



**TOWNSHIP OF WOOLWICH  
COMMITTEE OF ADJUSTMENT**

**APPLICATION FOR MINOR VARIANCE**

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The application must be submitted to the TOWNSHIP with:

- A SITE PLAN (1 copy)
  - APPLICATION FEE \$ \_\_\_\_\_ (made payable to The Township of Woolwich)
  - GRCA FEE \$ \_\_\_\_\_ (made payable to the Grand River Conservation Authority)
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**Owner:**

Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Agent (where applicable):**

Agent's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

1. Current Zoning of the Property: \_\_\_\_\_

2. Current Official Plan designation of the Property: \_\_\_\_\_

3. What is the purpose of the proposed Minor Variance (including the applicable By-law Section or Regulation Number)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why are you unable to comply with the provisions of the Zoning By-law?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Property Description:**

a) Municipal Address: \_\_\_\_\_

b) Legal Description (as applicable):

Reference Plan No./Part(s): \_\_\_\_\_ Registered Plan No./Part(s): \_\_\_\_\_

Tract/Concession: \_\_\_\_\_ Lot No.: \_\_\_\_\_

**6. Dimensions of the Property:**

Frontage: \_\_\_\_\_ metres Depth: \_\_\_\_\_ metres Area: \_\_\_\_\_ (square metres/hectares)

7. Date when the current owner acquired the property: \_\_\_\_\_

8. Existing use of the Property: \_\_\_\_\_

9. Proposed use of the Property: \_\_\_\_\_

10. Length of time the existing use on the Property has continued: \_\_\_\_\_

11. List the uses on the adjacent lands (example hog farm and house, golf course, etc.)  
\_\_\_\_\_**12. Water Supply:** Municipal  Communal Individual  Other (specify): \_\_\_\_\_**13. Sewage Disposal:** Municipal  Communal Individual  Other (specify): \_\_\_\_\_**14. Storm Drainage:** Sewers  Ditches Swales  Other (specify): \_\_\_\_\_**15. Access to Property is by means of:** Township  Regional  Highway  Right of Way  Other: \_\_\_\_\_

Former Road No.: \_\_\_\_\_ Road Name: \_\_\_\_\_

**16. Has or is the property been subject to an application for approval of a Plan of****Subdivision of Consent (Severance):**  Yes  No

If yes, please explain \_\_\_\_\_

17. Has the property been subject to a previous Minor Variance application:  Yes  No

If yes, please explain \_\_\_\_\_

18. Description of **ALL** buildings or structures on the subject property:

Building	Height (metres)	Size (metres)	Use	Date Constructed

NOTE: all buildings should be noted on the attached site plan showing setbacks from lot lines.

19. Description of **ALL NEW** buildings or structures proposed on the subject property:

Building	Height (metres)	Size (metres)	Use

NOTE: all buildings should be noted on the attached site plan showing setbacks from lot lines.

20. Provide a sketch, in metric units, showing:

- 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 from the front lot line, rear lot line, and side lot lines;
- c) approximate location of natural and artificial features (e.g., buildings, railways, roads, watercourses, drainage ditches, fields, banks of river or stream, wetlands, wooded areas, wells, and septic tanks) that
  - i. are located on the subject land and land that is adjacent to it, and
  - ii. in the applicant's opinion may affect the application;
- d) the current uses of the 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 open or unopened road allowance, a public travelled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and
- g) the location and nature of any easement affecting the subject land.

***Sketch must be scaled and legible on an 8.5 by 11 paper.***

BE ADVISED THAT ALL APPLICATIONS AND ACCOMPANYING REPORTS ARE CONSIDERED PUBLIC DOCUMENTS AND ARE MADE AVIALABLE TO THE PUBLIC. THIS WILL INCLUDE PROVIDING COPIES OF THE SAME ON THE TOWNSHIP WEBSITE.

BY MAKING AN APPLICATION TO THE TOWNSHIP UNDER THE PLANNING ACT YOU ACKNOWLEDGE THAT YOU ARE GRANTING TOWNSHIP STAFF OR ANY NECESSARY AGENCIES THE RIGHT TO ENTER ONTO THE LANDS TO REASONABLY REVIEW THE PROPERTY IN TERMS OF THE PROPOSED APPLICATION DURING REGULAR BUSINESS HOURS FOR THE PURPOSES OF THE APPLICATION AT HAND.

**DECLARATION OF OWNER OR AUTHORIZED AGENT**

I, \_\_\_\_\_ solemnly declare that all 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.

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Owner or Agent

**APPOINTMENT OF AUTHORIZED AGENT (WHERE APPLICABLE)**

I, \_\_\_\_\_ hereby appoint \_\_\_\_\_ of \_\_\_\_\_ to act as my Agent for this application.

