



The Corporation of the Township of Ramara
Committee of Adjustment
APPLICATION FOR MINOR VARIANCE

Section 45 of the Planning Act, and O.REG. 200/96 as amended

The attached application form has been prepared to collect information required to process an application to vary the Zoning Bylaw that governs development on your parcel of land. We want to make this process as user-friendly as possible. Provincial regulations, however, require that we ensure your application is complete before it is accepted. If this application is signed by an agent or applicant on behalf of the owner, THE WRITTEN AUTHORIZATION (included in application) BY ALL REGISTERED OWNERS MUST accompany the application. If the owner/applicant is a Corporation, acting without agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal affixed. The words, "I have authority to bind the Corporation" may be printed under the signing officer's name in place of affixing the corporate seal.

It is suggested that you talk to the [Planning Department](#) for the Township who can provide you with the relevant zoning information to assist in determining the purpose of the application. THE TOWNSHIP OF RAMARA DOES NOT ASSUME RESPONSIBILITY FOR IDENTIFYING ALL DEFICIENCIES.

TO GET STARTED YOU WILL NEED:

Applicable Application Fee:

Refer to the [Planning Fees Bylaw](#) Establishing a Tariff of Fees for the Processing of Planning Applications

Completed Application Form:

- Including sworn affidavit signed by all registered owners stating that the information provided in the application and on the required sketch is true or alternatively, written authorization given by all registered owners for another individual to sign on their behalf. Commissioners for the Taking of Oaths are available at the Township of Ramara Administration Centre.
- **ONE** copy of a sketch (not larger than 8 ½" x 14") drawn to scale, including all the required information as noted in the application form, or a survey of the subject lands (sample sketch and required features to be shown are included in application form).
- Once the application has been accepted with full payment and a file number has been assigned, a photocopy of the application will be provided upon request.

Public Hearing Sign:

The required Public Hearing sign will be prepared by Township staff and provided to you at the time the application is filed with the municipality. The sign must be posted on the subject lands in a visible location from the street. The sign must be posted at least 10 days prior to the hearing date. The sign is a required form of notification according to Ontario Regulation 200/96 as amended. *Failure to post the sign will result in delays.*

Once the application has been received by the municipality and deemed a complete application, it will be circulated to the appropriate departments and agencies for comment. Notice of your application and the date of its consideration by the Committee of Adjustment, will be given by regular mail at least 10 days in advance of the hearing, to every land owner within 60 metres of the subject property. This notice will also advise as to the time and location of the hearing.

A Staff Report containing all comments received regarding the application will be available to access through the Committee of Adjustment Agenda, and applicants will be notified when it is posted on the Township website.

The Committee of Adjustment for the Township of Ramara meet monthly, typically on the first Tuesday of every month, unless otherwise determined by the Committee of Adjustment on a yearly basis. The cut off dates for submission as well as the meeting dates are available from the Planning Department and are subject to change.

The Committee of Adjustment does not require the owner/applicant/agent to attend the meeting to respond to any questions or concerns they may have in respect to the application(s). However, the hearing of the application may be adjourned to another date if no authorized person is present, or the Committee may make a decision in the absence of the owner/applicant/agent. The Committee of Adjustment will make its decision in a public forum.

A Notice of Decision will be mailed to the owner/applicant/agent within 15 days after the decision is made and to anyone requesting in writing to be notified of the decision. There is a period of 20 days from the date of the Notice of Decision during which the decision may be appealed to the Ontario Land Tribunal (OLT). An appeal may also be launched if a decision is not made within 90 days of the receipt of a properly completed application. The Ontario Land Tribunal (OLT) requires a fee as per the [Fee Chart](#) in the form of a certified cheque payable to the Minister of Finance. If no appeals are received within the 20 day appeal period by the municipality, the owner/agent/applicant will be advised by way of a Notice of No Appeal.

