



MINOR VARIANCE GUIDE & APPLICATION



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The Committee of Adjustment is appointed by Council and consists of citizen members. If an applicant wishes to use or develop their property in a way that does not conform to the requirements of the Zoning By-Law, but meets the general intent, they can apply for relief through submission of a minor variance application.

SUBMISSION REQUIREMENTS

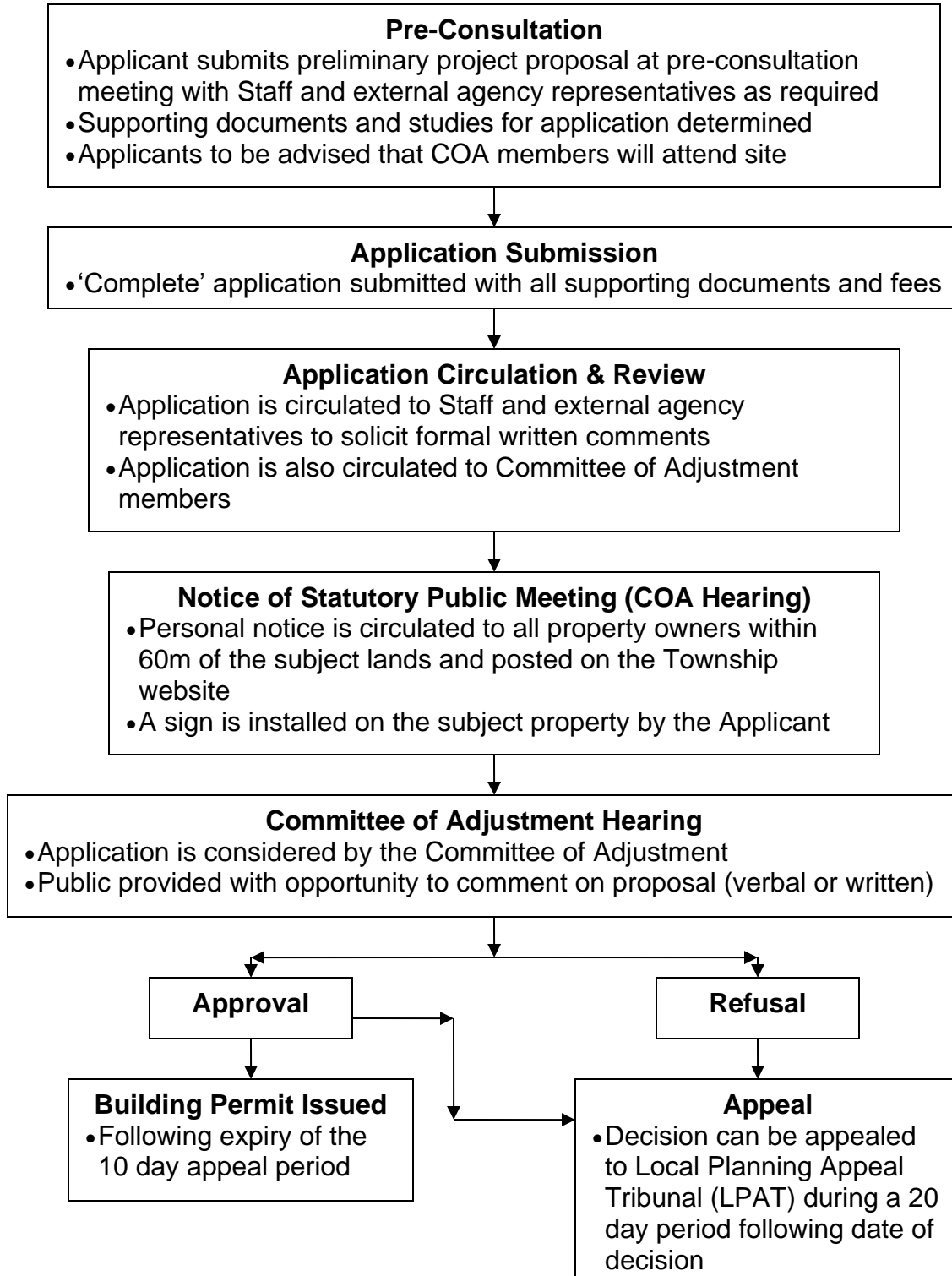
The following supplementary and supporting documents and materials may be required to be submitted with a Minor Variance application as determined at the pre-consultation stage:

- One copy (11" X 17") of a survey or sketch prepared by an Ontario Land Surveyor or other professional that clearly identifies the following in **metric** units:
 - Parcel of land subject to the application, including any easements
 - Building dimensions, height and size of all existing and proposed structures
 - Percentage of lot coverage by all structures
 - Percentage of lot coverage by all accessory structures
 - Location of private well and sewage disposal system (if applicable)
 - Any trees to be removed/replaced as a result of proposed construction

Note: Additional information and material may be required in response to a particular development proposal, or raised through the review process.

