

**THE TOWNSHIP OF THE ARCHIPELAGO  
COMMITTEE OF ADJUSTMENT APPLICATION**

**Information for Applicants**

The Committee of Adjustment strongly encourages applicants to consult staff in the Township's Planning Department prior to the submission of an application. Staff information can be obtained from the Township's website at [www.thearchipelago.on.ca](http://www.thearchipelago.on.ca) or phone 705-746-4243 Ext. 304.

The Committee of Adjustment meets on an as required basis, in conjunction with the regularly scheduled meetings of Council, which are generally held on the third Friday of each month. A complete application must be submitted a minimum of four weeks prior to the Committee meeting at which the application could first be considered. Due to the complexity of some applications, Planning staff requires sufficient time to undertake a review of the application, conduct a site inspection, prepare a Planning report to the Committee and to fulfill the requirements of the Planning Act with respect to the giving of Notice of the Hearing.

Committee members and/or Township staff may conduct site inspections of your land. By submitting this application, you are authorizing the Township to access your property for the purpose of conducting the required site inspection. Please note that staff may be unable to perform site inspections during the winter months on properties which are accessed by water or by seasonally maintained municipal or private roads. As such, consideration of the application by the Committee may be delayed until such time as safe access to the property can be obtained.

1. Completion of the Application

All applicable information requested on the application form and the required application fee must be provided before the application will be considered complete and can be scheduled to be heard by the Committee.

The owner or applicant/agent must explain the rationale behind the application and outline the reasons why it is not possible to comply with the regulations of the Township's Comprehensive Zoning By-law. (see Section 2 of the Application form). Please submit a separate cover if additional space is required.

2. Submission of the Application

Every application must be directed to the Committee of Adjustment's Secretary-Treasurer and must include:

- a) a cover letter from the applicant or agent, as necessary (see above)
  - b) the completed application form;
  - c) a copy of the Transfer/Deed of land (Section 4);
  - d) if the owner or applicant/agent is a corporation, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed;
  - e) application fee (cheques made payable to "The Township of The Archipelago" in the amount of **\$1,400.00**, as payment of the required application fee);
  - f) an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits (Section 9);
  - g) a site plan (Section 10);
  - h) Authorization of the Owner(s) for an Agent to act on his/her behalf, if applicable (Section 11);
  - i) Consent of the Owner(s) with respect to Personal Information (Section 12);
- Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Committee of Adjustment.

3. Costs

Applications for an Committee of Adjustment application shall be subject to the Tariff of Fees set out in By-law 06-25 as follows:

- |  |             |
|--|-------------|
| i) Committee of Adjustment Application<br>( <i>Minor Variance or Permission to Extend a Legal Non-Conforming Use</i> ) | \$ 1,400.00 |
|--|-------------|

Cost for Alternative Submission/Request

- |   |           |
|---|-----------|
| a) Committee of Adjustment Application<br>( <i>Additional cost for amended application or A request for deferral of the application</i> ) | \$ 400.00 |
|---|-----------|

The Committee of Adjustment application fee is non-refundable. The application fee does not include any costs which may be incurred for additional public meetings, the processing of objections or any functions relating to an Ontario Land Tribunal (OLT) hearing.

Costs incurred by the Committee of Adjustment for the engagement of professional services in respect of an application, including planning consultants, environmental consultants, lawyers, surveyors, draftspersons and engineers, are not covered by the application fee. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services, unless, at the discretion of the Secretary-Treasurer, such an account or any portion thereof is deemed to be an expense of the Committee of Adjustment.

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 Parry Sound, Ontario  
 P2A 1T4  
 Phone: 705-746-4243  
 Fax: 705-746-7301  
 Web: www.thearchipelago.on.ca

## Committee of Adjustment Application

Application for Minor Variance or for Permission  
 under Section 45 of the Planning Act R.S.O. 1990,  
 c.P. 13, as amended

OFFICE USE		
Date Received:	Complete Application:	Application No.
Date Accepted:	Applicable Fee Paid:	

1. Applicant/Agent Information		
Name of Applicant/Agent:		
Address		
City:	Province/State:	Postal/Zip Code:
Phone Number:	Email:	

2. Owner(s) Information		
Name of Applicant/Agent:		
Address		
City:	Province/State:	Postal/Zip Code:
Phone Number:	Email:	
Please advise to whom all communication should be directed <input type="checkbox"/> Owner <input type="checkbox"/> Applicant / Agent		

3. Purpose and Type of Application	
<input type="checkbox"/> Minor Variance from Comprehensive Zoning By-law	<input type="checkbox"/> Permission to extend a legal non-conforming use
From what section of the Zoning By-law is relief being sought?	
What is the nature and extent of the relief being sought?	
Why is it not possible to comply with the provisions of the Zoning By-law?	

