



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

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

Prior to filing your application it is advised you attend the Building and Zoning department at the City 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 Clerk's Department
500 Dundas Street, P.O. Box 1539
Woodstock, ON N4S 0A7

City of Woodstock Committee of Adjustment Fee \$700.00

The section for office use only

Date Received

Number Assigned MV-

Date e-mailed to building/zoning

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 from By-Law No. 8626-10 (as amended).

1. Owner Information

Name

Address

City

Province

Postal Code

Home Phone

Daytime Contact Number

E-mail address

2. 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?

Yes

No

3. Nature and extent of relief applied for

The following to be completed by applicant including the by-law section if known. It is recommended that you visit the building/zoning department at the Engineering office at 944 James St. to review your application prior to bringing it to City Hall. (APPROXIMATELY 10 LINES - 640 CHARACTERS)

4. Why is it not possible to comply with the provisions of the by-law?

(Approximately 6 lines or 384 characters)

5. 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.

6. Dimensions of the land affected

Frontage _____

Depth (average) _____

Area _____

Width of street _____

7. Particulars of all buildings, structures on or proposed for the subject land.

Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.

Existing *(Approximately 8 lines or 512 characters)*

Proposed *(Approximately 8 lines or 512 characters)*

8. Location of all buildings and structures on/or proposed for the subject land.

Specify distance from side, rear and front lot lines, please attach a sketch plan with measurements.

Existing (Approximately 4 lines or 256 characters)

Proposed. (Approximately 4 lines or 256 characters)

9. Date you acquired the subject land.

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

11. Existing use of the subject property (Approximately 4 lines or 256 characters)

12. Existing uses of abutting properties (Approximately 4 lines or 256 characters)

13. Length of time the existing uses of the subject property have continued.

(Approximately 2 lines or 128 characters)

14. Municipal Services available (please check all that apply)

Water

Connected

Sanitary Sewers

Connected

Storm Sewers

Connected

15. Present Official Plan provisions applying to the land (Approximately 3 lines or 192 characters)

16. Present Zoning by-law provisions applying to the land (Approximately 3 lines or 192 characters)

17. Has the owner previously applied for relief with respect to the subject property?

Yes No

If the answer is yes, please describe briefly

18. Is the subject property the subject of a current application for consent under Section 53 of the planning act, 1990

Yes No

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

Address _____
(enter the property address with regard to this application)

I/we _____

Of the city of _____ In the County of _____

Do solemnly declare that:

All of the prescribed information contained in the application is true and that the information contained in any attached documents that may accompany this application is true and make the solemn declaration conscientiously believing it to be true and know that this 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 Signature

