has been subject to an application under the Planning Act for:

Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Zoning By-law amendment (under Section 34):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Consent (under Section 53):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Variance/Permission (under Section 45):

File No. \_\_\_\_\_ Status \_\_\_\_\_

Site Plan (under Section 41):

File No. \_\_\_\_\_ Status \_\_\_\_\_

15. Has the owner previously applied for a minor variance on the subject property?

yes  no

If "yes", describe briefly:

**PLEASE NOTE :**

**It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.**

**Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.**

**The application must be accompanied by a sketch (11"x17") prepared by an Ontario Land Surveyor who will determine whether a Real Property Report and/or survey (11"x17") is required. The drawing must include the following information:**

- a) a Key Plan showing the locations of the subject property in the Municipality;
- b) true dimensions of the property;
- c) a north directional arrow;
- d) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, and the use of open lands;
- e) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities, above ground utilities, below ground utilities and services where appropriate;
- f) the location and type of existing and proposed landscaped areas, planting strips, on-site ponds, drains, access locations, and islands and other surface amenities;
- g) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- h) a written indication of the architectural style and features of existing and proposed buildings;
- i) all existing and proposed on-site drainage improvements.
- j) all natural features such as wood lots, steep slopes, watercourses, etc;
- k) the location of private water supply and sewage disposal facilities;
- l) The application may be required to be accompanied by a copy of the deed to the subject property.

**For Municipal Use**

Date Application Received \_\_\_\_\_

Completed Application Checked \_\_\_\_\_  
Date Initials

By making this application, permission is hereby granted to any Municipal Staff member and Township Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

**DECLARATION OF APPLICANT(S)**

I/We,..... , of the .....  
of ..... in the ..... of .....  
solemnly declare that:

1. All the statements contained in this application and provided by me 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. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Township and added to my municipal tax bill and collected in the same manner as taxes.

.....  
Signature of Owner/ Authorized Agent Date

.....  
Witness Date

**SCHEDULE "A"****Environmental Site Screening Questions**

## Previous Use of Property

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Agricultural |
| <input type="checkbox"/> Industrial    | <input type="checkbox"/> Parkland     |
| <input type="checkbox"/> Commercial    | <input type="checkbox"/> Vacant       |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Other        |

If Industrial or Commercial, specify use:

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Has the grading of the subject land been changed by adding earth or material? Has filling occurred on the subject land?

- Yes                       No                       Unknown

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

- Yes                       No                       Unknown

Has there been petroleum or other fuel store on the subject land or adjacent lands?

- Yes                       No                       Unknown

Are there or have there ever been underground storage tanks or buried waste on the subject land or adjacent lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

- Yes                       No                       Unknown

Have the lands or adjacent lands ever been used as a weapons firing range?

- Yes                       No                       Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

- Yes                       No                       Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

- Yes                       No                       Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

- Yes                       No                       Unknown



\*Possible uses that can cause contamination include: operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.

#### ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Township's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Township may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Municipality of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Township may require the qualified person signing the Record of Site Condition to submit to the Township a Declaration acknowledging that the Municipality may rely on the statements in the RSC. I further acknowledge that the Township of Southwold is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Township of Southwold, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)(Owner)

**Completed Forms are to be submitted, along with the required application fee to:**

**Township of Southwold  
35663 Fingal Line  
Fingal, Ontario  
N0L 1K0**