If you require any further information or assistance, please contact:

Planning@ramara.ca

705-484-5374



COMMITTEE OF ADJUSTMENT
APPLICATION FOR MINOR VARIANCE
Under Section 45 of the Planning Act

For Office Use Only

DATE RECEIVED: _____

ROLL NUMBER: _____

FILE NO.: _____

RECEIPT: _____

1. OWNER AND APPLICANT/AGENT INFORMATION

Please check beside person to whom correspondence is to be sent

An owner's authorization is required in Section 12, if the applicant/agent is not the owner

1.1 Name of Applicant/Agent: _____
Address: _____ Postal: _____
Phone Number: (____) _____ Cell: (____) _____
Email: _____

1.2 Name of Owner(s): _____
Address: _____ Postal: _____
Phone Number: (____) _____ Cell: (____) _____
Email: _____

2. LOCATION OF SUBJECT LAND

2.1 Municipal Street Address: _____
Legal Description: _____

2.2 Are there any easements or restrictive covenants affecting the subject lands?
Yes No
If yes, describe the easement or restrictive covenant and its effect:

2.3 Is this property subject to the Clean Water Act? Yes No

2.4 Is this property within the Lake Simcoe Protection Plan Boundary?

Yes No

3. DESCRIPTION OF THE SUBJECT LAND

Frontage: _____m Depth: _____m Area: _____m²

Existing Use(s): _____

Date land acquired by current owner: _____ Unknown

Date existing building/structures constructed _____ Unknown

Date existing uses on land commenced: _____ Unknown:

Proposed Use(s): _____

Existing Use of Abutting Land: _____

4. SERVICING AND ACCESS

Access	Check One
Provincial Highway	<input type="checkbox"/>
County Road	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>
Private Right of Way	<input type="checkbox"/>
Private Road	<input type="checkbox"/>
Water Access	<input type="checkbox"/>

Water supply:	Existing	Proposed
Publically Owned Services	<input type="checkbox"/>	<input type="checkbox"/>
Private/Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Sewage Disposal:	Existing	Proposed
Publically Owned System	<input type="checkbox"/>	<input type="checkbox"/>
Private Septic System	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

A site plan **MUST BE** included showing the number, type, use(s), height, floor area and distances from all lot lines for all buildings/structures currently on and proposed to be placed on the Subject Land.

5. OFFICIAL PLAN AND ZONING INFORMATION

5.1 What is the existing Official Plan designation?

5.2 What is the existing Zoning of the Subject Land?

5.3 What is the existing County of Simcoe Official Plan designation?

6. NATURE OF RELIEF

6.1 What is the Nature of Extent of relief being sought?

6.2 Why is it not possible to comply with the provisions of Zoning By-law 2005.85, as amended?

6.3 Please complete the following table regarding **relief being sought**:

Development Standard	Required	Proposed	Deficiency
Lot Area			
Lot Frontage			
Front Yard Setback			
Exterior Side Yard Setback			

Interior Side Yard Setback N S E W			
Interior Side Yard Setback N S E W			
Rear Yard/ Highwater Mark			
% Lot Coverage			
Height of Building			
Other:			

7. PLANNING APPLICATION HISTORY OF THE SUBJECT LAND

7.1 Is (or has) the subject land the subject of an application under Section 51 of The Planning Act, R.S.O., 1990, as amended, for the approval of a plan of subdivision?

Yes No Unknown

If YES, please provide the File Number and Decision:

7.2 Is (or has) the subject land the subject of an application under The Planning Act, R.S.O., 1990, as amended, for the approval of a Consent or Minor Variance?

Yes No Unknown

If YES, please provide the File Number and Decision:

7.3 Is (or has) the subject land the subject of an application for an Official Plan Amendment that has been submitted for approval?

Yes No Unknown

If YES, please provide the File Number and Decision:

7.4 Are there any other Planning Applications on this property being considered concurrently with this Minor Variance Application?

Yes No

If YES, please provide the file number and description of application and

processing to date: _____

Notification Sign Requirements:

For the purpose of public notification and in order for staff and the Committee of Adjustment members to easily locate your land, you will be given a sign to indicate the intent and purpose of your application. It is your responsibility to:

1. Post one sign in a conspicuous location on the subject property
2. Ensure one sign is posted at the front of the property at least three feet above ground level
3. Maintain the sign until the application is finalized and thereafter removed.

