



Committee of Adjustment

Application for Minor Variance

It is important to discuss any proposal with the Senior Planner prior to submitting an application

Application for Minor Variance is made by submitting the required application form, fully completed, together with the required fees and an acceptable sketch of the property. The sketch must be to scale, in metric, and include all of the information required, to the Planning Department, at the Municipal Office located at **8285 Majestic Hills Drive, P.O. Box 1060, Cobourg, Ontario, K9A 4W5**. Please note that any application not accompanied by an acceptable sketch will be deemed to be incomplete and will not be processed. Only one copy of the application and sketch is required. The sketch must be supplied on a **letter sized (8 ½" x 11") sheet of paper**. **Any other size of sketch will not be accepted.**

The sketch must include the following:

- The boundaries and dimensions of the subject land and of any land abutting that is owned by the owner of the subject land.
- The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front lot line, rear lot line and the side lot lines.
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- The existing uses on adjacent land, such as residential, agricultural and commercial uses.
- 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 a right-of-way.
- The location and nature of any easement(s) or rights-of-way affecting the subject land.

The application is to be completed by the Owner of the property or his authorized agent. Where it is being made by an agent, the Appointment of Authorized Agent Form must be completed. If the property is in joint names, both signatures must be on the application.

The Affidavit on the third page must be taken by a Commissioner.

Failure to Comply with Any of the Above, Only Results in the Application Being Returned, as Incomplete.

2024 Fees

Please note that the following fees must be submitted with the application:

- Township of Hamilton - **\$1,000.00**
- County of Northumberland –Health Comments: **\$300.00**
- County of Northumberland – Planning Comments - **\$350.00**
- Ganaraska Region Conservation Authority - **\$650.00**

FEES ARE NON-REFUNDABLE

If you have any questions, please contact:

Jennifer Current, B.A. (Hons.), MCIP, RPP
Senior Planner
Township of Hamilton
8285 Majestic Hills Drive
P.O. Box 1060,
Cobourg, Ontario K9A 4W5
T: (905) 342-2810, Ext. 113
E-mail: jcurrent@hamiltontownship.ca



APPLICATION FOR MINOR VARIANCE

Under Section 45 of the Planning Act

Application Number: _____

This application for approval under Section 45 of the Planning Act must be **fully completed** to the satisfaction of the Township of Hamilton, before the formal processing of the application will begin. The personal information on this form is collected under the Planning Act, R.S.O. 1990, as amended. The information is used for the purpose of processing the application. If you have any questions about the collection of personal information, please contact the Clerk, Township of Hamilton, at 905-342-2810.

Property Owner

Name:	Telephone #
	Work:
Full Mailing Address (Including Postal Code):	Telephone #
	Home/Cell:
	Fax#:
	E-mail Address:

Agent (If Applicable - Authorizing Agent Form Required)

Name:	Telephone #
	Work:
Full Mailing Address (including Postal Code):	Telephone #
	Home/Cell:
	Fax #:
	E-mail Address:

Property Information

Legal Description (ie. Lot/Con):			
Assessment Roll #:			
Civic Address (911 Address - If no number is assigned, please indicate the closest number and location):			
Geographic Municipality:			
Dimension of Subject Property	Frontage:	Depth:	Area:
Easements or Restrictive Covenants Affecting Property (ie. Hydro/Bell etc. - show on sketch):			

Existing Access to Subject Property (Include Road Name):	
Existing Water Supply (include type of well):	Proposed Water Supply (include type of well):
Existing Sewage Disposal:	Proposed Sewage Disposal:

Planning Information

Official Plan Designation:
Zoning:
Does this application conform to the Provincial Policy Statements (PPS)?:

Nature of Application

Nature And Extent of Relief from Zoning:
Why Is It Not Possible to Comply with The Provisions of The Zoning By-Law?:

Use Of Property

	Existing	Proposed
Use of Property		
Buildings or Structures on Property		

Ownership and Continued Use of Property

Date The Subject Land Was Acquired by The Current Owner:
Date The Existing Buildings or Structures on The Subject Land Were Constructed:
Length Of Time That the Existing Uses of The Subject Land Have Continued:

Adjacent Land Uses

Existing Use of Adjoining Properties

Related Applications

Previous Minor Variance Applications (Provide Detail):
Related Planning Applications:

Source Water Protection Information

Is the subject property located within a Vulnerable Area as identified by the Trent Source Protection Plan? Yes No If yes, please complete the remainder of Section 6.

Note: Part IV of the Clean Water Act requires the applicant obtain a “Section 59 Notice to Proceed” from a Risk Management Official before an application for an approval under the Planning Act or a building permit can proceed.

