



The Corporation of the  
**Township of Georgian Bay**  
**APPLICATION FOR MINOR VARIANCE**

99 Lone Pine Road  
 Port Severn, ON L0K 1S0

Phone (705) 538-2337  
 E-mail • [planning@gbtownship.ca](mailto:planning@gbtownship.ca)  
 Web • [www.gbtownship.ca](http://www.gbtownship.ca)

OFFICE USE ONLY			
<b>Date Received:</b>		<b>Application No:</b>	
<b>Received By:</b>		<b>Fees Paid:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date Accepted:</b>		<b>Complete Application:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		<b>Pre-consultation:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**COMPLETENESS OF THE APPLICATION:** *This application form sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee, is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

The undersigned hereby applies to the Committee of Adjustment for the Township of Georgian Bay under Subsection 1 or 2 of Section 45 of the Planning Act for relief, as described in this application, from By-law 14-75, as amended.

The undersigned agrees and encloses herewith an Application Fee in the amount of:

\$1200                      Minor Variance

and understands is non-refundable and that no assurance is given that the payment of the fee will result in approval of the application.

The undersigned agrees and encloses herewith a Deposit in the amount of:

\$2000                      Deposit (if requested by Township)

The undersigned agrees that the cost of any professional peer review deemed to be required by the Township or Committee in order to proceed with the application is the responsibility to be paid by the undersigned.

**X**  
 \_\_\_\_\_  
 Applicant/Authorized Agent

**Date:** \_\_\_\_\_

**Please ensure to complete this application in its entirety and submit any additional information that may have been identified as required through the pre-consultation process.**

<b>1. Applicant:</b>	
Name	
Mailing Address	
Telephone No.	
Email Address	
<b>2. Agent (if applicable):</b>	
<i>Note <b>all correspondence, notices, etc.</b> initiated by Council or Committee with respect to this application, <b>will be directed to the applicant's agent noted above</b>, except where no agent is employed, then it will be directed to the owner/applicant.</i>	
Name	
Mailing Address	
Telephone No.	
Email Address	
<b>3. Subject Lands:</b>	
Municipality	
Legal Description	
Civic Address	
Is there currently a BLUE 911 number sign location on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If no, you are required to purchase a sign and post it on your property prior to the processing of this application. You can purchase a sign at the Township office for \$40.00.</i>	
<b>Lot Dimensions</b>	
Frontage (m)	
Depth (m)	
Area (ha)	
<b>Access</b>	
Provincial Highway <input type="checkbox"/> Municipal Road (All Season) <input type="checkbox"/> Municipal Road (Seasonal) <input type="checkbox"/> Right-of-Way <input type="checkbox"/> Water Access Only <input type="checkbox"/>	
<i>If access to the subject land is by water only, please identify the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.</i>	

**Water Service**

Municipal Service   
Privately Owned & Operated Individual or Communal Well   
Lake or Other Waterbody

**Sewage Service**

Municipal Service   
Privately Owned & Operated Individual or Communal Septic System   
Privy or Other Means

**Storm Drainage**

Sewers   
Ditches/Swales   
Other Means

**Are the subject lands the subject of an application under the Act for approval of a Plan of Subdivision or Consent?**

Yes  No

**If yes, please provide the following:**

**File No.:**

**Status:**

**Have the subject lands ever been the subject of an application under Section 45 (Minor Variance) of the Act?**

Yes  No

**Date that the subject lands were acquired by the current owner:**

Click or tap here to enter text.

**4. Planning Information:**

Township Official Plan Designation	
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District Official Plan Designation	
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Zoning	
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Surrounding Land Uses	
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**South Georgian Bay Lake Simcoe Source Protection Plan**

Is the subject land within a Wellhead Protection Area (WHPA), and Issue Contributing Area (ICA) or an Intake Protection Zone (IPZ)?