\_\_\_\_\_  
Witness

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

\_\_\_\_\_  
Date

**Should you have any questions with respect to the completion of this form please contact  
Jeremy Vink, Township of Woolwich  
Phone: 519-669-1647 or 519-664-2613 Ext. 6038  
email: [jvink@ woolwich.ca](mailto:jvink@woolwich.ca)**

**Questions or comments regarding the Grand River Conservation Authority (GRCA) Fees  
should be directed to the GRCA at (519) 621-2763**

*FOR OFFICE USE ONLY*

DATE REC'D: \_\_\_\_\_

GRCA FEE REC'D: \_\_\_\_\_

TOWNSHIP FEE REC'D: \_\_\_\_\_

APPLICATION NO.: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

ROLL NO.: \_\_\_\_\_

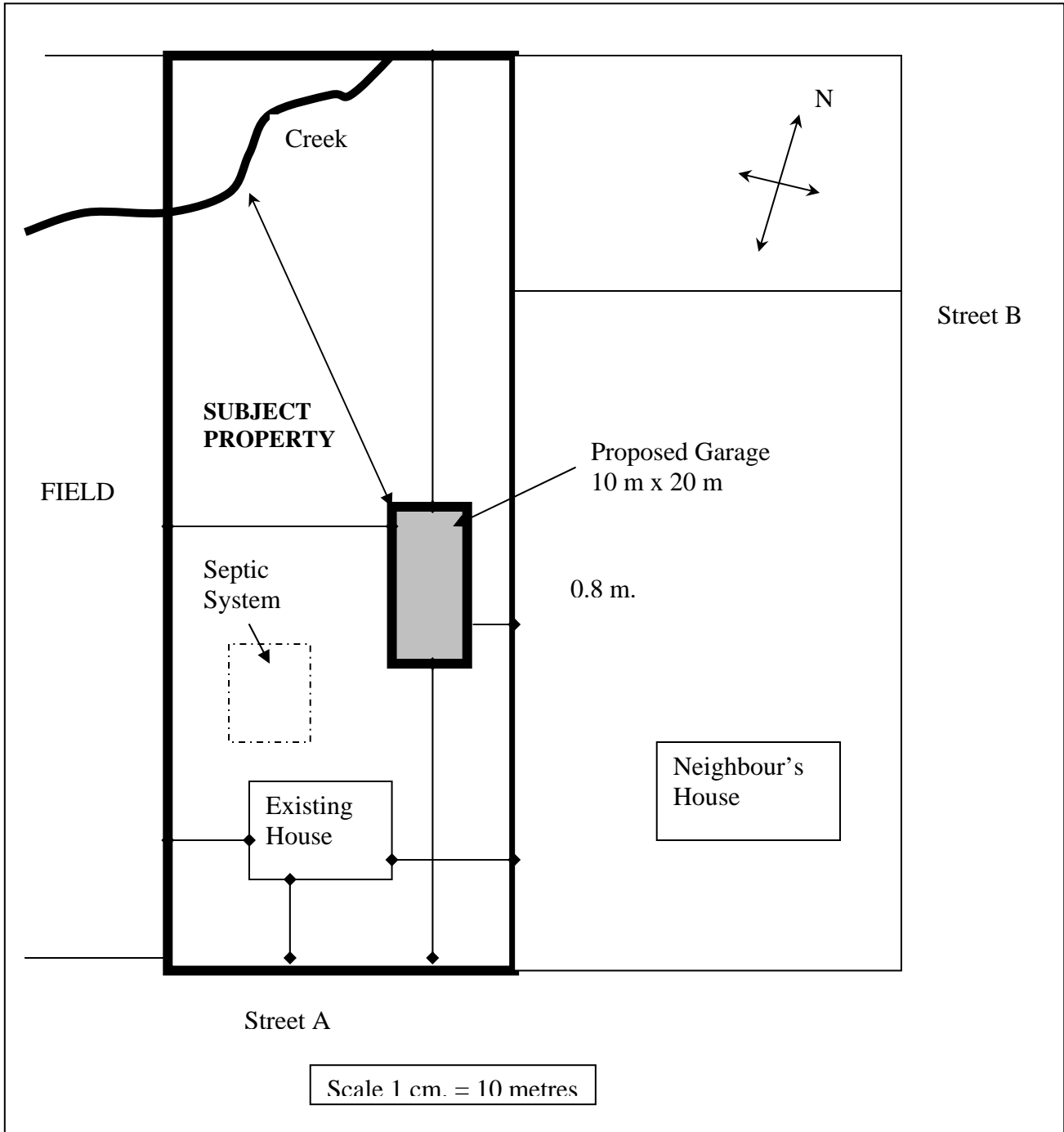
## Applicant's Checklist

### PRIOR TO SUBMITTING THE APPLICATION PLEASE ENSURE THAT:

- You have the applicable application fee(s) in cash or cheque.
- You have one (1) original application form. All questions on the application form must be answered. Incomplete applications shall be returned to the applicant.
- If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
- The authorization from the property owner has been completed when the application is being signed by an agent.
- That you have one (1) copy of a site plan (8½" X 14" or smaller).
  - a. the boundaries and dimensions of the subject lands
  - b. the location, size and type of all existing and proposed buildings and structures on the subject land, indicating distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
  - c. 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, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - d. the current uses on the land that is the subject of the application.
  - 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. the location and nature of any easements affecting the subject land.

See reverse for sample site plan

# SAMPLE OF A SITE PLAN/SKETCH



## FOR YOUR INFORMATION

- Your application is scheduled for the meeting on Monday, \_\_\_\_\_ , at 5:30 p.m., you will receive a formal notice of the date and time of the hearing in the mail.
- Unless otherwise indicated on the notice, the Committee of Adjustment meeting will be held in the Council Chambers, 24 Church Street West, Elmira.
- The owner or the agent must attend this meeting and make a presentation to the Committee, or the application may be deferred.
- Typically there will be more than one application to be heard at a hearing. Applications are heard in the order they are received.

### **What is an application for Minor Variance?**

The owner of a property or any person authorized in writing by the owner who is unable to comply with the provisions of the Zoning By-law may apply to the Committee of Adjustment by means of an "Application for Minor Variance" for relief from the Zoning By-law. Minor Variances may be granted provided that, in the opinion of the Committee, the request is minor in nature, is desirable for the appropriate development or use of the land, building or structure and if in the opinion of the committee, the general intent and purpose of the Zoning By-law and the Official Plan are maintained. The Committee of Adjustment is composed of 5 members, who are appointed by the Council of the Township of Woolwich. The authority of the Committee of Adjustment is set out in the **Planning Act** (Provincial Statute).