Additional sets of these documents may be required to accompany the application upon submission.

MINOR VARIANCE PROCESS





APPLICATION FOR MINOR VARIANCE

OFFICE USE ONLY				
DATE RECEIVED	_____			
DATE DEEMED COMPLETE	_____			
FILE NO.	_____			
ROLL NO.	_____			
RECEIPT NO.	_____			
OTHER SUBMISSIONS:				
REGIONAL OFFICIAL PLAN	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO.	_____
TOWNSHIP OFFICIAL PLAN	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO.	_____
SITE PLAN APPROVAL	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO.	_____
LAND DIVISION	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO.	_____

Pursuant to the provisions of the Planning Act, R.S.O. 1990, I/We hereby submit an application to the Township of Scugog Committee of Adjustment for a minor variance (as hereinafter set out) from By-law No. 14-14, as otherwise amended, of the Corporation of the Township of Scugog, in respect of the lands hereinafter described.

1. FEE SCHEDULE

The following application fee must be submitted with the application:

- \$1,650.00 Residential
- \$2,215.00 Other than Residential
- \$332.00 Application Tabling Fee

In addition to the fee mentioned above the following fees are also required:

- \$200.00 payable to the Township of Scugog for the Development Sign (Applies to Other than Residential applications only)
- \$275.00 payable to the Region of Durham Health Department (Applies to lands serviced by private well and/or private sewage disposal system only)

Check with the Municipal Staff to determine which one of the following will apply:

- \$800.00 (+\$2,930.00/technical report) payable to the Central Lake Ontario Conservation Authority (CLOCA)
- \$500.00 payable to Kawartha Region Conservation Authority (KRCA)
- \$525.00 payable to the Lake Simcoe Region Conservation Authority (LSRCA)

2. **SUMMARY OF PROPOSAL:** _____

3. **CONTACT INFORMATION**

APPLICANT (PRIMARY CORRESPONDANT): _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

AUTHORIZED AGENT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

REGISTERED OWNER(S): _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

ALL COMMUNICATIONS TO BE FORWARDED TO: (Check one only)

APPLICANT AGENT OWNER

4. **DETAILS OF SUBJECT PROPERTY**

LOCATION/DESCRIPTION OF SUBJECT PROPERTY:

MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

ASSESSMENT ROLL #: _____

DIMENSIONS OF ENTIRE PROPERTY

LOT AREA: _____ AVERAGE FRONTAGE: _____

AVERAGE DEPTH: _____

SERVICES (Check one in each category)

Water Supply: Municipal Existing Proposed

 Private Well Existing Proposed

Sewage Disposal: Municipal Existing Proposed

 Private Existing Proposed

Storm Drainage: Open Ditch Existing Proposed

 Curb/Gutter Existing Proposed

 Other (specify) _____

Road Access: Municipal Street Name: _____

 Regional Street Name: _____

 Provincial Street Name: _____

 Private Street Name: _____

5. EXISTING AND PROPOSED USE OF SUBJECT LANDS

LAND USE DESIGNATION

SCUGOG OFFICIAL PLAN: _____

REGIONAL OFFICIAL PLAN: _____

ZONING BY-LAW 14-14 CATEGORY

CURRENT: _____

EXISTING STRUCTURES

PRINCIPAL STRUCTURE

DATE OF CONSTRUCTION: _____

GROSS FLOOR AREA: _____ HEIGHT: _____

TYPE OF CONSTRUCTION: _____

ACCESSORY STRUCTURE(S)

DATE OF CONSTRUCTION: _____

GROSS FLOOR AREA: _____ HEIGHT: _____

TYPE OF CONSTRUCTION: _____

PROPOSED STRUCTURES (CHECK ONLY THOSE THAT APPLY)

- NEW PRINCIPAL STRUCTURE
- NEW ACCESSORY STRUCTURE
- ADDITION TO EXISTING PRINCIPAL STRUCTURE
- ADDITION TO EXISTING ACCESSORY STRUCTURE

GROSS FLOOR AREA: _____ HEIGHT: _____

TYPE OF CONSTRUCTION: _____

HAS THIS PROPERTY BEEN THE SUBJECT OF A PREVIOUS APPLICATION FOR MINOR VARIANCE?

