



**The Corporation of the  
Township of Georgian Bay**  
Planning Department

99 Lone Pine Road, Port Severn, Ontario, L0K 1S0  
Phone: (705) 538-2337 Facsimile: (705) 538-1850  
1-800-567-0187  
Web: [www.gbtownship.ca](http://www.gbtownship.ca)  
Email: [planning@gbtownship.ca](mailto:planning@gbtownship.ca)  
**APPLICATION FOR MINOR VARIANCE**

**OFFICE USE ONLY**

Date Received _____	Application Number _____
Complete Application <input type="checkbox"/> Yes <input type="checkbox"/> No	Applicable Fees Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Accepted _____	Received By _____

**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.

Name of Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

Roll No. (See tax bill) \_\_\_\_\_

Name of Agent \_\_\_\_\_ Telephone No. \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

1. Names and address of any mortgages, holders of charges or other encumbrances:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Legal description of subject lands, Lot & Concession, Ward, Registered Plan and **911 Municipal Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2b. Is there a blue 911 number sign located on the property?  YES  NO

**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.**

3. Section of Zoning By-law you request relief from (i.e. front yard setback, height, lot coverage, etc.):

---

---

---

4. Why is it not possible to comply with the provisions of the By-law (i.e. rock outcrop in the way, mature trees would need to be removed, etc.):

---

---

---

5. The Applicant shall attach a plan showing the dimensions of the subject lands showing the location, size and type of all buildings and structures on the subject lands.

**PLEASE REFRAIN FROM ANSWERING QUESTIONS 5-7 WITH "SEE DRAWING"  
ENTER ALL INFORMATION REQUESTED**

Dimensions of lands affected:

Frontage \_\_\_\_\_  
Depth \_\_\_\_\_  
Area \_\_\_\_\_  
Water body \_\_\_\_\_

6. Dimensions of all buildings and structures on, and proposed for the subject lands: (Specify ground floor area, gross floor area, number of stories, width, length, height etc.)

Existing:

---

---

Proposed:

---

---

7. Location of all buildings and structures on and proposed for the subject lands: (Specify distance from side, rear and front lot lines)

Existing:

---

---

Proposed:

---

---

8. Date of acquisition of subject lands: \_\_\_\_\_

9. Date of construction of all buildings and structures on the subject lands:

---

10. Existing uses of the subject property (i.e. Residential, Commercial):

---

11. Existing uses of abutting properties:

---

---

12. Length of time the existing uses of the subject property have continued:

---

---

13. Municipal services available: (i.e. water, sewer, etc.)

---

---

14. Present Official Plan provisions applying to the land:

---

---

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

---

---

16. Has the owner previously applied for a minor variance in respect of the subject property?       YES       NO

If the answer is yes, briefly describe:

---

---

17. Is the subject property the subject of a current application for consent under Section 52 of the Planning Act, R.S.O., 1990.

YES       NO

18. The application must be accompanied by a Plan of Survey or Site Plan drawn to scale and IN METRIC showing the following:

- Legend, scale, north arrow, date, revision date(s), name of person or firm that prepared the plan;
- The boundaries and dimensions of the subject land.
- Dimensions and setbacks from all lot lines of all proposed and existing buildings and structures on the subject property including decks and septic systems

**BE ADVISED:** Applications for Minor Variances will require an Ontario Land Surveyor to pin and verify the location of the proposed building or structure that is

less than the minimum required setback in the Zoning By-law. **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.**

All Minor Variance applications on waterfront properties and legal non-conforming properties are required to 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.

**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 Township of )  
 )  
 Georgian Bay, in the District of Muskoka )  
 )  
 on this \_\_\_\_\_ day of \_\_\_\_\_ )  
 20\_\_\_\_. )  
 )  
 )  
 \_\_\_\_\_ )  
 A Commissioner, etc. )

\_\_\_\_\_  
 Signature of Applicant, Solicitor or Authorized Agent  
  
 If signed by a Solicitor or Agent, written authorization from the Registered Owner(s) must accompany the application or the authorization form below must be completed.

**AUTHORIZATION OF OWNER(S)**

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

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

**PERMISSION TO ENTER PROPERTY**

I / We \_\_\_\_\_ hereby authorize the 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

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

**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 2012-98 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 application fee(s) as prescribed by By-law 2012-98.

**2. 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 Municipal Board 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 Municipal Board (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.

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

**4. Where the Township finds it necessary to make extensive use of professional assistance in preparation for an Ontario Municipal Board 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.**

**IN 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:

_____ )	Per: _____
Witness )	
_____ )	
Date )	
_____ )	Per: _____
Witness )	Signature of Owner(s)
_____ )	
Date )	
_____ )	The Corporation of the Township of Georgian Bay
_____ )	
_____ )	Per: _____
	Director of Planning or Designate

### **PROCEDURES GUIDE FOR MINOR VARIANCE APPLICATIONS**

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 in duplicate with the Secretary Treasurer of the Committee of Adjustment, witnessed by a Commissioner and be accompanied by a fee of **\$1,200** in cash or by cheque made payable to the Township of Georgian Bay.
2. **Applications for Minor Variances will require an Ontario Land Surveyor to pin and verify the location of the proposed building or structure that is less than the minimum required setback in the Zoning By-law. The applicant must submit an affidavit or Plan of Survey signed by an Ontario Land Surveyor certifying the location and setback of the proposed building or structure(s).**

**All Minor Variance applications on waterfront properties and legal non-conforming properties are required to 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.

**All applications require a site plan, drawn to scale, of the property. The site plan must indicate the dimensions of all buildings and structures on the lot, location of septic system, setbacks from all lot lines and a North indicator..**

3. The enclosed application must be filled out completely with the required fee before the Secretary of the Committee can proceed with your application.
4. It is required that someone attends the Public Meeting before the Committee of Adjustment. Absence may result in a denied or deferred application.
5. If the application is signed by an Agent, the authorization section of the application must be completed.
6. Please be advised that all Committee of Adjustment meetings are held during the day.

7. 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 Licence of Occupation with the Municipality for all structures (existing and proposed) located on the original shore road allowance.
8. **A Site Plan Agreement may be required as a condition of approval of the Minor Variance. The application fee for a concurrent Site Plan Agreement application is included in the application fee. There is a legal fee of \$500.**
9. 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.
10. 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.
11. The applicant should also submit any photos of the subject property, and if possible mark out the proposed variance(s) request on the photos.

Return Address:

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