Please identify the Vulnerable Area in which the subject property is located:

Baltimore municipal well system Wellhead Protection Area

Camborne municipal well system Wellhead Protection Area

Port Hope Intake Protection Zone

Cobourg Intake Protection Zone

Check all activities that may be associated with the proposal:

Fuel Handling and Storage (eg. home heating oil, fuel retail outlets, farm fuel storage)

Chemical Handling and Storage (eg. paints, degreasers, solvents, cleaning agents)

Agricultural Activities (eg. fertilizer use, pesticide use, storage or application of manure, grazing or pasturing of animals)

Stormwater Management (eg. drainage ditches, swales, retention ponds, drainage tiles, piped systems, water treatment, vehicle washing)

Sewage Systems new or enlarged (eg. septic systems, holding tanks, communal sewage systems)

Application, Handling and Storage of Road Salt

Snow Storage

Waste Disposal (eg. Industrial or commercial waste, waste from septic or holding tanks)

Creation of a Transport Pathway (eg. Building foundation, basement, a well, a culvert, underground water of sewer systems, geothermal system, tile drains)

Note: Section 27(3), Ontario Regulation 287/07 require the municipality to notify the Source Protection Authority and Source Protection Committee when a new transport pathway may be created.

Describe any proposed activities that would be considered a drinking water threat as defined by the Clean Water Act, 2006.

Applicant's Acknowledgments:

The Applicant hereby acknowledges and agrees:

- that this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- that a Public Meeting will be held to provide a public forum for debate on the merits of the application. The Public Meeting allows an opportunity for the applicant to present the proposal and address any issues or concerns.
- that personal information on this application is collected under the authority of the Municipal Act, as amended, the Planning Act, as amended, and Ontario Regulation 354/02, and will be used for the purpose of processing the application and to determine compliance with the policies and by-laws of the Township of Hamilton;
- that conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and/or related regulations;
- that submission of this application constitutes tacit consent for authorized Township staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- that all vegetation on the subject land(s) must be maintained and no filling, grading or excavating is permitted on the subject land(s) during the processing of this application;
- that additional approvals from the Township and/or other agencies (e.g. building permit, site plan approval) may be required;
- that additional fees and/or charges (e.g. building permit fees, parkland dedication fees, development charges) associated with any development approved in conjunction with this application may be required;
- that in the event that the Application(s) or any matter related to same is appealed, referred or brought before the LPAT (the Local Planning Appeal Tribunal), other tribunal and/or Court, and the Township is required to attend (or, in its sole and absolute discretion, determines it necessary or advisable to attend) at any proceeding including without limitation, motions, case management conferences, telephone conferences, hearings, etc. then in such case the Owner hereby acknowledges and agrees that the Owner shall be responsible to reimburse the Township for all expenses incurred by the Township with respect to such proceedings including without limitation, legal, planning, consultants and/or engineering fees, costs and disbursements and further that a \$10,000.00 deposit shall be taken in accordance with the Township of Hamilton By-law No. 60-2019.

- that the applicant will be required to pay reasonable legal fees of the Township for the preparation and registration of agreements when such agreements are required;
- that additional costs for the processing of the application may be charged where studies, reports, information and/or materials in support of the application must be reviewed by persons not employed by the Township but retained for that purpose due to an expertise in the area of the study (e.g. traffic, environmental, noise, servicing); and
- that additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application must be attached, or the owner must complete the authorization set out below.

Is written authorization attached? Yes _____ No _____

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application **must** be completed:

I, _____, am the owner of the land that is the subject of
(Please print)

this application and I authorize _____ to prepare and submit this
(Please print)

application on my behalf.

Signature of Owner

Date

Signature of Owner

Date

Please note that this form must be signed by **All** registered owners of the property or their authorized agent.

Declaration:

I, _____, of the _____,
(Please print) (e.g. Township of Hamilton)

in the _____, make oath and say (or solemnly declare)
(e.g. County of Northumberland)

that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.

Further, I have carefully read the Acknowledgments in Section 9 above, including without limitation the obligation to reimburse the Township for fees, costs and disbursements and hereby agree to be bound by same.

Sworn (or declared) before me at the _____, in the
(e.g. Township of Hamilton)

_____, this ____ day of _____, in the
(e.g. County of Northumberland)

year _____.

Applicant

Commissioner of Oaths

Permission to Enter:

Date: _____

Secretary-Treasurer
Committee of Adjustment
Township of Hamilton

Dear Secretary-Treasurer:

Re: Application to Planning Advisory Committee

Location of Land: _____
(municipal address)

I hereby authorize staff of the Township of Hamilton to enter onto the above-noted property for the purposes of evaluating the merits of this application.

Signature of Owner or Authorized Agent

Please print name

FOR OFFICE USE ONLY

Fees Submitted

	Amount	Received
Application Fee to Township of Hamilton		
Northumberland County – Septic Inspection		
Northumberland County – Planning Comments		
Conservation Authority – Lower Trent or Ganaraska		

Application Received as Complete

Date:	Signature:
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Notification Sign Posted

Date:	Initials:
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Meeting Date:
