

## **COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE (ZONING)**

### **COMPLETENESS OF THIS APPLICATION**

A formal Pre-Submission Consultation Meeting **may** be required prior to submission of this application. Please contact planning staff to confirm if this is required. If required the applicant shall pay the Township of Wellesley the prescribed, non-refundable pre-submission consultation meeting fee of \$150.00, payable to the Township of Wellesley, prior to the pre-submission consultation meeting.

Applications must be accompanied by the submission requirements in order to be considered complete including the pre-submission records if required. Through the Pre-Submission Consultation, other information and material (e.g. technical information or reports) may be required to assist the Township and other agencies in their planning evaluation of the proposed minor variance.

This application will not be considered complete in the absence of any material specified in the Record of Pre-Submission Consultation. **Incomplete applications will not be processed** until all information is provided. If the information, including copies of the required plans and the applicable fees are not provided, the Township may return the application or refuse to give the application further consideration until receipt of all the required information and fees have been provided.

### **DEPOSITS/FEEES**

The completed **Minor Variance** application must be accompanied by the prescribed fee of **\$900.00** payable to the Township of Wellesley.

**The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application** – including but not necessarily limited to advertising, engineering, administrative and legal expenses. These expenses will be billed to the applicant and if approved the minor variance will not become final until these expenses have been paid.

Please note the application will not be accepted for processing until the fees are received.

## MINOR VARIANCE APPLICATION PROCESS

An application for a Minor Variance generally requires **approximately two (2) to four (4) months** to process. This procedure generally encompasses the following steps:

1. The application is reviewed by planning staff to ensure all prescribed information and the required fee has been provided. **Within thirty (30) days** of the receipt of an application, the applicant will be notified in writing, whether the application is considered “complete”.
2. Following the circulation period, a staff report containing a recommendation and any conditions of approval, if required, will be formulated.
3. At the public meeting, opportunity is afforded to the applicant and any other interested parties to make verbal and/or written submissions concerning the Minor Variance application. The Township Committee of Adjustment may choose to approve, refuse or defer the application.
4. If approved, a notice of passing of the decision is given to property owners and various public agencies and there is a **20 day appeal period** commencing the day after this further notice is given in which an appeal may be made to the Ontario Municipal Board. Should no appeal be lodged, the minor variance is final and binding.

### SECRETARY-TREASURER OF THE COMMITTEE OF ADJUSTMENT CONTACT INFORMATION

Kaitlyn Werth  
4639 Lobsinger Line RR1  
St Clements, ON N0B 2M0  
Office: (519) 699-3947  
Fax: (519) 699-4540  
[kwert@wellesley.ca](mailto:kwert@wellesley.ca)

### PLANNING DEPARTMENT CONTACT INFORMATION

Geoff VanderBaaren  
4639 Lobsinger Line RR1  
St Clements, ON N0B 2M0  
Office: (519) 699-3952  
Fax: (519) 699-4540  
[gvanderbaaren@wellesley.ca](mailto:gvanderbaaren@wellesley.ca)

OFFICE USE ONLY		
Application #:  <b>A</b>	Date application and deposit received:	
Was there a Pre-Submission Meeting with staff?  <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Pre-Submission Meeting:	Application deemed complete:  <input type="checkbox"/> Yes <input type="checkbox"/> No Date Application was deemed to be complete:	
<b>TO BE COMPLETED BY APPLICANT</b> (Please type or print neatly in blue or black ink)		
<b>CONTACT INFORMATION</b>		
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT <b>Personal Information on this form is collected under authority of <i>The Planning Act</i> and will be used to process this application</b>		
<b>All correspondence will be directed to the Agent (if any), unless otherwise</b>		
<b>Registered Owner</b>		
Name:		
Principal of Company (if Owner is a Company):		
Mailing Address:		
Phone	Ext.	Fax:
Alternate phone:	Email:	
<b>Agent (If other than the registered owner)</b>		
Name/Primary Contact Person:		
Mailing Address:		
Phone:	Ext.	Fax:
Alternate phone:	Email:	
<b>All persons or institutions who have any mortgage charge or encumbrance on the</b>		
Name:		
Mailing Address:		
<b>SUBJECT PROPERTY</b>		
Municipal Address:		
Legal Description:		
Lot Area:	Frontage:	Depth:

Are there any existing easements or restrictive covenants affecting the subject land?

Yes  No  Do not know

If YES, provide plan/legal documentation if applicable.

**DESCRIPTION OF REQUEST**

Nature and extent of relief applied for (What do you want to do versus what is allowed)?

