



OFFICE OF THE CITY ENGINEER  
Building Department  
944 James Street  
Woodstock, ON N4S 0B5

## MINOR VARIANCES OR PERMISSION APPLICATION FORM CITY OF WOODSTOCK COMMITTEE OF ADJUSTMENTS PLANNING ACT, 1990

**FEE: \$800**

### **Please read carefully before completing the attached application**

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

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

Applications received that have been processed, circulated, and/or prepared for the Committee meeting will not be eligible for a refund.

Please detach and retain this page for your information. Meeting Date: \_\_\_\_\_

### **COMPLETING THE APPLICATION FORM**

1. Meet with the Building and Zoning Department at the Office of the City Engineer located at 944 James Street, Woodstock, ON N4S 0B5 to discuss your application.
2. Submit the completed application in person to the Office of the City Engineer located at 944 James Street, Woodstock, ON N4S 0B5.
3. The application must be accompanied by the required fee of \$800.00 in cash, debit/interact, or cheque payable to the City of Woodstock.
4. The application must be submitted **no later than 20 days before the next Committee of Adjustments meeting date**. To enquire about the last filing date for a scheduled meeting, please call 519-539-2382 ext. 2502 or by email [clerksinfo@cityofwoodstock.ca](mailto:clerksinfo@cityofwoodstock.ca). (meeting dates are subject to change if you have filed an application, you will be notified)
5. The application must be completed by the property owner(s) or his/her authorized agent. Where the application is being made by an agent, written authorization of the owner(s) must accompany the application.
6. 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.

**MINOR VARIANCES OR PERMISSION APPLICATION FORM  
CITY OF WOODSTOCK COMMITTEE OF ADJUSTMENTS  
PLANNING ACT, 1990**

**FEE: \$800**

Date Received: \_\_\_\_\_ 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 ByLaw No. 8626-10 (as amended).

**OWNER INFORMATION**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**AGENT INFORMATION (IF APPLICABLE)**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

Yes:

No:

1. Name and addresses of any mortgagees, holders of charges or other encumbrances: (Limit of 250 characters - approx. 3 - 4 lines)

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2. Nature and extent of relief applied for:

To be completed by the applicant. (include the Bylaw Section if known). Please visit the Building and Zoning Department at the Office of the City Engineer located at 944 James Street, Woodstock ON N4S 0B5. (Limit of 500 Characters - approx. 4 - 5 lines)

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3. Why is it not possible to comply with the provision of the Bylaw? (Limit of 500 Characters- approx. 4 - 5 lines)

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4. Legal Description of Subject land:

Lot Number(s) \_\_\_\_\_ Plan Number or Concession: \_\_\_\_\_

Part Number(s): \_\_\_\_\_ Reference Plan Number: \_\_\_\_\_

Street Address (if known): \_\_\_\_\_

The lot is located on the \_\_\_\_\_ Side of the Street lying between:

\_\_\_\_\_ and \_\_\_\_\_

5. Dimensions of land affected: Specify feet or metres.

Frontage: \_\_\_\_\_ Depth (average): \_\_\_\_\_

Area: \_\_\_\_\_ Width of Street: \_\_\_\_\_

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

**Existing:** (Limit of 250 Characters – approx. 3 - 4 lines)

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**Proposed:** (Limit of 250 Characters – approx. 3 - 4 lines)

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7. 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:** (Limit of 250 Characters – approx. 3 - 4 lines)

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**Proposed:** (Limit of 250 Characters - approx. 3 - 4lines)

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8. Date of acquisition of subject land.

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

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10. Existing uses of the subject property. (Limit of 250 characters – approx. 3 -4 lines)

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11. Existing uses of abutting properties. (Limit of 250 Characters – approx. 3 - 4 lines)

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

\_\_\_\_\_ Years.

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

**Water:** Yes  No

**Connected:** Yes  No

**Sanitary Sewers:** Yes  No

**Connected:** Yes  No

**Storm Sewers:** Yes  No

14. Present Official Plan provisions applying to the subject property. (Limit of 250 Characters – approx. 3 - 4 lines)

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15. Present Zoning By-Law provisions applying to the land.

