



TOWNSHIP OF SEVERN MINOR VARIANCE APPLICATION PROCESS GUIDE

An Application for Minor Variance is submitted to the Committee of Adjustment in order to ask for relief from a section or sections of the Zoning By-law to which the proposed construction cannot conform. Generally, an application is considered to be "minor" if it generally maintains the intent and purpose of the Township's Official Plan and the applicable Zoning By-law, is minor in nature, and is desirable for the appropriate development of the land. We strongly encourage consultation with the Township's planning staff prior to submitting an application.

In order for an application to be considered complete, ALL of the applicable information on the attached application form must be completed together with all required authorizations and signatures and sketches or plans **which have been prepared in accordance with the attached Site Plan Guide**. The complete application must be signed before a Commissioner for Signatures. This can be done at the Township office when delivering the application. In addition, the application fee must be delivered with the application. The fee for a Minor Variance application is currently \$750.00. If the application is incomplete in any way, it will be returned for amendment. As this will only delay the process, we would encourage you to complete the application fully, or, if you have any difficulty doing so, consult with Township Planning staff to assist you or retain a qualified third party such as a planner, solicitor or surveyor to assist you with the application.

You are required (under the provisions of the *Planning Act*) to post a Notice on the property a minimum of 10 days prior to the Hearing. We will provide you with the notice for posting. Please note that if the notice is not posted within the required time frame, the hearing of your application will be deferred until the proper notice requirements have been met.

Once the complete application is received, we will schedule a hearing for the next available Committee of Adjustment meeting. We will also circulate notice of the hearing of the application to neighbouring owners within 60 metres of the property. This is required under the *Planning Act* and provides the neighbouring owners with an opportunity to either attend the public meeting or provide written comments in advance.

Prior to the hearing of the application, the Committee members and Township staff will attend and inspect the property. It is extremely helpful if your proposal is clearly marked out using stakes or florescent tape.

You should make arrangements to attend the Committee of Adjustment meeting or, if you are unable to do so, have someone attend as your agent. The Committee may have questions that require clarification and if there is no-one in attendance, the application may be deferred to a future meeting. At the meeting, the Committee can approve, deny or defer the application. The Committee may also attach conditions to their approval. Once the Committee has issued a decision, there is a 20 day period prescribed under the *Planning Act* within which anyone may file a notice of appeal with the Ontario Municipal Board. If no appeals are filed with respect to an approved application, the minor variance is then considered to be in effect, subject to the completion of any conditions that were set out in the decision. A building permit will not be issued until the conditions of the decision have been dealt with to the satisfaction of the Township.

The application process generally takes from two to three months. We encourage communication with Township Planning staff throughout the process in order to keep the matter moving forward as expeditiously as possible. Please do not hesitate to contact Township Planning staff if you require any assistance during the processing of the application.

Should you require further information please contact the following:

David Parks, Director of Planning and Development
Deputy Secretary/Treasurer, Committee of Adjustment
dparks@townshipofsevern.com

Susan Votour, Zoning Administrator
Secretary/Treasurer, Committee of Adjustment
svotour@townshipofsevern.com



MINOR VARIANCE APPLICATION CHECKLIST

This checklist should be used along with the Minor Variance Application Process Guide to help the applicant through the application process. The following items are required to be submitted as a complete application. Applications must be filled out and completed by the applicant or his or her agent. If all the appropriate information is not provided then the application will be returned as incomplete.

PLEASE ENSURE YOU HAVE COMPLETED THE FOLLOWING PRIOR TO SUBMITTING YOUR APPLICATION:

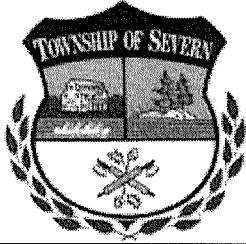
- Fully complete all sections of the application
- Sign the application in the appropriate places. The Declaration of Owner/Agent on Page 5 must be sworn before a Commissioner. There are Commissioners at the Township office who can assist in this regard if necessary.
- Cash, cheque or money order payable to the Township of Severn for the application fee in the amount of \$750.00.
- Sketch or Site Plan which has been prepared in accordance with the attached Site Plan Guide. If the Site Plan is available in electronic format this should be forwarded by email to svotour@townshipofsevern.com.
- Photographs of the existing buildings on the property in electronic format. These should be emailed as above. If you do not have digital photographs available, regular photographs can be submitted.
- Elevation drawing and floor plan clearly showing the existing structure and/or the proposed addition or structure, as applicable. Please refer to the attached sample drawings. Electronic versions may be emailed as above if available.
- Copy of any correspondence, approvals, permits from outside agencies, reports or studies which support the application.

