

**PLANNING ACT R.S.O.
TOWNSHIP OF HAMILTON
APPLICATION FOR
MINOR VARIANCE OR FOR PERMISSION**

FILE NUMBER A- _____
NAME _____

DATE RECEIVED _____

APPLICATION FEE \$ _____, paid by cheque # _____ /debit _____ /cash _____ on _____.

This application must be completed in INK. Pencil in information is not acceptable and will be returned.

1. NAME OF REGISTERED PROPERTY OWNER

MAILING ADDRESS _____
CITY _____ POSTAL CODE _____
PHONE NUMBER (day) _____ (cell-optional) _____
E-MAIL _____

2. NAME OF AGENT (if any) – please complete Section ____ below.

MAILING ADDRESS _____
CITY _____ POSTAL CODE _____
PHONE NUMBER (day) _____ (cell-optional) _____
E-MAIL _____

(Unless otherwise requested, all communications will be sent to the agent, if any. The agent will be responsible for various duties during the process.)

3. NAME OF ANY MORTGAGE HOLDER, LIENS, CHARGES OR OTHER ENCUMBRANCES

INSTITUTION _____
MAILING ADDRESS _____
CITY _____ POSTAL CODE _____
PHONE NUMBER (day) _____ (cell-optional) _____
E-MAIL _____

4. LEGAL DESCRIPTION OF THE SUBJECT LANDS (as found on your tax bill)

Roll number – 14-19-000- _____ - _____ - 0000
Civic address _____
Lot and Concession _____
Sub lot and Registered Plan of Subdivision number _____
Part(s) on a Registered Reference Plan: Part _____ RP 39R- _____

5. DIMENSION OF SUBJECT LAND

Frontage _____ Depth _____
Area _____ Width of Road Allowance _____

6. PRESENT OFFICIAL PLAN DESIGNATION (please see Township Website, Schedule A to the Official Plan)

7. PRESENT ZONING CLASSIFICATION (please see Township Website, Schedule A & M to the Zoning By-law)

8. MUNICIPAL SERVICES AVAILABLE

Municipal water _____ Communal Water _____ Private Well _____
 Septic System _____ Holding Tank _____ Year Installed _____
 Storm Sewers _____

9. EXISTING USE OF SUBJECT LAND (attach additional pages as necessary)

Buildings

Gross Floor Area	Height/Number of Storeys
Number & type of dwelling units	
Dwelling unit area(s)	
Number of off road parking spaces	Number of loading spaces

10. LENGTH OF TIME EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED**11. PROPOSED USE OF THE SUBJECT LAND** (attach additional pages as necessary)

Buildings

Gross Floor Area	Height/Number of Storeys
Number & type of dwelling units	
Dwelling unit area(s)	
Number of off road parking spaces	Number of loading spaces

12. NATURE AND EXTEND OF RELIEF APPLIED FOR: (attach additional pages as necessary)

(e.g.: Relief from Section 13.3 b) ii) to permit a reduced side setback of 1.75 m for a new shed where a minimum of 2.5 m is required.)

Relief from Section _____ to permit/recognize _____
 where _____ is required/permitted.

Relief from Section _____ to permit/recognize _____
 where _____ is required/permitted.

Relief from Section _____ to permit/recognize _____
 where _____ is required/permitted.

13. WHY IS IT NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW?

(Explain what the reasons are that your proposal cannot/does not meet the requirements of the by-law.)

14. HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF IN RESPECT OF THE SUBJECT PROPERTY?

No _____ Yes _____ FILE NUMBER A- _____ / _____

If YES, please describe the nature of the application and the decision made.

15. EXISTING USES OF ABUTTING LAND

16. OTHER APPLICATIONS

16.1 Is the subject land currently, or has it ever been, the subject of an application for approval of a

	Unknown	No	Yes	File No. & Status
Minor Variance				
Consent to Sever				
Zoning By-law Amendment				
Official Plan Amendment				
Plan of Subdivision				
Plan of Condominium				

16.2 Please provide details of the application(s) noted in 16.1 above – purpose/approval/deferral/denial, status with other authority, etc.

