

Application No. _____

**FORM 1
PLANNING ACT
APPLICATION FOR MINOR VARIANCE
TOWN OF ESSEX**

1. Name of approval authority Town of Essex
2. Date application received by municipality _____
3. Date application deemed complete by municipality _____
4. Name of registered owner _____

Telephone number _____

Address _____

Name of registered owner's solicitor
or authorized agent (if any) _____

Telephone number _____

Address _____

Please specify to whom all communications should be sent:

registered owner solicitor agent

5. Name and address of any mortgages, charges or other encumbrances in respect of the subject land:

6. Location and description of subject land:

Concession No. _____ Lot(s) No. _____

Registered Plan No. _____ Lot(s) No. _____

Reference Plan No. _____ Part(s) No. _____

Street Address _____ Assessment Roll No. _____

7. Size of subject parcel:

Frontage _____ Depth _____ Area _____

8. Access to subject parcel:

Municipal Road County Road Provincial Highway
 Private Water

If access to the subject land is by water only, state the parking and docking facilities used or to be used and the approximate distance between these facilities and the nearest public road

9. Current Official Plan Land Use designation of subject land _____
10. Current Zoning of subject land _____
11. Nature and extent of relief from the Zoning By-law requested _____

12. Reasons why minor variance is necessary _____

13. Current use of subject land _____
14. Length of time current use of subject land has continued _____
15. Number and type of buildings or structures existing on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

16. Date of construction of existing buildings and structures on the subject land:

17. Date subject land acquired by current registered owner _____
18. Proposed use of subject land _____
19. Number and type of buildings or structures proposed to be built on the subject land and their distance from the front lot line, rear lot line and side lot lines, their height and their dimensions/floor area:

20. Type of water supply:
 municipally owned and operated piped water supply
 well
 Other (specify) _____
21. Type of sanitary sewage disposal:
 municipally owned and operated sanitary sewers
 septic system
 Other (specify) _____

22. Type of storm drainage:

- sewers
- ditches
- swales
- Other (specify) _____

23. If known, indicated whether the subject land is the subject of an application under the Planning Act for:

- consent to sever
- approval of a plan of subdivision

If known, indicate the file number and status of the foregoing application:

24. If known, indicate if the subject land has ever been the subject of an application for minor variance under Section 45 of the Planning Act:

Dated at the _____ of _____ 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 Canada Evidence Act.

(signature of applicant, solicitor or authorized agent)

Declared before me at the _____ of _____ in the _____ of _____ this _____ day of _____, 20_____.

A Commissioner, etc.

NOTES:

Each copy of the application must be accompanied by a sketch, drawn to scale, 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 include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks/tile fields;
- 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.

AUTHORIZATION

(Please see note below)

To: Secretary-Treasurer
Committee of Adjustment
Town of Essex

Description and Location of Subject Lands:

I/WE, the undersigned, being the registered owner(s) of the above lands hereby authorize _____ of the _____ of _____ to:

- (1) make an application on my/our behalf to the Committee of Adjustment for the Town of Essex;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by the Town's Committee of Adjustment relevant to the application.

Dated at the _____ of _____ in the _____ of _____, this _____ day of _____, 20 _____.

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

Signature of Witness

Signature of Owner

* Note: This form is only to be used for applications which are to be signed by someone other than the owner.

REQUIRED SKETCH (USE SEPARATE SHEET IF NECESSARY)