Yes  No

If yes, identify the WHPA/ICA/IPZ:

If yes, do you have an approved Risk Management Plan (RMP) and/or a Section Fifty Nine (59) Notice to Proceed from the Risk Management Official (RMO)? (Please attach)

Yes  No

**5. Nature & Extent of the relief from the Zoning By-Law:**

*Please identify which Section(s)/Provision(s) of the Zoning By-law that relief is being requested from and what the request is.*

	<b>Section</b>	<b>Provision</b>
	<i>i.e. 6.3 Shoreline Residential Zone Lot Requirements</i>	<i>X metre Front Yard Setback</i>
1		
2		
3		
4		

**6. Reason(s) why the proposed use cannot comply with the provision(s) of the Zoning By-Law.**

Requested Variance	Rationale
1	
2	
3	
4	

**7. Existing uses of the subject lands:**

*Please describe the existing uses present on the subject lands.*

**How long have the uses indicated above existed on the subject lands?**

**Are there any existing buildings or structures on the subject lands?**

Yes  No

**If yes, please identify the following:**

**Existing Building No. 1:**

<b>Year Built:</b>		
Setbacks (m)	Front Yard Setback	
	Rear Yard Setback	
	Interior Yard Setbacks	

	Exterior Yard Setback		
Building Height (m)			
Ground Floor Area (m2)			
Gross Floor Area (m2)			
Width (m)			
Length (m)			
Number of Stories			
<b>Existing Building No. 2:</b>			
<b>Year Built:</b>			
Setbacks (m)	Front Yard Setback		
	Rear Yard Setback		
	Interior Yard Setbacks		
	Exterior Yard Setback		
Building Height (m)			
Ground Floor Area (m2)			
Gross Floor Area (m2)			
Width (m)			
Length (m)			
Number of Stories			
<b>Existing Building No. 3:</b>			
<b>Year Built:</b>			
Setbacks (m)	Front Yard Setback		
	Rear Yard Setback		
	Interior Yard Setbacks		
	Exterior Yard Setback		
Building Height (m)			
Ground Floor Area (m2)			
Gross Floor Area (m2)			
Width (m)			
Length (m)			
Number of Stories			
<b>Existing Building No. 4:</b>			
<b>Year Built:</b>			
Setbacks (m)	Front Yard Setback		
	Rear Yard Setback		
	Interior Yard Setbacks		
	Exterior Yard Setback		
Building Height (m)			
Ground Floor Area (m2)			

Gross Floor Area (m2)		
Width (m)		
Length (m)		
Number of Stories		
<b>8. Proposed uses of the subject lands:</b>		
<i>Please describe the proposed uses of the subject lands.</i>		
<b>Are there any buildings or structures proposed to be built on the subject lands?</b>		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>If yes, please identify the following:</b>		
<b>Proposed Building No. 1:</b>		
Setbacks (m)	Front Yard Setback	
	Rear Yard Setback	
	Interior Yard Setbacks	
	Exterior Yard Setback	
Building Height (m)		
Ground Floor Area (m2)		
Gross Floor Area (m2)		
Width (m)		
Length (m)		
Number of Stories		
<b>Proposed Building No. 2:</b>		
Setbacks (m)	Front Yard Setback	
	Rear Yard Setback	
	Interior Yard Setbacks	
	Exterior Yard Setback	
Building Height (m)		
Ground Floor Area (m2)		
Gross Floor Area (m2)		
Width (m)		
Length (m)		
Number of Stories		

**9. Please include a survey showing the following:**

- The boundaries and dimensions of the subject land.
- The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- The approximate location of all natural and artificial features on the subject land and on 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.
- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easement affecting the subject land.

**All Minor Variance applications** for Minor Variances will **require an Ontario Land Surveyor to pin and verify the location of any proposed building or structure that is the subject of the application.** An affidavit or Plan of Survey signed by an Ontario Land Surveyor certifying the location and setback of the proposed building or structure(s) is required. The **high-water mark** (if applicable) **shall be identified** on the Plan of Survey.

**All Minor Variance applications on waterfront properties and legal non-complying properties shall submit a Plan of Survey** prepared, confirmed by on-the-ground site verification and certified by an Ontario Land Surveyor.

**Exceptions:** A new Plan of Survey is not required if an existing survey is deemed acceptable by the Township. A Plan of Survey is not required for Minor Variances for docks, height, or expansions further away from front lot lines.

**I/we certify that all statements and information provided in this application are true, accurate and current.**

X

\_\_\_\_\_  
Applicant/Authorized Agent

X

\_\_\_\_\_  
Applicant/Authorized Agent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## 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](mailto:kway@gbtownship.ca).

## 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\_\_\_\_.

X

\_\_\_\_\_  
Commissioner, etc.

X

\_\_\_\_\_  
Registered Owner/Agent

If signed by an Agent, written authorization from the Registered Owner(s) must accompany the application or the authorization form below must be completed.



## AGENT AUTHORIZATION

I / We \_\_\_\_\_ am / are the registered owner(s) of the land that is the subject of this application for consent and for the purposes of the Freedom of Information and Protection of Privacy Act, I / we authorize \_\_\_\_\_ to make this application on my / our behalf.

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: \_\_\_\_\_

X

\_\_\_\_\_  
Registered Owner(s)

## 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 merits of this application over the time this application is under consideration by the Township.

Date: \_\_\_\_\_

X

\_\_\_\_\_  
Registered Owner(s)

## POSTING NOTICE

After your application is submitted, this office will provide you with a digital copy of the Posting Notice that the applicant/agent is responsible to have printed and posted in accordance with the Regulations of the *Planning Act* and "Posting Notice Guide" included with this application.

The purpose of this sign is to assist the reporting agencies in locating your property when they conduct a site inspection. This sign is also required as a form of Public Notice under Provincial Regulations. Accordingly, failure to comply with the posting of the sign will mean proper notice was not given and any approval given by the Committee of Adjustment under those circumstances can be challenged and it may be necessary to recirculate your application. Please do not remove the posted sign unless indicated by Township staff.

I/we acknowledge that the posting of this sign is required to satisfy requirements of the Planning Act for public notification related to the processing of the application and agree to not remove the Posting Notice until the day after the Public Hearing/Public Meeting.

I/we agree that it is the responsibility of the applicant to ensure the Posting Notice(s) is securely posted on the subject lands in accordance with the "Posting Notice Guide" so that it is **visible and legible at all times**.

I/we further acknowledge that it is the responsibility of the applicant to provide the Township with a dated photograph of the erected sign confirming that the Posting Notice(s) have been posted at least **thirty (30) days** prior to the Public Meeting date.

I/we further acknowledge that if confirmation has not been provided to the Township that the Posting Notice(s) was posted in accordance with the Regulations of the *Planning Act* and the "Posting Notice Guide", the application will be deferred and will be subject to the Re-Circulation Fee.

Date: \_\_\_\_\_

\_\_\_\_\_

X

\_\_\_\_\_  
Registered Owner(s)

## POSTING NOTICE GUIDE

The applicant/agent will be provided with a digital (i.e. .pdf) copy of the posting notice upon submission of a **complete** application.

The applicant is responsible for having the Posting Notice(s) printed on a 3' x 4' sign board and erected on the property in a conspicuous location in accordance with the requirements below.

On waterfront properties, one (1) of the required Posting Notices shall be erected on or at the dock or other shoreline structures to ensure that it is visible from the water.

### Waterfront Properties

<b>Water Access Only</b>	<b>Islands</b>	Two (2) Posting Notice shall be erected. One (1) on each opposite frontage.
	<b>Through Lot</b>	Two (2) Posting Notice shall be erected. One (1) on each frontage.
	<b>Single Frontage</b>	One (1) Posting Notice shall be erected.
<b>Private Road</b>	<b>Through Lot</b>	Two (2) Posting Notice shall be erected. <ul style="list-style-type: none"> <li>One (1) at the intersection of the Private Road with the nearest Public Road; and</li> <li>One (1) on the developed frontage/shoreline.</li> </ul> <b>If both shorelines/frontages are developed</b> , a third Posting Notice shall be erected, meaning a Posting Notice will be erected on both developed shorelines and at the intersection of the Private Road with the nearest Public Road.
	<b>Single Frontage</b>	Two Posting Notice shall be erected. One (1) at the intersection of the Private Road with the nearest Public Road & One (1) on the developed shoreline/frontage.
<b>Public Road</b>	Two (2) Posting Notices shall be erected. One (1) at the end of the driveway accessing the subject lands from the Public Road & One (1) at the developed shoreline.	