4. Location and Description of the Subject Land (please provide a copy of the transfer/Deed of land)	
Assessment Roll number 4905-	Municipal Address (if applicable)
<b>Legal Description:</b>	
Concession(s):	Lots:
Registered Plan No.:	Reference Plan No.:
Parcel No.	Other Description:
<b>Dimensions of Subject Property</b>	
Depth (metres):	Frontage (metres):
	Hectares:

**5. Land Use and Zoning**

What was the date of acquisition of the subject land?

What are the existing uses of the subject land?

How long have the existing uses been carried out on the subject land?

What are the proposed uses of the subject land?

What are the existing uses of abutting properties?

What is the current Official Plan designation of the subject land?

What is the current zoning of the subject land?

**6. Buildings and Structures (on or proposed for the subject land)****EXISTING – List all existing buildings and structures****DISTANCE FROM LOT LINES (metres)**

Building/Structure Type	Date of Construction	# of Storeys/ Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	DISTANCE FROM LOT LINES (metres)			
					Front	Rear	Side	Side

**PROPOSED – List all proposed buildings and structures****PROPOSED DISTANCE FROM LOT LINES (metres)**

Building/Structure Type	Date of Construction	# of Storeys/ Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	PROPOSED DISTANCE FROM LOT LINES (metres)			
					Front	Rear	Side	Side

**7. Service Information (check appropriate box)****Access:**

<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Municipal road, maintained all year	<input type="checkbox"/> municipal road, maintained seasonally
<input type="checkbox"/> other public road	<input type="checkbox"/> right of way	<input type="checkbox"/> water access (see below)

If access to the subject land is by private road, or if by "other public road" or "right-of-way", indicated who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the subject land is by water, describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road.

**Water: (check appropriate box)**

<input type="checkbox"/> Privately owned and operated individual well	<input type="checkbox"/> privately owned and operated communal well
<input type="checkbox"/> Lake	<input type="checkbox"/> other means

<b>Sewage Disposal: (check appropriate box)</b>	
<input type="checkbox"/> Privately owned and operated individual septic system	<input type="checkbox"/> privy
<input type="checkbox"/> Privately owned and operated communal septic system	<input type="checkbox"/> other means
<b>8. History</b>	
Has the owner previously applied to the Committee of Adjustment for relief in respect of the subject property?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide Application No., if known
<b>9. Plans (to assist in the preparation of plans, please refer to the attached sameple sketch)</b>	
<u>Site Plan</u>	
Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:	
<ul style="list-style-type: none"> <li>• The boundaries and dimensions of the subject land and the part that is the subject of this application;</li> <li>• The location and dimensions of existing and proposed buildings and structures and their distances from lot lines;</li> <li>• The approximate location of all natural and artifical features on the subject land and adjacent lands that, in the opinion of the application, may affect the application, such as railways, roads, watercourses, drainage ditches, river or streak banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways, and walkways;</li> <li>• The existing uses on the adjacent lands;</li> <li>• The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;</li> <li>• If access to the subject land is by water only, the location of the parking and boat docking facilities used;</li> <li>• The location and nature of any easement affecting the subject land.</li> </ul>	
Additional information, including architectural drawings and elevations, shall be provided by the applicant at the request of the Township.	

<b>10. Affidavit or Sworn Declaration</b>
Dated at the _____ this _____ day of _____, 20__
I, _____ of the _____ in the _____ County/District/Regional Municipality 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 <b><u>CANADA EVIDENCE ACT.</u></b>
DECLARED BEFORE ME at the _____ of _____
In the _____ of _____ this _____ day of _____, 20__.
_____
A Commissioner of Oaths
_____
Signature of Owner or authorized Applicant/Agent

**11. Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**12. Authorization of Owner(s) for Agent to Provide Personal Information**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**13. Consent of the Owner(s) to the Use and Disclosure of Personal Information**

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

