



## THE CORPORATION OF THE MUNICIPALITY OF WHITESTONE

### COMMITTEE OF ADJUSTMENT

### APPLICATION INSTRUCTIONS

1. Only the Owner or their Authorized Agents may make application to the Committee of Adjustment.
2. Applicants are asked to submit the required deposit of \$500.00 (actual costs billed) payable to the Municipality of Whitestone when filing the application.
3. Applicants are asked to submit a photocopy of their Transfer/Deed of Land when filing the application.
4. Municipal Staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
5. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Municipality.
6. You will be notified, in writing, of the date the Committee of Adjustment will meet to hear your application.
7. Make sure that the application, including the sketch, is complete in every aspect. **FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR THE APPLICATION COULD BE DISQUALIFIED UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**
8. Any costs beyond regular processing costs relating to this application, including but not limited to engineering studies, legal opinions, planning consultant fees and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.
9. Any questions regarding the application may be directed to the Municipality of Whitestone, Municipal Office at (705) 389-2466 or e-mail at [info@whitestone.ca](mailto:info@whitestone.ca)

**APPLICATION FOR MINOR VARIANCE OR PERMISSION**

The undersigned hereby applies to the Committee of Adjustment for the Municipality of Whitestone under Section 45 of the Planning Act for relief, as described in this application, from the Municipality’s Comprehensive Zoning By-Law No. 10-2005 (January 10, 2006).

1. Name of Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Name of Agent (if Any): \_\_\_\_\_

4. Address: \_\_\_\_\_

**NOTE: Unless otherwise requested, all communications will be sent to the agent, if any.**

5. Name and Address of any Mortgagors, holders of charges or other encumbrances:

\_\_\_\_\_

6. Nature and Extent of relief applied for: \_\_\_\_\_

\_\_\_\_\_

7. Why is it not possible to comply with the provisions of the By-Law: \_\_\_\_\_

\_\_\_\_\_

8. Legal description of subject land (registered plan number and lot number or other legal description and, where applicable, street and street number): \_\_\_\_\_

\_\_\_\_\_

9. Dimensions of land affected: Frontage: \_\_\_\_\_ Area: \_\_\_\_\_

Depth: \_\_\_\_\_ Width of Street: \_\_\_\_\_

10. Access to subject land affected: Highway: \_\_\_\_\_ Private Road: \_\_\_\_\_

Municipal Road (Year Round): \_\_\_\_\_ Water Access: \_\_\_\_\_

Municipal Road (Seasonal): \_\_\_\_\_ Other Public Road: \_\_\_\_\_

11. If access to the subject land is by private road, or if “other public road” or “right of way” was indicated in Section 10, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or year round:

\_\_\_\_\_

\_\_\_\_\_

12. If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

\_\_\_\_\_

\_\_\_\_\_

13. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of stories, width, length, height, etc.):

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

14. Location of all buildings and structures on or proposed for the subject land (specify distance from side, rear and front lot lines): \_\_\_\_\_

\_\_\_\_\_

15. Date of Acquisition of Subject Land: \_\_\_\_\_

16. Date of Construction of all Buildings and Structures on Subject Land: \_\_\_\_\_

\_\_\_\_\_

17. Existing Uses of the Subject Lands: \_\_\_\_\_

\_\_\_\_\_

18. Existing Uses of Abutting Lands: \_\_\_\_\_

\_\_\_\_\_

19. Length of time the existing uses of the subject property have continued: \_\_\_\_\_

\_\_\_\_\_

20. Services:

Water: Dug Well \_\_\_\_\_ Drilled Well \_\_\_\_\_ Lake \_\_\_\_\_

Sewer: Septic \_\_\_\_\_ Privy \_\_\_\_\_ Other \_\_\_\_\_

21. Storm Drainage is provided by:

sewers \_\_\_\_\_ open ditches \_\_\_\_\_ swales \_\_\_\_\_ other (please specify) \_\_\_\_\_

22. Present Official Plan provisions applying to the land: \_\_\_\_\_

\_\_\_\_\_

23. Present Zoning By-Law provisions applying to the land: \_\_\_\_\_

\_\_\_\_\_

24. Has the owner previously applied for relief in respect of the subject property? \_\_\_\_\_

25. Is the subject land currently the subject of an application for a consent or approval of a plan of subdivision? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

If Yes and if Known, specify the appropriate file number and status of application:

\_\_\_\_\_

26. Has the subject land ever been the subject of a minor variance application?

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

27. Every application shall be accompanied by a sketch (based on a boundary survey plan of the subject land) drawn to an appropriate scale, properly dimensioned and showing thereon:
- a) the boundaries and dimensions of the subject land;
  - b) 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, rear and side lot lines;
  - c) the appropriate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - d) the current uses on land that is adjacent to the subject land;
  - e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
  - f) if access to the subject land is by water only, the location of the parking and docking facilities to be used;
  - g) the location and nature of any easement affecting the subject land.

**The contents of the application and appendices shall be validated by the Applicant (or authorized agent) in the form of the following Affidavit/Sworn Declaration before a Commissioner or other person empowered to take Affidavits.**

<b>Affidavit/Sworn Declaration</b>	
<p>Dated at the _____ of _____ this ___ day of _____, 20            I, _____ of the _____ of _____ in the _____            of _____, Solemnly Declare that all the statements contained in the            application are true are made under oath and by virtue of the Canada Evidence Act.</p>	
	<p>_____            Signature of Applicant or Authorized Agent</p>
<p>Declared before me at the _____ of _____ in the            _____ of _____ this ___ day of _____, 20</p>	
	<p>_____            Signature of Commissioner</p>

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

<b>Consent of the Owner to the Use and Disclosure of Personal Information</b>	
<p>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.</p> <p><b>Questions about this collection of personal information should be directed to the Municipal Clerk.</b></p>	
<p>Date _____</p>	<p>Signature of Owner _____</p>

**If the applicant is not the owner of the land that is the subject of this application, the written consent of the owner, authorizing the applicant to make the application must be included with this form or the authorizations set out below must be completed.**

**Authorization of Owner for Agent to Make the Application**

I, \_\_\_\_\_, am the owner of the land this is the subject of this application for a Minor Variance and I authorize \_\_\_\_\_ to make this application on my behalf.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**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 for a Minor Variance 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 Owner \_\_\_\_\_

**ANY COSTS OVER AND ABOVE THE APPLICATION FEE RELATING TO THIS APPLICATION, INCLUDING BUT NOT LIMITED TO ENGINEERING STUDIES, LEGAL OPINIONS, PLANNING CONSULTANT FEES, AND ONTARIO MUNICIPAL BOARD HEARING COSTS, WILL BE THE RESPONSIBILITY OF THE APPLICANT.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR AGENT

\_\_\_\_\_  
DATE