

THE TOWNSHIP OF THE ARCHIPELAGO APPLICATION TO COMMITTEE OF ADJUSTMENT

Information Sheet for Applicants

The Committee strongly encourages applicants to consult with the Township's planning department staff prior to the submission of applications.

The Committee of Adjustment meets on a monthly, as required basis, typically on the third Friday of each month. Generally, an application must be submitted a minimum of 21 days in advance of the Committee meeting at which it could first be considered. However, due to the complexity of some applications, the Committee encourages applicants to submit applications as far in advance of the Hearing as possible to provide staff with sufficient time to undertake a review of the application, conduct a site inspection, prepare a planning report to the Committee and to fulfil the requirements of the Planning Act with respect to giving notice of the Hearing.

Please note that due to the seasonal nature of the Township, site inspections of water-access properties are not always possible during the winter months, thereby delaying the application being scheduled for a hearing.

Through Provincial legislation and planning practices, some studies may be required of the property to ensure the protection of the environment, protection of health and safety for residents or to determine mitigation measures prior to or as a condition of the request.

For further information, copies of the Township's planning documents and a directory of planning department staff, please visit the Township's website at www.thearchipelago.on.ca or contact the Planning Department at 1-705-746-4243 Ext. 304.

1. **COMPLETION OF APPLICATION**

All applicable information requested on the application form must be provided before the application will be considered by the Committee. The Committee will return the application or refuse to further consider the application until the required information and application fee have been provided.

In addition, the applicant or agent must submit a letter to the Committee of Adjustment explaining the rationale behind the application and outlining the reasons why it is not possible to comply with the regulations of the Township's Comprehensive Zoning By-law.

2. **SUBMISSION OF APPLICATION**

Every application should be directed to the Committee of Adjustment's Secretary-Treasurer and must include:

- **a cover letter from the applicant**, as noted above;
- **the completed application form**;
- **a location plan**, drawn to an appropriate scale, properly dimensioned and which illustrates;
 - the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of the application, the location of all adjacent properties and/or islands, transportation routes, etc;
 - the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
 - existing and proposed uses on the subject lands (i.e. residential, agricultural, cottage, commercial, etc.);
 - existing uses of all lands within 120 metres (400 feet) of the subject lands.

- a **site plan** (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and which illustrates;
 - the boundaries and dimensions of the subject land and the part that is the subject of this application;
 - the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
 - the location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
 - the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
 - the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right of way;
 - if access to the subject land is by water only, the location of the parking and boat docking facilities used;
 - the location and nature of any easement affecting the subject land.

- a **cheque in the amount of \$1000.00** as payment of the initial application fee;

3. **COSTS**

Pursuant to By-law No. 09-68, **Committee of Adjustment application fees are non-refundable.**

Costs incurred by the Committee of Adjustment for the engagement of professional services, including planning consultants, environmental consultants, lawyers, surveyors, draftspersons or engineers in respect of any application **are not covered** by the fees submitted by the applicant. Applicants will be invoiced **for the full amount** of any accounts rendered by such professionals for the provision of their services, unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Committee of Adjustment.

The fees prescribed herein do not include extra public meetings, the processing of objections or any functions relating to an Ontario Municipal Board hearing.

4. **ADDITIONAL INFORMATION**

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Committee of Adjustment.

5. **DECLARATION REQUIRED**

The contents of the application and appendices must be validated by the applicant in the form of an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits as set out in Section 9.1 of the application.

6. **CONSENT OF THE OWNER**

- In order for the application to be processed, the consent of the owner for the use of personal information contained in this application form must be given as set out in Section 12 of the application.
- If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorizations must be given as set out in Section 11 of 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.



9 James Street
 Parry Sound, Ontario
 P2A 1T4
 (705) 746-4243

Committee of Adjustment Application

Application For Minor Variance or for Permission Under Section 45 of the Planning Act

R.S.O. 1990, c.P. 13, as amended

Application No.