PLEASE REFER TO THE MINOR VARIANCE APPLICATION PROCESS GUIDE ATTACHED FOR GENERAL INFORMATION WITH RESPECT TO THE MINOR VARIANCE PROCESS.

QUESTIONS & INFORMATION

If you have any questions with regard to the required information please contact the Planning Department. We strongly encourage preconsultation with the Planning Department prior to or at the time of submission of your application.

David Parks, Director of Planning and Development Deputy Secretary/Treasurer, Committee of Adjustment dparks@townshipofsevern.com	Susan Votour, Zoning Administrator Secretary/Treasurer, Committee of Adjustment svotour@townshipofsevern.com
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TOWNSHIP OF SEVERN

P.O. Box 159, Orillia, Ontario, L3V 6J3
Telephone: (705) 325-2315 Fax: (705) 327-5818 Toll Free: 1-800-463-6036

COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

DATE RECEIVED _____ FILE NO. _____

ROLL NO. _____ RECEIPT NO. _____

The undersigned hereby applies to Committee of Adjustment for the Township of Severn under Subsection 1 or 2 of Section 45 of the Planning Act, R.S.O. 1990, for relief, as described in this application, from By-law No. _____, as amended (former Township of _____).

1. APPLICANT:

Name of applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

2. AGENT: (must be authorized by Applicant, see Authorization of Agent form attached):

Name of applicant's agent: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

i. All correspondence should be sent to (check one only): owner agent

ii. Who can be contacted during the day for further information? owner agent

3. Nature and extent of relief applied from the Zoning By-law:

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

5. Subject Property:

Lot(s) _____ Concession _____

Part _____ Plan _____

Geographic Township of _____

Street Name _____ No. _____

6. Dimensions of land affected:

Frontage _____

Area _____

Depth _____

Width of Street _____

7. Road Access:

Municipal _____

County _____

Private _____

MTO _____

8. Water Access:

If access to the subject land is by water only, please describe the nearest public boat launching and parking facilities from the subject land, and the nearest public road:

9. 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: _____

Proposed: _____

10. Location of all buildings and structures on or proposed for the subject lands (specify distance from side, rear and front lot lines):

Existing: _____

Proposed: _____

11. Date of acquisition of subject land:

12. Date of construction of all buildings and structures on the subject land:

13. Existing uses of the subject property:

14. Existing uses of abutting properties:

15. Length of time the existing uses of the subject property have continued:

16. Water Supply:

Municipal Supply
 Private Well

Communal Well
 Lake

Other _____

17. Sewage Disposal:

Municipal Sewers
 Private Septic

Communal Septic
 Privy

Other _____

18. Storm Drainage:

Municipal Sewers
 Ditches

Swales
 Other _____

19. Present Official Plan designation applying to the land:

20. Present Zoning By-law provisions applying to the land:

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

Yes No

If the answer is yes, describe briefly:

22. Is the subject property the subject of a current application for consent under section 53 of The Planning Act, R.S.O. 1990?

Yes No

If the answer is yes, and if known, the File No. and status of application:

File No. _____ Decision _____

DECLARATION

I, _____ of the _____ of
_____ in the _____ of

solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the _____)
of _____)
in the _____) _____
of _____)
this _____ day of _____,) (if signed by an agent, written authorization of the
A.D. 20____) owner must accompany the application)

A Commissioner, Etc.