YES FILE NO. _____ NO

6. CONCURRENT OR SUBSEQUENT APPLICATION SUBMISSIONS FOR THE SUBJECT LAND (OR LANDS WITHIN 120 METRES):

REGIONAL OFFICIAL PLAN	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
SCUGOG OFFICIAL PLAN	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
SITE PLAN APPROVAL	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
CONSENT	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
PLAN OF SUBDIVISION	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
PLAN OF CONDOMINIUM	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
REZONING	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____
MINOR VARIANCE	NO <input type="checkbox"/>	YES <input type="checkbox"/>	FILE NO. _____

7. DETAILS OF ADJACENT PROPERTIES

ADJACENT LAND USE

NORTH: _____

SOUTH: _____

EAST: _____

WEST: _____

8. DETAILS OF PROPOSED MINOR VARIANCE

DESCRIBE THE MINOR VARIANCE(S) REQUIRED (Identify those sections of the by-law from which the relief is required): _____

REASON(S) WHY THE BY-LAW REQUIREMENTS CANNOT BE MET: _____

9. AUTHORIZATION OF PROPERTY OWNER FOR AGENT TO MAKE THE APPLICATION:

If the Applicant/Agent is NOT the Owner(s) of the property that is the subject of this application, the written authorization of the Owner(s) that the Applicant/Agent is authorized to make the application, must be included with this application, or the Authorization set out below must be completed.

I/We _____ am/are the Owner(s) of the property that is the subject of this Minor Variance Application and I/we authorize _____ to make this application on my/our behalf.

Signature

Date

Signature

Date

10. AUTHORIZATION OF OWNER FOR DISCLOSURE OF PERSONAL INFORMATION

I/We _____ am/are the Owner(s) of the property that is the subject of this Minor Variance Application and I/we, for the purposes of the Freedom of Information and Protection of Privacy Act, consent to the disclosure of any personal information provided in the processing of this application, under the Planning Act, to any person or public body.

Signature

Date

Signature

Date

11. AFFIDAVIT TO BE SIGNED IN THE PRESENCE OF A COMMISSIONER

I/We _____ of the _____ of _____ in the _____ of _____, do solemnly declare that:

I/We enclose herewith the non-refundable fees for this application and agree to pay any further costs which may be determined by the Council of the Township of Scugog (i.e. legal, planning engineering, etc.). In addition, depending on the nature of the application, a Financial Agreement with the municipality may be required to cover the cost of consulting services rendered to the Township in conjunction with the processing of this application. I/We also agree to reimburse the Township of Scugog for any costs which may be incurred before the Ontario Municipal Board and awarded by that Board arising as a result of this application; and

All above statements contained within and any information submitted with this 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

_____ of _____
in the _____ of _____
this _____ day of _____, 20__.

Signature of Applicant or Agent

Signature of Applicant or Agent

A Commissioner, etc.

MINIMUM DISTANCE SEPARATION (MDS) DATA SHEET (Check if N/A)

To be completed when applying for a new non-farm use within 500 metres (1640 feet) of an existing livestock facility.

Complete one sheet for each different set of buildings used for housing livestock.

Closest distance from livestock facility to the property boundary of the proposed change in land use: _____ metres.

Closest distance from manure storage to the property boundary of the proposed change in land use: _____ metres.

Tillable hectares where livestock facility located: _____ hectares.

Type of Livestock		Manure System (Place an "x" in one box only)				
		Maximum Housing Capacity #	Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
DAIRY	<input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
BEEF	<input type="checkbox"/> Cows (Barn confinement) <input type="checkbox"/> Cows (Barn with yard) <input type="checkbox"/> Feeders (Barn confinement) <input type="checkbox"/> Feeders (Barn with yard)					
SWINE	<input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
POULTRY	<input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkey Breeder Layers					
HORSES	<input type="checkbox"/> Horses					
SHEEP	<input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
MINK	<input type="checkbox"/> Adults					
VEAL	<input type="checkbox"/> White Veal Calves					
GOATS	<input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
OTHER	<input type="checkbox"/> (_____)					

Owner of Livestock Facility: _____ Telephone: (_____) _____

The above information was prepared by: _____

Name (Please Print)

Signature

Date



Planning and Economic Development Department

Attachment 1 - Site Screening Questionnaire for Identifying Potentially Contaminated Development Sites in Durham Region

Regional Municipality of Durham Planning and Economic Development Department 605 Rossland Road East, 4th Floor P.O. Box 623, Whitby, Ontario L1N 6A3 Telephone (905) 668-7711 Facsimile (905) 666-6208

This form must be completed for all development applications and/or non-potable groundwater standard requests where a Phase One Environmental Site Assessment prepared in accordance with Ontario Regulation 153/04, as amended, is not being submitted to the approval authority. If you have any questions about the completion of this questionnaire, please contact the Region's Planning and Economic Development Department at 905-668-7711 or Toll Free 1-800-372-1102.

