



APPLICATION FOR MINOR VARIANCE GUIDE

The attached application form is to be used when applying to the City of Woodstock for a Minor Variance.

Please read carefully before completing the application form and ensure that you have all required documentation before submitting.

Missing information could result in the application being delayed to a later meeting date.

Completing the Application Form

It is recommended that you attend the Building and Zoning department at the Engineering Office located at 944 James Street, Woodstock to discuss your application before submitting it.

The attached application form should be submitted to the Clerk's Department located on the main floor at Woodstock City Hall, 500 Dundas Street, Woodstock, ON.

The application must be accompanied by the applicable fees	
City of Woodstock application fee	\$700.00

Fees are payable at the time of filing, by cheque, cash or debit.

The application must be submitted no later than 20 days before the meeting date (*meeting dates are subject to change if you have filed an application you will be notified*).

The application must be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, the written authorization of the owner(s) must accompany the application.

The application may include the following

- a. A map clearly indicating the location of the lands to which the application applies (maximum size of 11" x 17")
- b. Proper legal description of the lands to which the application applies
- c. Sketch or drawing of the proposed changes including dimensions



PLANNING ACT, 1990
APPLICATION FOR MINOR VARIANCE OR PERMISSION
City of Woodstock Committee of Adjustment

City Clerk's Department
500 Dundas Street
Woodstock, ON
P.O. Box 1539
N4S 0A7

City of Woodstock Application Fee\$700.00

MV –

The undersigned hereby applies to the Committee of Adjustment for the City of Woodstock under Section 44 of the Planning Act, 1990, for relief, as described in this application, from By-Law No. 8626-10 (as amended).

Owner Information

Name

Address

City Province Postal Code

Home Phone Daytime Contact Number

E-mail Address

Agent Information (if applicable)

Name

Address

City Province Postal Code

Business Phone Daytime Contact Number

E-mail Address

Have you attached a letter of permission from the owner to act on their behalf?

1. Name and addresses of any mortgagees, holders of charges or other encumbrances:
(Limit of 220 characters - approx. 4 lines)

2. Nature and extent of relief applied for: To be completed by the applicant. (include By-Law Section if known) If you are unsure please see Engineering Department at 944 James Street (Building/Zoning)
(limit of 500 Characters- approx 9 lines)

3. Why is it not possible to comply with the Provision of the By-Law?

(Limit of 500 characters - approx 9 lines)

4. Legal Description of Subject land:

Lot Number(s)

Plan Number or Concession

Part Number(s)

Reference Plan Number

Street Address (if any)

The lot is located on the _____ side of the Street lying between

Street and

Street

5. Dimensions of land affected:

Frontage

Depth (average)

Area

Width of Street

6. Particulars of all buildings and structures on or proposed for the subject land: (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

Existing (Limit of 210 Characters - approx 4 lines)

Proposed (Limit of 159 Characters - approx 3 lines)

7. Location of all buildings and structures on or proposed for the subject land: (specify distance form side, rear and front lot lines.) Please attach a sketch plan with measurements.

Existing: (Limit of 159 Characters - approx 3 lines)

Proposed: (Limit of 159 Characters - approx 3 lines)

8. Date of acquisition of subject land

9. Date of construction of all buildings and structures on subject land (if known):

10. Existing uses of the subject property (Limit of 260 characters - approx 5 lines)

11. Existing uses of abutting properties (Limit of 159 Characters - approx 3 lines)

12. Length of time the existing uses of the subject property have continued:
(Limit of 159 Characters - approx 3 lines)

13. Municipal Services available (please check all appropriate boxes)

Water Connected

Sanitary Sewers Connected

Storm Sewers

14. Present Official Plan Provisions applying to the land (Limit of 159 Characters - approx 3 lines)

15. Present Zoning by-Law provisions applying to the land:

16. Has the owner previously applied for relief in respect of the subject property?
Yes No

If the answer is yes, describe briefly (Limit of 420 Characters - approx 8 lines)

17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990? Yes No

Sketch Plan

In accordance with the provisions of the Planning Act, it is the policy of the City of Woodstock to provide public access to all development applications and supporting documentation. The personal information contained on this form is collected under the authority of the Planning Act, R.S.O. 1990, and will be used for the purpose of processing the application. This information will become part of the public record and will be made available to the general public. Questions about the collection of this information should be directed to the Deputy City Clerk, City of Woodstock, 500 Dundas Street, Main Floor, City Hall., Woodstock, Ontario, 519-539-2382, ext.2501.

If the decision of this application is appealed by a third party, I _____
(owner/applicant name)
agree to support the application, provide assistance in the preparation and presentation of the application before the Local Planning Appeal Tribunal and pay all of the City's legal costs associated with the Tribunal hearing.

Signature of owner/applicant

This following sections to be completed in the presence of a Commissioner of Oath for taking affidavits.

With regard to the minor variance application for

(Enter the property address the application applies to)

I/We _____

Of the City of _____ in the county of _____

do solemnly declare that: All of the prescribed information contained in the application for minor variance and that the information contained in the documents that may accompany this application is true and I make the solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of the Canada Evidence Act.

Signature of Owner/Applicant

Signature of Owner/Applicant

Declared before me in the City of _____

in the County of _____

This _____ day of _____, _____

Commissioner for taking affidavits