



The Corporation of the Township of Georgian Bay

99 Lone Pine Road
Port Severn, ON
L0K 1S0 Canada
www.gbtownship.ca

Minor Variance Application Form

OFFICE USE ONLY					
Received By:		Date Fee Paid:		Application No.:	

Prior to applying for a minor variance, we encourage you to participate in our Pre-Application Consultation process. Through this process, staff will identify issues of non-compliance, appropriate *Planning Act* application(s) and/or additional approvals, as well as identify supporting materials that must be submitted with an application for it to be deemed complete. You will also receive information needed to complete this form. Incomplete applications will not be processed.

Pre-Application Consultation Application No.: _____

Fee: \$1,200.00

Re-circulation Fee – if notice of your application needs to be re-circulated there will be a fee of \$350.

A. Applicant/Owner	
Full Name:	
Mailing Address:	
Telephone No.:	
Email Address:	

B. Agent (if applicable)	
Full Name:	
Mailing Address:	
Telephone No.:	
Email Address:	

C. Subject Lands	
Civic Address:	
Legal Description:	
Roll Number:	
Date Acquired:	



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Note: Numerical information required throughout the form is to be provided in metres.

D. Lot Details	
Frontage:	
Depth:	
Area:	
Existing Use:	
Proposed Use:	
Access:	

E. Water Access Only	
Parking / docking facilities used:	
Approximate distance of these facilities from the subject land:	
Nearest public road:	

F. Servicing & Storm Drainage	
Water:	Publicly owned/operated piped water system Privately owned/operated individual or communal well Lake or other water body or other means
Sewage:	Publicly owned/operated sanitary sewage system Privately owned/operated individual or communal septic system Privy or other means
Drainage:	Sewers Ditches Swales Other means: _____



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Note: For clarification purposes, on waterfront properties the yard abutting the water is the front yard.

G. Existing Buildings and Structures – Land Based				
a) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				
b) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				
c) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				
d) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				
e) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				
f) Type of building:		Date constructed:		
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height:				
Dimensions or floor area:				



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H. Existing Buildings and Structures – In Water			
a) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			
b) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			
c) Type of building:		Date constructed:	
Setbacks from lot lines:	Side 1:	Side 2:	
Height (if applicable):			
Dimensions or floor area:			

I. Proposed Buildings or Structures				
a) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
b) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
c) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				
d) Type of building:				
Setbacks from lot lines:	Front:	Side 1:	Side 2:	Rear:
Height (if applicable):				
Dimensions or floor area:				



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J. Previous Applications

If known, identify whether the subject lands are the subject of an application under the *Planning Act* for any one of the following:

Plan of Subdivision:		Application No.:		Status:	
Consent:		Application No.:		Status:	
Minor Variance:		Application No.:		Status:	

K. Planning Legislation

District of Muskoka Official Plan Land Use Designation:	
Township of Georgian Bay Official Plan Land Use Designation:	
Zoning of subject lands:	

L. Development Proposal

Brief description:

Reason(s) why compliance with the Zoning By-law cannot be achieved:



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M. Nature and extent of the relief from the Zoning By-law	
Provision (i.e., section 4.1.15 a) maximum height of a detached garage shall be 4.5m)	Request (i.e., maximum height of 5m)

A **sketch** detailing the proposal (in metric units) is **required** and shall include:

- lot boundaries and dimensions
- dimensions and use of proposed buildings/structures
- dimensions and use of existing buildings/structures
- location of all buildings and structures in relation to the lot boundaries
- location of services (i.e., utility pole, septic system, etc.)
- driveway and parking areas



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- location and nature of any easements
- current uses on land that is adjacent the subject land
- location and name of any roads, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that may affect the application (i.e., railways, roads, watercourses, wetlands, wells, septic tanks, etc.)

N. Permission to Enter Property

I / We _____ hereby authorize the members of Council, members of the Committee of Adjustment, members of the staff of the Township of Georgian Bay and designated consultants, to enter onto the above-noted property for the limited purposes of evaluating the application over the time this application is under review by the Township.

