



## **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 attached application form and ensure that you have all required documentation before submitting your application.

Missing information could result in the application being delayed to 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.

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 a fee of \$700.00 in cash, interact or cheque payable to the City of Woodstock.

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  
Fee \$700.00

MV –

The undersigned hereby applied 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 form 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

**This section to be completed in the presence of a Commissioner of Oath for taking affidavits.**

With regards to the minor variance application for

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*(Enter the property address that applies to the minor variance)*

I/We \_\_\_\_\_

of the City of \_\_\_\_\_ In the County of \_\_\_\_\_

Do solemnly Declare that: All of the prescribed information contained in the is application is true 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 Owner/Applicant

\_\_\_\_\_  
Signature Owner/Applicant

Declared before me in the city of \_\_\_\_\_ in the County of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Commissioner

## Sketch Plan