### **How do I apply?**

If you wish to apply to the Committee of Adjustment you should obtain and complete the application form. The application form outlines the requirements for submitting an application for minor variance. The requirements include a site plan or survey which will indicate the location of the property, the setbacks of all buildings or structures on the property and sufficient information to clearly identify the variance required. The number and size of the site plans is outlined on the application form. If you are acting as an agent for the purposes of the application, a letter of authorization is required from the registered owner of the property.

### **How much will it cost?**

The application fee is outlined on the application form, payable at the time an application is submitted. Fees must be paid by cash or cheque. If the fee is being paid by cheque, the cheque must be made payable to: "**Township of Woolwich**". A fee may also be required by the Grand River Conservation Authority, please contact Township or Conservation staff to determine fee required. Fees for the Conservation Authority must be made out to the "Grand River Conservation Authority", and can be submitted to Township staff as part of the application.

### **What happens then?**

The Committee of Adjustment staff then prepares a Notice of Hearing which among other things describes the details of your requested variance and the date, time and place of the Public Hearing. A notice of all Committee of Adjustment applications are placed in the local newspaper, and a written notice is also mailed to every owner within 60 m. (200 ft.) of the subject lands at least ten days in advance of the Committee Hearing. The notice is also distributed to all Township Departments, Members of Council, other outside agencies, the property owner and the authorized agent (if any).

**What happens at the hearing?**

At the hearing **you or your agent will be required to make a verbal presentation** of your case to the Committee. Presentations may also be made by any other interested parties in support of or in objection to your application. The Committee considers all presentations for and against your proposal and renders a verbal decision in the presence of all interested parties at the time of the Public Hearing. An approval of your application may be subject to such conditions and/or restrictions as the Committee deems appropriate. If an individual wishes to receive a copy of a Committee decision their request must be in writing.

**What happens after the meeting?**

A written decision from the Committee will be sent to the applicant, agent and all persons that requested a copy of the decision by Certified Mail within ten days from the date of the hearing. At the end of the **twenty day** appeal period, if there has been no appeal filed, the decision will become final and binding and a notice to this effect will be issued.

**Appeal Provisions**

The decision of the Committee of Adjustment is subject to appeal within twenty days from the date that the decision is signed. During the appeal period any person having an interest in the application may file an appeal of the Committee's decision to the Ontario Municipal Board. The notice of appeal is filed with the Secretary-Treasurer of the Committee of Adjustment. The notice of appeal must be in writing and outline the reasons for the objection. A cheque in the amount of \$125.00 payable to "The Minister of Finance" must be included with a notice of appeal. The notice of appeal, the fee and all required documents will be forwarded by The Secretary-Treasurer to the Ontario Municipal Board.