APPLICANT'S CONSENT (FREEDOM OF INFORMATION)
AND AUTHORIZATION FOR SITE INSPECTION

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I _____, the applicant, hereby acknowledge the above noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I acknowledge that Committee of Adjustment members and/or Township staff may conduct site inspections of my lands. By submitting this application I am hereby authorizing the Township to access my lands for the purposes of conducting the required site inspections. I understand that, if access to the property is by water or by summer maintained municipal road or by private road, the consideration of the application may be delayed during the winter until such time as safe access can be obtained to the lands.

Signature of Applicant

Date

NOTES

1. If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a Corporation acting without agent or solicitor, the application must be signed by an Officer of the Corporation and the Corporation's seal (if any) must be affixed.
2. Each copy of an application must be accompanied by a sketch showing:
 - a) The boundaries and dimensions of the subject land;
 - b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines;
 - c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples of features including buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
 - d) The current uses on land that is adjacent to the subject land;
 - e) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled Road, a private road or a right of way;
 - f) If access to the subject land is by water only, the location of the parking and docking facilities to be used;
 - g) The location and nature of any easement affecting the subject land; and
 - h) an arrow indicating north:
3. It is required that one copy of this application be submitted, together with the sketch described in Note 2, (if sketch is larger than 8 1/2' x 14' please submit 7 copies), accompanied by a fee of \$750.00 for the application fee (includes septic system review) by cash or by cheque made payable to the Township of Severn.
4. See Township Site Plan Guide.
5. In order to facilitate an inspection of your property, we ask that you **clearly mark the corners of your property, your lot lines and the proposed structure requiring a minor variance (if applicable)** with coloured tape or flags. It is the responsibility of the Applicant to mark the property which is the subject of this Application.

AUTHORIZATION OF AGENT

I/We _____

Hereby authorize and direct _____

to act as agent on my/our behalf with respect to an application for Minor Variance on the subject lands and this is his/her good and sufficient authority for doing so.

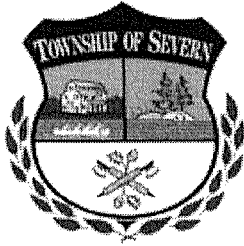
Signed:

Owner

Date

Owner

Date



SITE PLAN GUIDE

An accurate Site Plan is an important component of most municipal applications: Building Permit, Minor Variance, Consent.

It is important that you provide an accurate and complete Site Plan with your application.

Without the necessary information your application will either be returned as incomplete or delayed.

Site Plans are required to determine compliance with Township By-law and Building Code Requirements.

Most of the information required can be obtained from you tax bill, deed, survey, an inspection of your property and from the Simcoe County web page (www.county.simcoe.on.ca).

The Site Plan must be to scale, accurate, orderly and legible.

Required Information:

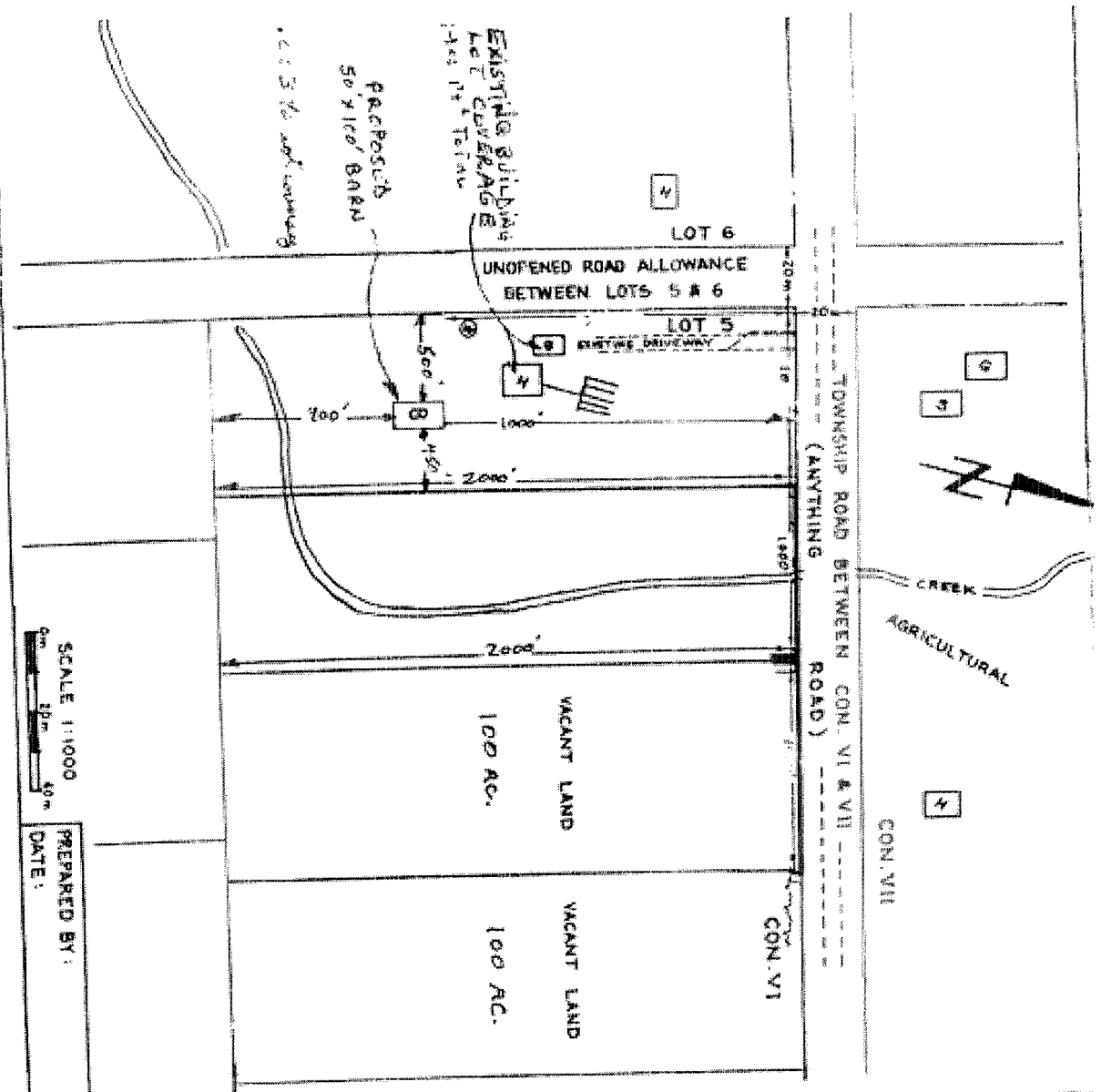
- Lot dimensions
- Location of buildings (existing and proposed)
- Size of building
- Building setbacks (the distance a structure is from all lot lines)
- Septic location
- Natural features; streams, rock, wooded areas, steep slopes
- Proposed changes to the existing grade

(see the attached sample sketch for reference)

In some circumstances it may be necessary or required that you hire a professional to prepare the necessary Site Plan. There are many options available for you to obtain a professional site plan from Planning, Engineering or Survey firms.