### Non-Waterfront Properties

<b>Private Road</b>	Two (2) Posting Notices shall be erected. One (1) at the intersection of the Private Road with the Public Road & One (1) at the intersection of the driveway and the Private Road.
<b>Public Road</b>	One (1) Posting Notice shall be erected at the intersection of the driveway and the Public Road.  <b>If the subject property is a corner lot</b> (i.e. having frontage on two (2) roads) the Posting Notice shall be erected on the intersecting corner where it is visible from both roads.

**THE PLANNING SERVICES AGREEMENT MUST BE SIGNED BY THE OWNER(S) OF THE SUBJECT PROPERTY EVEN IF AN AGENT IS ACTING ON THEIR BEHALF**

**PLANNING SERVICES 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 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 )  
 \_\_\_\_\_)  
 Date )  
 \_\_\_\_\_)  
 Witness )  
 \_\_\_\_\_)  
 Date )

Per: \_\_\_\_\_  
 Per: \_\_\_\_\_  
 Signature of Owner(s)  
 The Corporation of the Township of Georgian Bay  
 Per: \_\_\_\_\_  
 Director of Planning or Designate

**PLEASE READ THE FOLLOWING INFORMATION TO ENSURE YOUR APPLICATION IS COMPLETE BEFORE SUBMITTING IT TO THE TOWNSHIP**

**INFORMATION TO BE SUBMITTED**

Applicants are advised to request a pre-consultation with staff of the Planning Department prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses, and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if Staff determines the application to be incomplete and/or inaccurate.

1. It is required that this application be filed with the Secretary Treasurer of the Committee of Adjustment, witnessed by a Commissioner and be accompanied by a fee of **\$1,200** in cash, debit or by cheque made payable to the Township of Georgian Bay.
2. If deemed necessary, the Township will require cost recovery by the applicant for any required professional peer review of a submitted study (i.e environmental, engineering, etc.)
- 3. A Plan of Survey or Site Plan must accompany the Application for Minor Variance in accordance with the provisions outlined in Section 20 of this form.**
4. The enclosed application must be filled out completely with the required fee before the Secretary of the Committee can proceed with your application.
5. It is required that the Owner or Agent attends the Public Meeting before the Committee of Adjustment. Absence may result in a denied or deferred application.
6. If the application is signed by an Agent, the authorization section of the application must be completed.
7. Please be advised that all Committee of Adjustment meetings are held during business hours.
8. If the application involves constructing structures on the shore road allowance, the Applicant may be required to purchase the shore road allowance or enter into a License of Occupation with the Municipality for all structures (existing and proposed) located on the original shore road allowance, to the satisfaction of the Clerks Department.
- 9. A Site Plan Agreement may be required as a condition of approval of the Minor Variance. The application fee for a Site Plan Agreement application is \$1000 plus a legal fee of \$500.**
- 10. The proposed variance request is required to be staked out or marked with bright paint or flags. The relevant property boundaries should also be marked. Failure to stake out the development may result in deferral of the application.**
11. If not currently existing, the applicant must purchase an emergency 911 number sign and post it on the property prior to the processing of any applications; this can be done through the Township office.
12. The applicant should also submit any photos of the subject property, and if possible mark out the proposed variance(s) request on the photos and elevations of the proposed development.

**RE-CIRCULATION FEE** – If notice of your application needs to be re-circulated there will be a fee of \$350.

Return Address:

THE TOWNSHIP OF GEORGIAN BAY  
99 LONE PINE ROAD  
PORT SEVERN, ON. LOK 1S0  
**ATTN: SECRETARY-TREASURER COMMITTEE OF ADJUSTMENT**