



Application for Minor Variance

File No. D13/A-_____ / _____
For Office Use Only

Date Received:	Date Complete:	Fee Paid:
		Cheque #:
		Receipt #

This application for approval under Sections 53 of the Planning Act must be **fully completed** to the satisfaction of the Township of Hamilton, before 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 Township Clerk at 905-342-2810.

1. Applicant Information:

1.1. Name of Owner: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail address: _____

1.2. Name of Agent: _____

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail address: _____

1.3. Holder(s) of any Mortgages, Charges or Encumbrances

Name of Contact: _____

Telephone #: _____ Fax #: _____

Mailing Address (including Group Box, Postal Code, etc.): _____

E-mail address: _____

Note: All correspondence, notices, etc. initiated by the Township in respect of this Application will, unless otherwise required by law, be directed to the Applicant's Agent where noted above except where no agent is employed, then it will be directed to the Applicant, where the Registered Owner is a numbered company, please indicate a project or development name.

2. Property Information

2.1 Legal Description (ie. Lot/Con):

2.2 Assessment Roll #: _____

2.3 Civic Address (911 Address – If no number is assigned, please indicate the closest number and location):

2.4 Geographic Municipality:

2.5 Dimension: _____, Frontage: _____, Depth: _____, Area: _____

2.6 Easements or Restrictive Covenants Affecting Property (ie Hydro/Bell etc. – show on sketch):

2.7 Existing Access to Subject Property (Include Road Name):

2.8 Existing Water Supply (include type of well): _____ Proposed Water Supply (include type of well): _____

2.9 Existing Sewage Disposal:

Proposed Sewage Disposal:

3. Planning Information

3.1. What is the Official Plan designation(s) of the subject property?

3.2. What is the present zoning of the subject property?

3.3. Does this application conform to the Provincial Planning Statements (PPS)?

4. Nature of Application

4.1 Nature and Extent of Relief from Zoning:

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

5. Use of Property

5.1 Use of the property:

Existing: _____ Proposed: _____

5.2 Buildings or Structures
on property

Existing: _____ Proposed: _____

6. Ownership and Continued Use of Property

6.1 Date the subject land was acquired by the current owner:

6.2 Date the existing buildings or structures on the subject land were constructed: _____

6.3 Length of time that the existing uses of the subject land have continued:

7. Adjacent Land Uses

7.1 Existing Use of Adjoining Properties:

8. Related Applications

8.1 Previous Minor Variance Applications (Provide Detail):

8.2 Related Planning Applications:

9. Source Water Protection Information

- a. Is the subject property located within a Vulnerable Area as identified by the Ganaraska 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.

b. 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.

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

10. Applicant's Acknowledgement

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.

11. Permission to Enter Property

I/We, _____, am/are the owner(s) of the land Name(s) that is the subject of this application for consent and give permission to the Township of Hamilton and Committee of Adjustment Members to enter onto the subject lands for the purpose of inspecting the lands to evaluate the merits of the application.

Signature of Owner

Date

Signature of Owner

Date

12. 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
(Please Print)

that is the subject of this application and I authorize _____ to prepare
(Please print)

and submit this application on my behalf.

Signature of Owner

Date

Signature of Owner

Date

13. Declaration:

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

in the _____, solemnly declare that the information
(e.g. County of Northumberland)

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 14 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
(e.g. Township of Hamilton)

the _____ this _____ day of _____

(e.g. County of Northumberland)

in the year _____.

Applicant

Commissioner of Oaths