**Township of Severn (705) 325-2315
Planning & Zoning Extension #238
Building Inspector Extension #'s 228, 229 & 243**

SAMPLE SKETCH



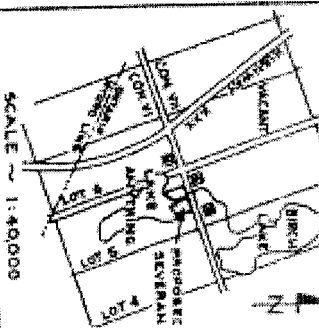
SCALE 1:10000

PREPARED BY: _____

DATE: _____

PROPOSED SEVERANCE
 LOT 5, CON. VI
 XXXX WARD
 TOWN(SHIP) XXXX

KEY PLAN

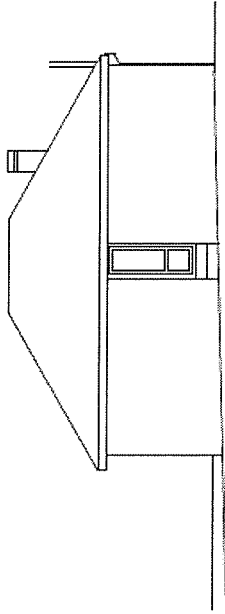


- LEGEND:**
- [H] HOUSE
 - [B] STORE
 - [G] GARAGE
 - [W] WELL
 - [BH] BARN
 - [WF] WELLS
 - [TF] TIRE FIELD

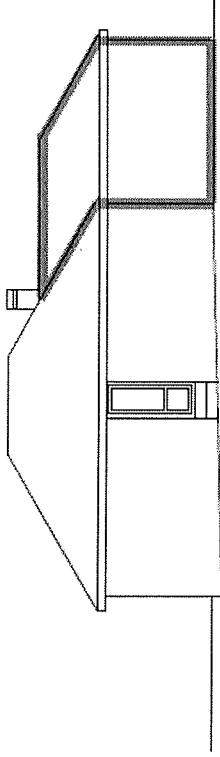
SITE DESCRIPTION:

The lot is located on Anytown Road, 0.5 km from its intersection with Hwy. XXXX. The house is the third one on the right and is red brick. There is a yellow mail box at the end of the driveway.

SAMPLE ELEVATION DRAWING

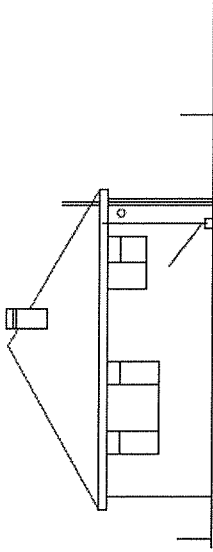


North Elevation

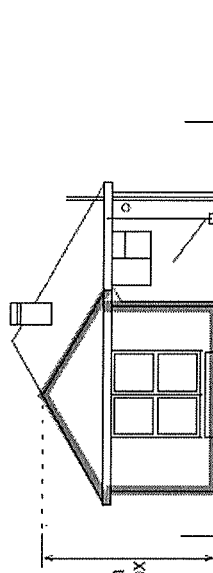


Proposed North Elevation

Outline the edges of the extension in red or shade complete area.

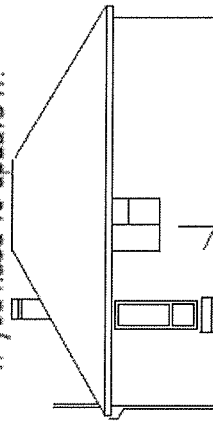


West Elevation
Add an issue number to each sheet - it will be easy to identify the old version if you need to update it.



Proposed West Elevation

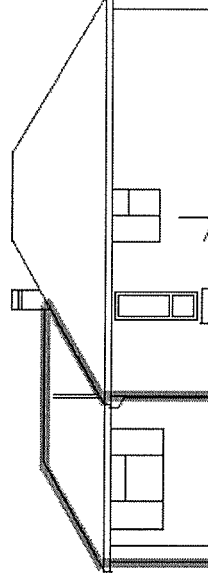
Add dimensions to appropriate views. Only use metric measures.



South Elevation

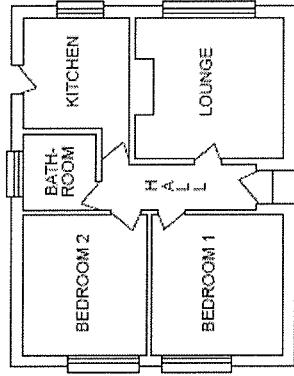
Include the scale (1cm = 1 metre)

Always include the address on each sheet



Proposed South Elevation

Number the pages so none are overlooked

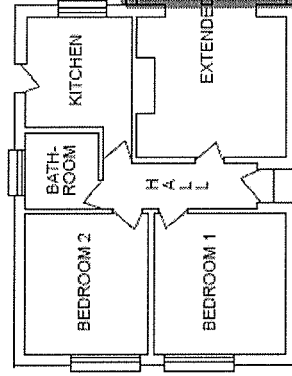


EXISTING FLOOR PLAN

Materials for new extension:

- Roof: Tiles to match existing
- Elevations: Bricks to match existing
- Window and doors: White, UPVC, double glazed

Show the basic description of the materials to be used.



PROPOSED FLOOR PLAN

Include dimensions and type of doors and windows.