

Application for Minor Variance or Permission

under The Planning Act, R.S.O. 1990 c.P.13, as amended



Township of Puslinch

7404 Wellington Road 34

Guelph, ON N1H 6H9

www.twp.puslinch.on.ca

Tel: (519) 763-1226

Fax: (519) 763-5846

Guidelines

Introduction

The submission of an application to the municipality to seek relief from a municipal Zoning By-law is provided for under Section 45 of The Planning Act, R.S.O. 1990, as amended. As such, this form must be completed and accompanied with the required fee prior to consideration by Council or a Committee of Adjustment. The purpose of these Guidelines is to assist persons in completing the Minor Variance Application. Should you require clarification on any matter covered by this application form, please contact the Municipal Office at the address at the bottom of the page.

Application Fees

Each application must be accompanied by the application fee in the form of a cheque payable to the Township of Puslinch. This fee is used to pay all legal, planning and other associated costs with respect to the processing of the subject application.

Fees: \$ 500.00 Minor Variance Application

Authorization

If the applicant (agent or solicitor) is not the owner of the subject land, a written statement by the owner must accompany the application which authorizes the applicant to act on behalf of the owner as it relates to the subject application.

Drawing

All applications for Minor Variance must include an accurate to scale sketch. In some cases, it may be preferable that this plan be prepared by a qualified professional. This sketch should show the items applicable to the relief being sought.

Each copy of this application must be accompanied by a plan/sketch showing the dimensions of the subject land and all of the abutting land showing the location, size and type of all buildings and structures on the subject land and abutting land. Where relevant to the relief being requested, the drawing(s) must also show any of the following applicable items:

Dimensions of area of relief	Natural features
North arrow	Municipal Drains/Award Drains
Public roads, private roads, allowances, rights of way	If water access, the location of parking and docking facilities
Distance to lot lines	Easements, restrictive covenants
Neighbouring properties	Neighbouring land uses
Parking and loading areas	Driveways and lanes
Other features (bridges, wells, railways, septic systems)	

Supporting Information

Please bear in mind that additional information may be required by the municipality, County, local and provincial agencies in order to evaluate the proposed Minor Variance. The required information may include studies or reports to deal with such matters as environmental impacts, traffic, water supply, sewage disposal and storm water management.

Ontario Regulation 200/96 outlines specific information which must be included within an application for minor variance. This is known as "prescribed information" and is identified by the symbol ' ❖ ' beside the question number in the attached application form.

Approval Process

Upon receipt of an **application**, the required **fee** and **other information** as may be required, the Secretary Treasurer of the Committee of Adjustment or the Clerk of the municipality will notify those parties that are to receive notice under Ontario Regulation 200/96. **The applicant must also pick up a copy of the Notice of Hearing (after it is prepared), which must remain clearly posted on the subject property until the Committee's meeting date.** This involves the circulation of the application to various agencies and abutting landowners for their comments. The applicant or agent will be requested to attend a public meeting to present the proposal. **Please note that it is in the applicant's best interest to ensure that they are represented at this meeting.** The applicant and any other parties requesting notice will be provided with a notice of any decision made by the Committee as well as the reasons for their decision.

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter upon the said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

**Further
Information**

Mrs. Colleen Sutton
Secretary Treasurer
Township of Puslinch
7404 Wellington Road 34
Guelph, ON N1H 6H9

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Fax: (519) 763-5846
colleens@twp.puslinch.on.ca

Office Hours: Monday to Thursday
9:00 a.m. to 3:00 p.m.

Copies

4 copies of this application, including the drawing and other information as may be specified, shall be required.