



# COMMITTEE OF ADJUSTMENT MINOR VARIANCE APPLICATION

City of Woodstock  
Clerks Department  
P.O. Box 1539  
Woodstock, ON N4S 0A7  
519-5396-1291

## PLANNING ACT, 1990

**Please read carefully before submitting your application**

### Submission Requirements

After your consultation with the Building and Zoning department please submit your completed application to the Engineering Department located at 944 James Street, Woodstock, ON.

Provide the application fee of \$700.00, cash, debit or cheque

Written authorization by the Owner(s) is required allowing the agent(s) to act on their behalf for the purpose of the minor variance. The letter must contain the following

- The owner(s) name
- The address of the property to which the minor variance is being applied for
- The agents name and company name if applicable

The application must include the following (only one copy of each)

- A map clearly indicating the location of the lands to which the application applies maximum size of 11" x 17"
- Sketch or drawing of the proposed changes including dimensions

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

Applications that are withdrawn but have been processed internally before a public notice is mailed will be entitled to a partial refund. Applications that have been circulated to the public, and/or prepared for the Committee meeting will not be eligible for a refund.

The application must be submitted no later than 20 days before the meeting date. To inquire about the last filing date for scheduled meetings, please call 519-539- 2382 ext. 2502 or email [clerksinfo@cityofwoodstock.ca](mailto:clerksinfo@cityofwoodstock.ca) (*meeting dates are subject to change - if you have filed an application you will be notified*)



APPLICATION FOR MINOR VARIANCE  
City of Woodstock Committee of Adjustment  
Fee \$700.00

*Office use Only*

Date Received	MV# -
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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).

**Owner(s) Information**

Name		
Address		
City	Prov.	Postal Code
Home Phone #		Daytime contact Phone #
e-mail address		

**Agent Information (if applicable)**

Name		
Address		
City	Prov.	Postal Code
Home Phone #		Daytime contact Phone #
e-mail address		

1. Nature and extent of relief applied for: To be completed by the applicant. (include the By- Law Section if known) (approx. 8 lines)

2. Why is it not possible to comply with the Provision of the By-Law? (approx 8 lines)

3. 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 \_\_\_\_\_

4. Dimensions of land affected:

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

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

5. 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 (approx 3 lines)

Proposed (approx 3 lines)

6. 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: (approx 3 lines)

Proposed: (approx. 3 lines)

Date of acquisition of subject land \_\_\_\_\_

Date of Construction of all buildings and structures on subject land (if known):  
\_\_\_\_\_

Existing uses of the subject property (approx. 4 lines)

Existing uses of abutting properties (approx 3 lines)

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Length of time the existing uses of the subject property have continued: \_\_\_\_\_ Years

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	Connected	Yes	No

Present Official Plan Provisions applying to the land (approx 3 lines)

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Present Zoning By-Law provisions applying to the land:

\_\_\_\_\_

Has the owner previously applied for relief in respect of the subject property?

Yes                      No

If the answer is yes, describe briefly (approx 6 lines)

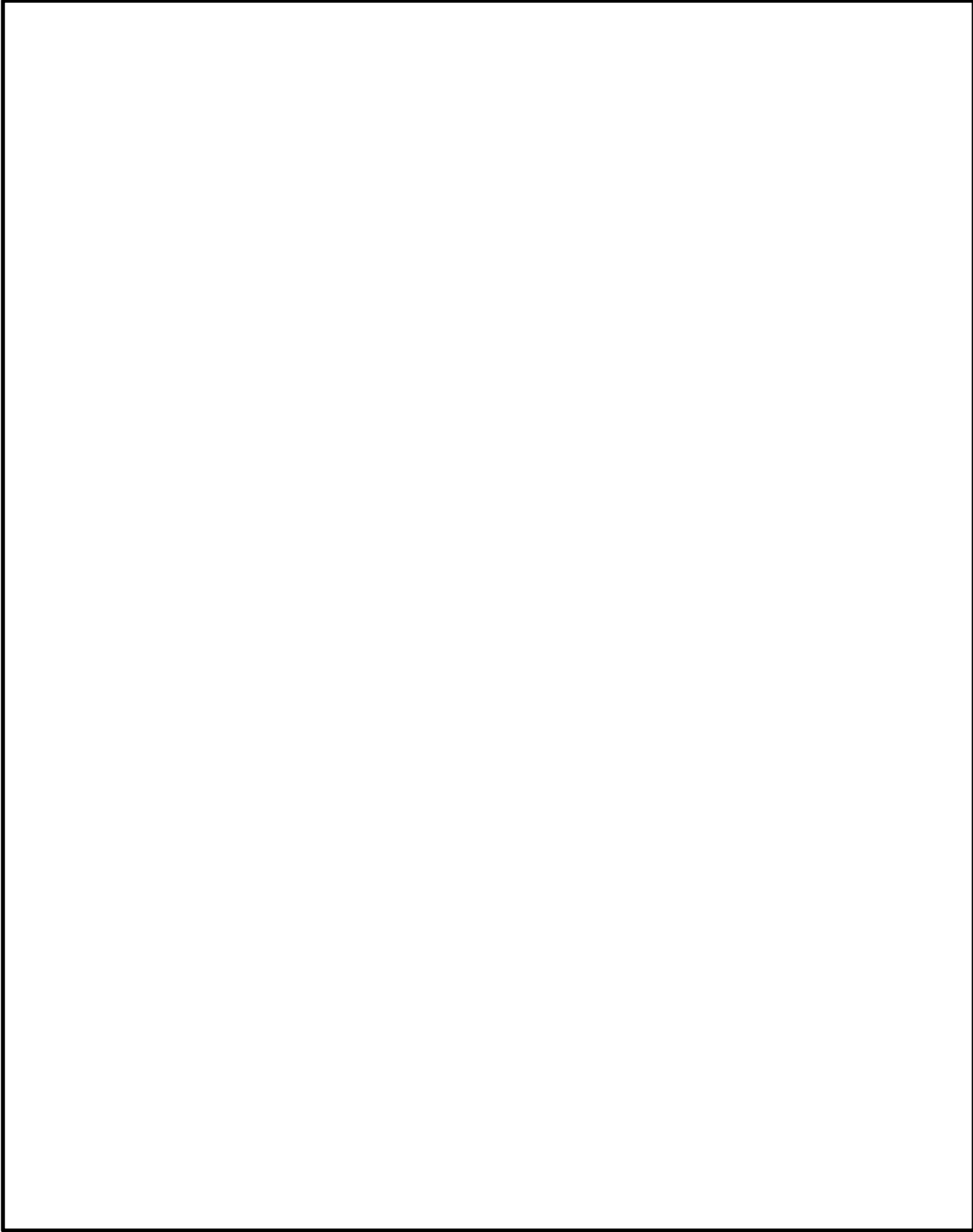
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Is the subject property the subject of a current application for consent under Section 53 of the Planning Act, 1990?

Yes                      No

**Sketch Plan**

*(please use this area for a sketch or attach separate drawings)*



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

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.

**(this section must be completed and signed by the property owner)**

I \_\_\_\_\_ agree to support the application.  
(owner(s) name)

For lands known as \_\_\_\_\_  
(enter legal description or municipal address to which the minor variance applies)

if the decision for this minor variance application is appealed by a third party. To provide assistance in the preparation and presentation of the application before the Ontario Land Tribunal and pay all of the City's legal costs associated with the Tribunal hearing.

\_\_\_\_\_  
(Signature of owner(s))

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 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 Agent (if applicable)

Declared before me in the  
City of \_\_\_\_\_ in the County of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Commissioner Signature