17. OTHER INFORMATION

Please describe in writing what you are proposing to do and why. Provide any additional details that will be of assistance in fully reviewing your application. (attach additional pages as necessary)

18. EACH PROPOSAL must conform to the Provincial Policy Statement and to the Township Official Plan. Please review these documents [www.mah.gov.on.ca (municipal affairs) and www.hamiltontownship.ca (residential services>planning)] and provide an explanation as to how your application conforms to these governing documents. (attach additional pages as necessary)

19. CONSENT OF THE OWNER FOR THE TOWNSHIP TO USE AND DISCLOSE PERSONAL INFORMATION

I/We _____, am/are the registered owner(s) 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/we authorize and consent to the use 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 purpose of processing this application.

(signature of owner(s))

date

20. AUTHORIZATION OF AGENT

I/We _____, being the Registered Owner(s) of the subject land at _____, which is the subject of this application, hereby appoint _____ as my/our Agent for the purpose of making application to the Township of Hamilton with respect to the matter of matters contained herein.

(signature of owner(s))

date

21. If the Registered Owner is a Corporate Body:

I, _____, have the authority to bind the corporation.

(signature of Principal of Company)

date

22. DECLARATION

I/We _____, of the _____

in the _____ of _____, solemnly declare that all the statements contained in the application are true and I/we 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 _____ in the
(municipal offices)

(Township of Hamilton)

(County of Northumberland)

this _____ day of _____, 20 _____.

Applicants signature(s)

(This must be signed in front of the Commissioner or it will not be valid)

Commission for taking affidavits, etc.

23. This is to confirm that I/we have made an application for Minor Variance to the Township of Hamilton, and in doing so I/we understand the following:

_____ I/We must contact the County of Northumberland Planning Department to make an appointment to discuss the application and request the necessary report (if any) be forwarded to the Township of Hamilton for review prior to the public meeting in respect of the application. The Northumberland County Planning Department is a fee for service organization and I am responsible for all fees. I understand that if the fees are not paid the Northumberland County Planning Department will not forward the necessary report and decision regarding the application will be deferred. Contact with the Planning Department will also result in contact with the Plumbing Department and the Roads Department as required.

_____ I/We must contact the Ganaraska Region Conservation Authority to make an appointment to discuss the application and request the necessary report (if any) be forwarded to the Township of Hamilton for review prior to the public meeting in respect of the application. The Ganaraska Region Conservation Authority is a fee for service organization and I am responsible for all fees. I understand that if the fees are not paid the Ganaraska Region Conservation Authority will not forward the necessary report and the decision regarding the application will be deferred.

_____ I am/We are responsible for all legal, engineering, planning and technical consultant costs incurred by the Township related to application review and processing, Appeal Hearing proceedings and for peer review of technical reports submitted in support of the application.

_____ I/We hereby grant permission for the members of the Committee of Adjustment and the Planning Department staff of the Township of Hamilton to enter onto the subject land during the site visit prior to the public meeting.

Northumberland County
Planning Department
Attn.: Dwayne Campbell
555 Courthouse Road
Cobourg, On K9A 4J6
905-372-3329 x 2408

Ganaraska Region
Conservation Authority
Attn.: Ken Thajer
2216 County road 28
Port Hope, ON L1A 3W4
905-885-8173

24. A sketch of the proposal must be submitted and must include the following information:

- *The boundaries and dimensions of the subject land with a North arrow pointing to the top of the page.
- *The boundaries and dimensions of the land that is the subject of this application
- * The location of all buildings and structures on each of the identified properties, including setbacks from the nearest property lines.
- *The boundaries and dimensions of any other abutting lands owned by the owner of the subject lands.
- *The distance between the subject land and any nearby township lot line or landmark (railway/bridge, etc).
- *The location of all land previously severed from the parcel originally acquired by the owner.
- *The approximate location of all natural and artificial features on the subject land and adjacent lands that may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks.
- *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 public travelled road, a private road or right-of-way.
- *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 easement affecting the subject land.

The sketch must be drawn to scale and the scale must be consistent with respect to metric measures or imperial measures. 1 cm = 2 ft will not be accepted.

The sketch must be drawn and labeled in INK. Drawings in pencil are not acceptable and will be returned.

Drawings must be submitted on letter sized pages (8 1/2" X 11"), legal sized pages (8 1/2" X 14") or tabloid/ledger sized pages (11" X17").

If drawings are on pages that are larger than the three choices above, an electronic copy is required as part of the complete application.

An electronic copy would be appreciated for all submissions.

The drawings submitted will be used as part of the public notification information.