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Township Administration Centre
5786 County Road #21
Utopia, Ontario
L0M 1T0

Application No.: _____

Roll No.: _____

Date Received: _____

MINOR VARIANCE APPLICATION

The undersigned hereby applies to the Committee of Adjustment for the Township of Essa under Section 45, of the Planning Act, R.S.O. 1990 Chapter P. 13 as amended, for relief, as described in this application from general Zoning By-law No. 2003-50 (as amended).

1. Name of Owner(s):

2. Owner(s) Address: _____

Postal Code: _____

Home Phone No.: _____

Business Phone No.: _____ Fax No.: _____

Email Address: _____

3. Name of Agent (if applicable): _____

Agent's Address: _____

Business Phone No.: _____ Postal Code: _____

Home Phone No.: _____ Fax No: _____

Email Address: _____

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

4. Nature and extent of relief applied for:

5. Why is it not possible to comply with the provisions of the by-law?

6. Legal Description of Subject Land: _____

Street address & name: _____

Township Lot: _____ Concession: _____

(If applicable) Registered or Reference Plan No.: _____

Part on Plan: _____

7. Dimensions of land affected (metres/hectares):

Frontage: _____ Depth: _____ Lot Area: _____

8. Particulars of all buildings and structures on and proposed for the subject land (specify all units in metres where applicable).

Proposed Buildings:	Area	Number of Storeys	Width	Length

9. Location of all building and structures on or proposed for the subject land (specify distance from side, rear and front lot lines in metres):

Existing Buildings:	Side:	Rear:	Front:

Proposed Buildings:	Side:	Rear:	Front:

10. Date of acquisition of subject lands:

(how long have you owned the lands)

11. Date of Construction of all buildings and structures on subject land:

Building/Structure	Date

12. Existing uses of the subject property (e.g., residential, commercial, etc.):

13. Existing uses of abutting properties (e.g., residential, commercial, etc.):

14. Length of time the existing uses of the property have continued (i.e., how long has the property been used for residential purposes):

15. Municipal services available (check appropriate space(s)):

- ☐ Township Water
- ☐ Sanitary Sewers
- ☐ Storm Sewers

16. Present Zoning By-law provisions applying to the land:

17. Present Official Plan provisions applying to the land:

18. Has the owner previously applied for relief in respect of the subject property?

NO

☐

YES

☐

Previous Application No.:

If the answer is yes, describe briefly:

19. Is the subject property the subject of a current application for consent or severance under Section 53 of the Planning Act, R.S.O. 1990, Chapter P. 13 as amended?

NO

☐

YES

☐

(Signature of owner or authorized agent)

I, _____
of the _____ of _____
in the _____ of _____

solemnly declare to the best of my knowledge that all the statements contained in this 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.

Declared before me	)	
	)	
at the Township of Essa	)	_____
	)	Owner/Agent
in the County of Simcoe	)	
	)	
This _____ day of	)	_____
	)	Owner/Agent
_____, _____	)	

A Commissioner, etc.

NOTES:

- 1. Two (2) copies (signed originals) of this application must be filed with the Secretary- Treasurer of the Committee of Adjustment, together with the plan referred to in Note 2, accompanied by a fee of \$350.00 in cash or cheque made payable to “The Corporation of the Township of Essa”.
- 2. Each application must be accompanied with a completed “Site Plan” (see attached sample) drawn to scale showing the dimensions, in metric, of the subject land, all abutting lands, and the location, size and type of all building and structures on the subject property and abutting land.

Notwithstanding the foregoing, the Committee of Adjustment reserves the right to require the submission of a plan of survey prepared and certified by an Ontario Land Surveyor.

**APPLICANT’S CONSENT
(FREEDOM OF INFORMATION)**

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation,

I, _____, the applicant, hereby acknowledge the above-noted and provide my 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.

Signature of Applicant

Date

AGREEMENT OF OWNER/AGENT

a. Additional Fee(s) (if applicable):

The Owner/Agent hereby agrees that they shall reimburse the Township of Essa on demand for all costs incurred by the Township of Essa in processing this application over and above the application fee, including, but without limiting the foregoing, the costs of planning assessment and planning surveys, legal fees, peer review costs, the costs of servicing notices and advertising, survey fees and engineering fees, where required or appropriate.

b. Deeming Inactive:

The Owner/Agent hereby agrees that the application will be deemed inactive after two (2) years of non-activity on the file, in accordance with By-law 2016-04, as deemed by the Township.

Signature of Applicant

Date



Corporation of the Township of Essa
5786 Simcoe County Road #21
Utopia, Essa Township, Ontario L0M 1T0

Application Details for Finance Department

PLEASE TYPE INFORMATION OR PRINT IN BLOCK LETTERS

Development Address	e.g. 123 Main Street, Essa	
Application Type	e.g. Pre-Consultation Application/ Site Plan Application/ Zoning By-law Amendment, etc.	
Company Name	e.g. Acme Corporation	
Billing Address	e.g. Industrial Boulevard, Anytown	
Contact Person	e.g. Joe Public	
Phone Number	e.g. 705-123-4567	
Email Address	e.g. contactname@gmail.com	
Billing Preference	Email ☐ e.g. billing@yahoo.com	Mail ☐ e.g. Finance Department, Acme Corp, Anytown