Date: _____ Owner Signature: _____

O. Authorization for Agent to Act

I / We _____ am / are the registered owner(s) of the land that is the subject of this application. I / we authorize _____ to make this application on my / our behalf and to provide any of my / our personal information for the processing of this application. This authorization also allows the applicant to appear at any hearing(s) of the application and provide any information or material required by the Committee of Adjustment relevant to the application on my / our behalf.

Date: _____ Owner Signature: _____



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P. Freedom of Information

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 any information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date: _____ Owner or Agent Signature: _____

Notice of Collection

Personal information on this form is collected under the authority of the *Planning Act*. All names addresses and comments included is material available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Questions regarding this collection and its release under the Act should be directed to the Township Clerk, 99 Lone Pine Road, Port Severn, Ontario L0K 1S0, telephone: 705-538-2337 extension 227 during business hours or via email to kway@gbtownship.ca.



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Q. Affidavit or Sworn Declaration for the Prescribed Information

I / We _____ solemnly declare that all statements contained in this application and in all statements contained in all exhibits transmitted herewith 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. I further agree for the purposes of the Municipal Freedom of Information and Protection Privacy Act, to authorize and consent to the use by of the disclosure to any person of public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing the application.

DECLARED before me at the
_____ of
_____ in
the _____ of
_____ this
____ day of _____ 20____.

Commissioner

Owner or Agent



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Note: The Planning Department Agreement must be signed by the owner(s) of the subject lands even if an agent is acting on their behalf.

R. Planning Department Agreement

Between

The Corporation of the Township of Georgian Bay (hereinafter called the Township)

-and-

Owner(s) (hereinafter called the Applicant)

WHEREAS THIS AGREEMENT is entered into pursuant to the provisions of By-law 2014-75 of the Corporation of the Township of Georgian Bay

1. THIS AGREEMENT WITNESSES THAT IN CONSIDERATION OF THE MUTUAL COVENANTS SET OUT BELOW, THE PARTIES AGREE AS FOLLOWS:

The Applicant agrees to provide the Township with the following:

- a. any information in the Applicant's possession concerning the planning aspects of the application;
- b. all surveys, drawings, sketches or plans, as required for the processing of the application; and
- c. the applicable fee(s).

2. The Applicant hereby signifies and acknowledges the payment of the Planning Application Fee as established by The Township's current Fees and Charges By-law as a fee at the time of filing of the application. The Applicant acknowledges that the planning Application Fee represents the normal anticipated costs of the Township for the processing of the application. Should the Township deem it necessary to retain outside professionals in order to process and consider the application, the cost of these services shall be the responsibility of the Applicant. It is further acknowledged by the Applicant that all work on the processing of the application and consideration of the application will stop should the cost of these services remain outstanding.

3. WHEREAS AN APPEAL HAS BEEN RECEIVED TO ANY OF THE FOLLOWING:

An application for a minor variance, a zoning by-law amendment, an official plan amendment, a consent application, or a site plan agreement; **AND** if an Ontario Land Tribunal Hearing is required, **THEN** a deposit of **\$6,000** shall be submitted to the



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Township by the Applicant prior to the submission of the request for approval to the Ontario Land Tribunal (this amount shall be for all fees and disbursements paid to the Township's Solicitor and expert witnesses called to testify by the Township and for all disbursements incurred by the Township in connection with the application.) Any surplus funds shall be refunded to the Applicant following final approval of the application. Should the costs referred to above exceed \$6,000.00, the Applicant shall reimburse the Township for all such costs.

4. The Township agrees to process the application in accordance with the requirements of the Planning Act, R.S.O. 1990, Chapter P.13.

5. Where the Township finds it necessary to make extensive use of professional assistance in preparation for an Ontario Land Tribunal Hearing, or where the Hearing is of more than two (2) days in duration, the Township may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Township, payment for which have been made by the Township or invoices for which have been received by the Township.

WITNESS WHEREOF the Applicant and the Township has caused its corporate seal to be affixed over the signature of its respective signing officers.

SIGNED, SEALED AND DELIVERED in the presence of:

Witness

Per: _____

Date

Per: _____

Signature of Owner(s)

Witness

The Corporation of the Township of Georgian Bay

Date

Per: _____

Director of Planning or Designate