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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 500 Characters – approx. 4 - 5 lines)

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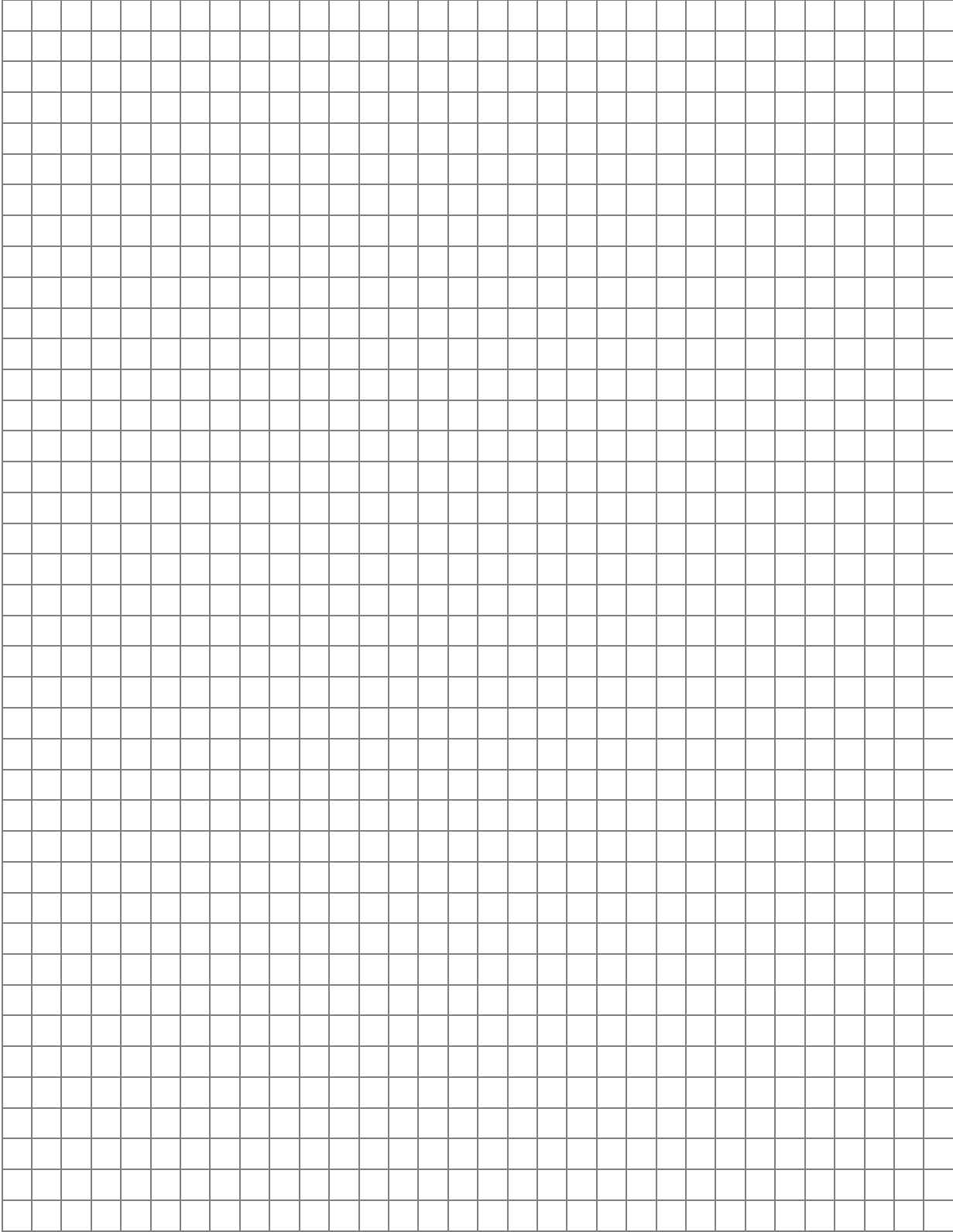
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17. Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990?

Yes  No

**Sketch Plan Below**



**THIS SECTION IS TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER OF OATH FOR TAKING AFFIDAVITS.**

With regards to the minor variance application for (Municipal Address that applies to the Minor Variance): \_\_\_\_\_

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 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 N4S 0A7, 519-5391291 ext. 2501.

**THIS SECTION MUST BE SIGNED BY THE PROPERTY OWNER**

If the decision of this application is appealed by a third party,

I \_\_\_\_\_,  
**Name of Owner**

For lands known as: \_\_\_\_\_  
agree to support the application, provide assistance in the preparation and presentation of the application before the Local Planning Appeal Tribunal and pay all the City's legal costs associated with the Tribunal Hearing.

\_\_\_\_\_  
**Signature of Owner**

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 of Owner/Applicant**

\_\_\_\_\_  
**Signature of Agent (if applicable)**

Declared before me in the

City of \_\_\_\_\_ in the County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**Signature of Commissioner**