**EXPLANATION OF REQUEST**

Why is it not possible to comply with the By-law? Reasons why this request should be approved (planning justification):

**SURROUNDING LAND USES**

Describe the land uses on the surrounding properties. How will the surrounding properties be affected? Provide as much detail as possible.

DESCRIPTION OF SUBJECT PROPERTY	
Official Plan Designation:	
Zoning:	
Current and proposed use of Property:	
Length of time existing use has continued (if known):	
BUILDINGS / STRUCTURES (if applicable)	
Please use back of page if more space is required or building information can be shown on site plan attached with application.	
<b>Existing</b>	Dimensions:
	Ground Floor Area: <span style="float: right;">Gross Floor Area:</span>
	Setbacks from lot lines: Front: _____ Rear: _____ Sides: _____
	Height: <span style="float: right;">No. of Storeys:</span>
<b>Proposed</b>	Dimensions:
	Ground Floor Area: <span style="float: right;">Gross Floor Area:</span>
	Setbacks from lot lines: Front: _____ Rear: _____ Sides: _____
	Height: <span style="float: right;">No. of Storeys:</span>
SERVICES (please check appropriate box)	
Sewage Disposal	Water Supply
✓ <i>Service Type</i>	✓ <i>Service Type</i>
<input type="checkbox"/> Public owned and operated piped sewage system	<input type="checkbox"/> Public owned and operated water system
<input type="checkbox"/> Privately owned and operated individual septic system(s)	<input type="checkbox"/> Privately owned and operated well
<input type="checkbox"/> Other (describe):	<input type="checkbox"/> Other (describe):
Do not know	Do not know

Stormwater Drainage		Access	
<input checked="" type="checkbox"/> Service Type		<input checked="" type="checkbox"/> Service Type	
<input type="checkbox"/> Sewers		<input type="checkbox"/> Provincial Highway	
<input type="checkbox"/> Ditches or Swales		<input type="checkbox"/> Regional Road	
<input type="checkbox"/> SWM Pond		<input type="checkbox"/> Township Road	

<input type="checkbox"/> Infiltration Trenches	<input type="checkbox"/> Water
<input type="checkbox"/> Other (describe):	<input type="checkbox"/> Other (describe):
<input type="checkbox"/> Do not know	<input type="checkbox"/> Do not know

#### OTHER APPLICATIONS

Has the subject land ever been the subject of a Planning Act application(s), such as other minor variance, consent, Zoning By-law amendment, etc.)?

YES  NO

If YES, provide the file number and status of each application:

#### REGIONAL MUNICIPALITY OF WATERLOO ENVIRONMENTAL SITE SCREENING QUESTIONNAIRE

**This form must be completed by the property owner(s) for all development applications submitted to the Township of Wellesley on behalf of the Regional Municipality of Waterloo.**

1.	What are the current uses of the property?			
2.	Was the subject property ever used for industrial purposes?  <b>If yes</b> , please describe approximate dates and types of industry:	Y	N	Uncertain
3.	Was the subject property ever used for commercial purposes where there is potential for site construction (i.e. automotive repair, gas station, dry cleaning operation, chemical warehousing, etc.)?  <b>If yes</b> , please describe approximate dates and types of commercial activity:	Y	N	Uncertain
4a.	Has waste (garbage, solid wastes, liquid wastes) ever been placed on this property?	Y	N	Uncertain

4b.	<p><b>If yes, when?</b></p> <p>Please provide description of waste materials:</p>	Y	N	Uncertain
5.	<p>Have hazardous materials ever been stored or generated on the property (e.g. have HWIN registration or other permits been required?)</p> <p><b>If yes, please summarize details:</b></p>	Y	N	Uncertain
6.	<p>Is there reason to believe that this property may be potentially contaminated based on historical use of this or an abutting property?</p> <p><b>If yes, please describe the nature of the suspected contamination:</b></p>	Y	N	Uncertain
7.	<p>Has the subject property or adjacent property ever been used as an agricultural operation where cyanide products may have been used as pesticides?</p>	Y	N	Uncertain
8.	<p>Are there or were there ever any aboveground or underground storage tanks for fuels or chemicals on the property?</p> <p><b>If yes, please summarize details:</b></p>	Y	N	Uncertain
9.	<p>Does this property have or has it ever had a water supply well, monitoring well, and/or geothermal well?</p> <p><b>If yes, please provide details:</b></p>	Y	N	Uncertain
10.	<p>Does the property use or has it ever used a septic system?</p>	Y	N	Uncertain
11.	<p>Have any environmental documents been prepared or issued for this property, including but not limited to a Phase I and II Environmental Site Assessment, Risk Assessment, Record of Site Condition or Certificate of Property Use?</p> <p><b>If yes, please provide details:</b></p>	Y	N	Uncertain
12.	<p>Will lands be dedicated to the Region of Waterloo as part of this application (including road allowances, daylight triangles?)</p>	Y	N	Uncertain

**SUBMISSION CHECKLIST**

Have you pre-consulted with a Township Planner regarding this application?