1. Applicant Information

1.1 Name of Applicant	Home Telephone No.	Business Telephone No.
Address	Postal Code	
1.2 Name of Owner(s) (If different from the applicant). An owner's authorization is required in Section 11.1, if the applicant is not the owner.		
Name of Owner(s)	Home Telephone No.	Business Telephone No.
Address	Postal Code	
1.3 Name of the person who is to be contacted about the application, if different than the applicant. (This may be a person or firm acting on behalf of the applicant.)		
Name of Contact Person	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

2. Mortgagees, Holders of charges or other Encumbrances

Name	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.

3. Purpose and Type of this Application

Minor variance from Comprehensive Zoning By-Law
 Permission to extend a legal non-conforming use

What section of the By-law is relief being sought from?

What is the nature of the relief being sought?

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

4. Location & Description of the Subject Land (Complete applicable boxes) Assessment Roll Number

4.1 County/Region/District	Local Municipality/Unorganized Twsp.	Former Municipality	Section or Mining Location Number
Concession Number(s)	Lot Number(s)	Registered Plan Number	Lot(s)/Block(s)
Reference Plan Number	Part Number(s)	Island Number	Parcel
4.2 Are there any easements or restrictive covenants affecting the subject land?			
<input type="checkbox"/> No <input type="checkbox"/> Yes If YES, describe the easement or covenant and its effect. _____			
4.3 Frontage: _____ Depth: _____ Area: _____			

5. Land Use and Zoning

What was the date of Acquisition of the Subject Land?	What was the date of Construction of all Buildings and Structures on the Subject Land?
What are the existing uses of Abutting Properties?	What length of time have the existing uses been carried out on the subject property?
What present Official Plan provisions apply to the subject land?	What present Zoning By-law provisions apply to the subject land?

6. Buildings and Structures (on or proposed for the subject land)

EXISTING - LIST ALL EXISTING BUILDINGS & STRUCTURES					DISTANCE FROM LOT LINES			
Building / Structure Type	W x L x H	# Storeys / Height	Ground Floor Area (m2)	Total Floor Area (m2)	Front	Rear	Side	Side

PROPOSED - LIST ALL PROPOSED BUILDINGS/STRUCTURES & ADDITIONS					PROPOSED DISTANCE FROM LOT LINES			
Building/Structure Type	W x L x H	# Storeys / Height	Ground Floor Area (m2)	Total Floor Area (m2)	Front	Rear	Side	Side

7. Servicing Information (Check appropriate box)

7.1 Access (✓ appropriate space)

- Provincial Highway Municipal road, maintained all year Municipal road, maintained seasonally
 Other public road Right of way Water Access (if so, describe below)

If access to the subject land is by private road, or if "other public road" or "right of way" indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

Describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road

7.2 Sewage Disposal

- Septic Privy Other
 If proposed development will increase the number of bedrooms or fixtures or the number of seats of a restaurant a certificate of approval from the Director having jurisdiction under Part VIII of the E.P.A. submitted with this application will facilitate the review. (Contact Township of The Archipelago Waste Water Management Department)

7.3 Water

- Dug Well Drilled Well Lake

8. History (Check appropriate box)

Has the owner previously applied for relief in respect of the subject property? Yes No

If the answer is yes, describe briefly: _____

Is the subject property the subject of a current application under Section 53 of the Planning Act, R.S.O. 1990? Yes No

9. Affidavit or Sworn Declaration

➤ **9.1 Affidavit or Sworn Declaration for the Prescribed Information**

Dated at the _____ this _____ day of _____ 20 _____

I, _____ of the _____ 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 the _____ of _____

in the _____ of _____ this _____ day of _____ 20 _____ .

_____ A Commissioner of Oaths _____ Signature of Applicant or Agent

10. Plans (To help you prepare the plans, refer to a Sample Sketch)

10.1 Location Plan

Every application shall be accompanied by a location plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of this application, the location of all adjacent properties and/or islands, transportation routes, etc;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- existing and proposed uses on the subject lands (e.g. residential, agricultural, cottage, commercial, etc.);
- existing uses of all lands within 120 meters (400 feet) of subject lands.