For the purposes of this application, the owner/applicant/agent grants permission to the members of the Committee of Adjustment, the Township of Ramara Staff and their agents to enter upon the said property for inspection purposes.

FREEDOM OF INFORMATION

For the purposes of the Municipal 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 any information that is collected under the authority of The Planning Act for the purposes of processing this application.

Owner/Applicant/Agent Signature

Date

Owner/Applicant/Agent Signature

Date

AUTHORIZATION

If the applicant is not the owner(s) of the land that is subject to this application, the authorization set out below must be completed by the owner.

I/WE _____ am/are the owner(s) of the land that is subject to this minor variance application. I/WE authorize _____ to make this application on my/our behalf and to provide any of my/our personal information for the processing of this application.

Signature

Date

Signature

Date

Information provided in this application will become part of a public record

DECLARATION

I/WE _____ of _____
solemnly declare that:

- All the above statements and the statements contained in all of the exhibits transmitted herewith 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 it made under oath and by virtue of the Canada Evidence Act.

DECLARED BEFORE ME AT
THE _____
IN THE _____
THIS _____ DAY OF _____ 20_____.

**TO BE SIGNED IN THE PRESENCE
OF A COMMISSIONER FOR
TAKING AFFIDAVITS**

OWNER/APPLICANT/AGENT

A commissioner, etc...

OWNER/APPLICANT/AGENT

ACKNOWLEDGEMENT

IWE, _____, hereby acknowledge receipt of a copy of Bylaw #2020.15, as amended for the Corporation of the Township of Ramara, being a bylaw to establish a Tariff of Fees for the Processing of Planning applications, and agree to be bound by the terms thereof.

IWE hereby agree to pay all advertising costs, consulting fees and any legal fees incurred by the Township of Ramara in connection with the processing of Application File #_____. (Including, but not restricted to, professional planning fees, engineering fees, and legal fees, in addition to the municipal costs associated with this application, and; do also hereby acknowledge and agree to assume all costs incurred by the Township of Ramara associated with any appeal to the Ontario Land Tribunal (OLT) with respect to this application.)

IWE acknowledge that all expenses incurred by the Township regarding this application will be invoiced to ME/US and will be paid by ME/US within 30 days of the Township's invoice date.

DATED this _____ day of _____, 20_____.

SIGNATURE

DATE

SIGNATURE

DATE

SUPPORTING MATERIAL TO BE SUBMITTED BY THE APPLICANT

In order for your application to be considered complete, a sketch drawn to scale must be included as part of this application which shows:

- The boundaries and dimensions of the subject land.
- The location, size, height and type of all existing and proposed buildings and structures on the subject land (indicating distances from lot lines)
- The approximate location of all natural and artificial features on the subject land and land that is adjacent that may affect the application. (i.e. railways, water courses, wetlands, well & septic)
- The name and location of all roadways abutting the subject property. (including unopened road allowances, private roads, right-of-ways, etc)
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easements affecting the subject land.

If other documentation/supporting material becomes necessary, you will be contacted and this information must be submitted prior to your application proceeding.