**Deposits:**

- \$1,500.00 – payable to the Township of Wellesley
  - Administration & Planning Fees (to be deducted from deposit): \$900.00 min

**The applicant is responsible for 100% of ALL third-party expense incurred by the Township of Wellesley associated with this application** – including but not necessarily limited to advertising, engineering, administrative and legal expenses. These expenses will be billed to the applicant and if approved the minor variance will not become final until these expenses have been paid.

**Application:**

- The original of the completed and signed application form;
- The signed Record of Pre-Submission Consultation;
- Hard copies of all information and materials(including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation;
- Electronic copies (.pdf) of all information and materials (including plan/diagram) required to be provided with the initial submission pursuant to the Record of Pre-Submission Consultation.

**THE RECORD OF PRE-SUBMISSION WILL INDICATE HOW MANY COPIES ARE REQUIRED.**

**Plan:**

The Planning Act regulations require that the plans, drawings or survey be to scale and show the following information. It is very important to be as accurate as possible – **should deficiencies be found, you may be required to re-apply.**

- The boundaries and accurate dimensions of the subject land
- The size, location and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear and side lot lines
- The location of all driveways and parking spaces
- The location, width and name of any roads within or abutting the subject land
- Identify any natural features on subject land (trees, streams, etc.)
- All measurements must be shown in metric.**

**Note:**

- Where possible, application forms should be submitted in person to the Planning Department at the Township of Wellesley, 4639 Lobsinger Line, St. Clements, ON, N0B 2M0
  - This will allow the application to be reviewed with staff to identify any possible issues or further information required, therefore avoiding unnecessary delays during processing.



- This is **YOUR** application - make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are available for consultation, but are not permitted to complete the form.
- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- In addition to the submission requirements found on the application form, **it is imperative that the applicant provide all the planning evidence necessary in support of the request being made.** This will assist the Committee in making an informed decision regarding your application.
- The owner or agent **must** attend the Committee of Adjustment meeting in support of their application.

### ACKNOWLEDGEMENT

I/We understand that receipt of this application by the Township of Wellesley does **not** guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/We may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. In accordance with the provisions of the Planning Act, it is the policy of the Township of Wellesley to provide the public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I/we the owner(s)/authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

The applicant(s) has the responsibility to advise the Township of Wellesley of any changes in ownership, agents, their names, addresses and telephone numbers etc. to ensure that they are advised of all matters pertaining to their application.

Submission of this application constitutes consent for authorized municipal staff to enter upon the subject property for the purpose of conducting site visits, including photographs, which are necessary for the evaluation of this application.

Name of Owner:	Name of Owner:
Signature of Owner:	Signature of Owner:
Date:	Date:

**AFFIDAVIT  
(to be completed in person in the presence of a Commissioner of Oaths)**

I/We, \_\_\_\_\_ of \_\_\_\_\_ in the  
**Name City/Township**  
 County/Regional Municipality of \_\_\_\_\_, solemnly declare that all of  
 the above statements contained in the application 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 if  
 made under oath and by virtue of the *Canada Evidence Act*.

Signature of Applicant	Signature of Applicant
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**Declared before me at the**  
 \_\_\_\_\_ in the County/Regional Municipality of  
**City/Township**  
 \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 \_\_\_\_\_  
**Commissioner of Oaths**

**AUTHORIZATION**

If this application is being made by an agent/solicitor on behalf of the property owner, the following authorization must be completed:

I/We \_\_\_\_\_ hereby authorize  
**Owner(s)**  
 \_\_\_\_\_ to act on my behalf in regard to the above  
 application.  
**Agent**

\_\_\_\_\_  
**Signature of Owner(s)**

_____ <b>Name of Witness</b>	_____ <b>Signature of Witness</b>
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**Grand River Conservation Authority (GRCA)**

The GRCA has implemented user fees for review of development applications. In this regard, you may be assessed a plan review fee if the property to which your application applies is within the GRCA's area of interest

**Please contact the GRCA for more information if required, toll-free at 1-866-900-4722.**