10.2 Site Plan

Every application shall be accompanied by a site plan (based on a boundary survey plan of the subject lands prepared by an Ontario Land Surveyor) drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries and dimensions of the subject land and the part that is the subject of this application;
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- the location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- 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 on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities used;
- the location and nature of any easement affecting the subject land.

Additional Information

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

11. Authorizations

- 11.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

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.

Date _____ Signature of Owner _____

- 11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize _____

as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date _____ Signature of the Owner _____

12. Consent of the Owner

Complete the consent of the owner concerning personal information set out below.

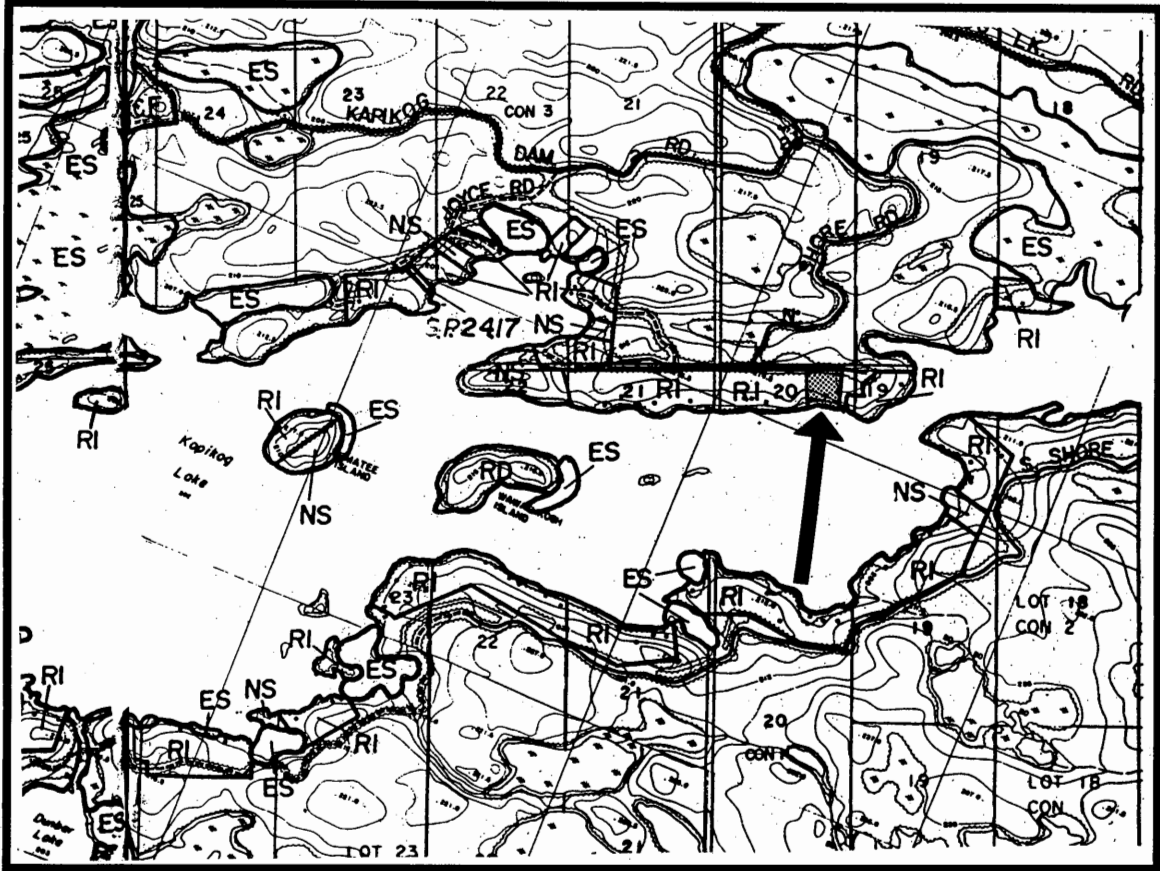
Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Planning Act** for the purposes of processing this application.

Questions about this collection of personal information should be directed to the Secretary/ Treasurer.

Date _____ Signature of the Owner _____

SAMPLE LOCATION PLAN



SAMPLE SITE PLAN

