



Application Number: \_\_\_\_\_

## 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 \_\_\_\_\_

Email: \_\_\_\_\_

Name of Registered Owner's Solicitor

or Authorized Agent (if any) \_\_\_\_\_

Telephone number \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

Please specify to whom all communications should be sent:

Registered Owner                       Solicitor                       Agent

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

\_\_\_\_\_

6. Location and description of subject land:

Concession No. \_\_\_\_\_ Lot No(s). \_\_\_\_\_

Registered Plan No. \_\_\_\_\_ Lot No(s). \_\_\_\_\_

Reference Plan No. \_\_\_\_\_ Part No.(s) \_\_\_\_\_

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 lands \_\_\_\_\_

10. Current Zoning of subject lands \_\_\_\_\_

11. Nature and extent of relief requested from the Zoning By-law \_\_\_\_\_

\_\_\_\_\_

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:

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

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17. Date subject lands 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:

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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(s) and status of the foregoing application(s):

\_\_\_\_\_

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:

Yes

No

If "yes", please indicate the following:

File Number \_\_\_\_\_

Date of Approval \_\_\_\_\_

Dated at the \_\_\_\_\_ of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

I, We, \_\_\_\_\_ 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 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, Address and Location of Subject Lands:

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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

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Signature of Witness

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Signature of Owner

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Signature of Witness

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Signature of Owner

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

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other relevant legislation.

Questions regarding the collection, use and disclosure of the personal information may be directed to the Clerk of the Town of Essex.