Landowner Name: _____

Municipal Address (Street Number and Name): _____

Location of Subject Lands: _____

Lot(s): _____

Concession: _____

Registered Plan Number: _____

Former Township: Municipality: _____

Related Planning Application(s) and File Number(s): _____

- a) What is the current use of the property? Circle appropriate use(s): industrial, commercial, community use, residential, institutional, parkland or agricultural. Note: Daycare uses are defined as institutional. See Ontario Regulation 153/04, as amended, for definitions.

Does the application involve a change to a more sensitive land use, i.e. change from industrial, commercial or community use to residential, institutional, parkland or agricultural use? Refer to Sections 11, 12, 13, 14 and 15 of O. Reg. 153/04 as amended.

[] Yes [] No [] Uncertain

- b) Is the application on lands or adjacent to lands that are currently or were previously used for the following:

i. Industrial uses?

[] Yes [] No [] Uncertain

If yes, please describe approximate dates and types of industry.

ii. Commercial uses where there is a potential for site contamination, i.e. an automotive repair garage, a bulk liquid dispensing facility including a gasoline outlet, chemical warehousing or for the operation of dry cleaning equipment, etc.?

[] Yes [] No [] Uncertain

If yes, please describe approximate dates and types of commercial activities.

- c) Has the grading of the subject land been changed by adding earth or materials and/or has filling occurred on the subject lands?

[] Yes [] No [] Uncertain

- d) Have the subject lands ever been subjected to chemical spills or hazardous chemical uses i.e. an orchard, where cyanide products may have been used as pesticides?

[] Yes [] No [] Uncertain



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- e) Have the subject lands or adjacent lands ever been used as an agricultural operation where herbicides or sewage sludge have been applied to the property?
 Yes No Uncertain
- f) Have the subject lands or adjacent lands ever been used as a weapons firing range?
 Yes No Uncertain
- g) Are the subject lands on or adjacent to lands identified as a wellhead protection zone or an area of natural significance?
 Yes No Uncertain
If yes, please provide details.

- h) Is the nearest boundary of the application within 250 metres of the fill area of an operating or former landfill or dump, or a waste transfer station or PCB storage site?
 Yes No Uncertain
- i) If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to human health (i.e. asbestos, PCBs, etc.)?
 Yes No Uncertain
- j) Have any of the buildings on the property been heated by fuel oil?
 Yes No Uncertain
- k) Are there or have there ever been above ground or underground storage tanks on the property?
 Yes No Uncertain
- l) Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?
 Yes No Uncertain
If yes, when? Please provide a description of waste materials:

- m) Have hazardous materials ever been stored or generated on the property (e.g. Has **Hazardous Waste Information Network (HWIN)** registration or other permits been required?)
 Yes No Uncertain
If yes, please summarize details:



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n) Does the subject property support or has it ever supported one or more of the potentially contaminating activities set out in Table 2 of Schedule D of Ontario Regulation 153/04, as amended (see attachment)?

- Yes No Uncertain

If yes, please provide details:

o) Is there any other reason to believe that the subject property may be potentially contaminated based on historical use of this or an abutting property?

- Yes No Uncertain

If yes, please provide details:

If the answer to any of Questions a) through o) was Yes, a Phase One and/or a Phase Two Environmental Site Assessment (ESA) which satisfies the requirements of Ontario Regulation 153/04, as amended, is required. Please submit two hard copies and a digital copy of the ESA documents/reports together with a letter granting the Region third party reliance on these documents and a completed Regional "proof of insurance" form.

p) Has a Record of Site Condition (RSC) or a Risk Assessment (RA) been accepted by the Ministry of the Environment (MOE) or a Certificate of Property Use been issued by MOE for this site?

- Yes No

If yes, please submit two hard copies and a digital copy of the risk assessment, any related certificates of property use and the MOE RSC acknowledgement letter with the application.

q) Is it the owner/applicant's intention to submit a Record of Site Condition (RSC) or Risk Assessment (RA) to MOE for approval?

- Yes No Uncertain

Continued on next page



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Declarations:

If the answer to any of Questions a) through Question q) was Yes, this SSQ form must be completed and signed by both a Qualified Person and by the property Owner(s)/applicant(s). The QP sign-off is not required for: land division applications for lease, mortgage, title correction, re-establishment of lot lines (where title inadvertently merged) or a minor lot line adjustment, or for a minor variance, a minor rezoning (e.g. to add a new non-sensitive land use), and/or a part lot control application where site contamination was recently addressed by a related planning application.

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site contains contaminants at a level that would interfere with the proposed property use. I am a qualified person with the required liability insurance in accordance with section 3.1.6 of the Region of Durham Site Contamination Protocol.

Qualified Person:

Name (Please Print): _____

Signature: _____

Name of Firm: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Date: _____

Property Owner, or Authorized Officer:

Name (Please Print): _____

Signature: _____

Name of Company (if applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Date: _____