LAKE SIMCOE REGION CONSERVATION AUTHORITY

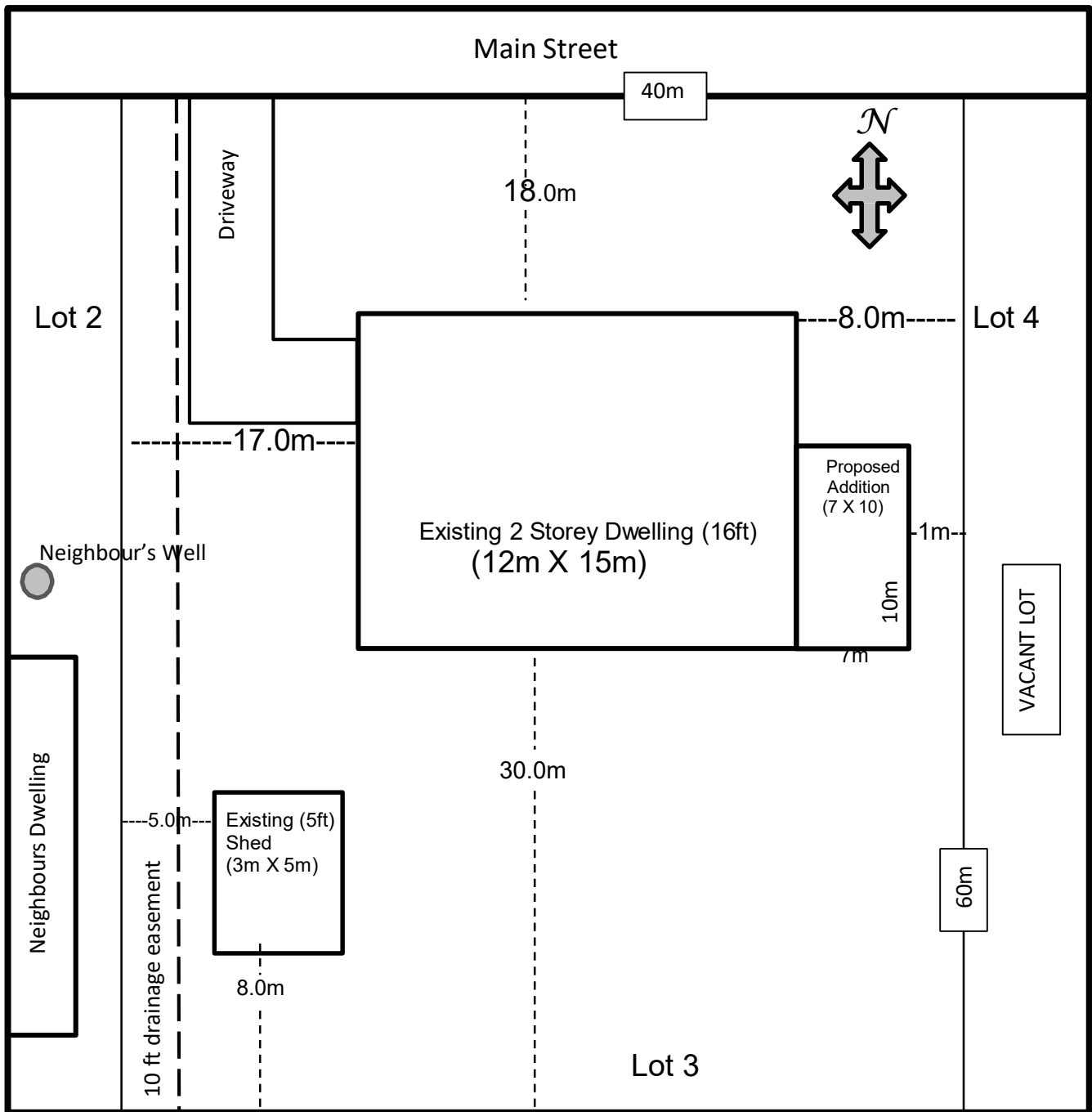
If the property subject to the Minor Variance Application has been determined to be within a regulated area of the Lake Simcoe Region Conservation Authority or subject to the Lake Simcoe Protection Plan, please be advised that under *The Planning Act* the application must be circulated to the Authority for comments.

Maps to determine if your property is regulated can be found on the LSRCA website at www.lsrca.on.ca

It will be determined by the authority if a permit under Ontario Regulation 179/06 will be required.

All planning applications submitted to the Lake Simcoe Region Conservation Authority are subject to review fees listed in the [Fee Schedule](#) as per the Planning and Development Fees Policy.

Sample Minor Variance Sketch



PROPERTY OWNERS NAME AND MUNICIPAL ADDRESS