



APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

CITY OF BROCKVILLE
One King Street West, P.O. Box 5000
Brockville, Ontario K6V 7A5
Tel. (613) 342-8772, ext. 4463 Fax (613) 498-2793

The undersigned hereby applies to the Committee of Adjustment for the Corporation of the City of Brockville under Section 45 of the Planning Act, R.S.O. 1990 for relief, as described in this application, from By-law No. _____ (as amended).

TO BE COMPLETED BY THE PLANNING DEPARTMENT:			
<i>Date Submitted:</i>	<i>Date Complete:</i>	<i>Fee Rec'd:</i>	<i>File No.:</i>

1.0 Ownership Information:

Name of Property Owner:			
Address (include postal code):			
Tel. No.:	Cell No.:	Fax No.:	Email:

2.0 Applicant/Agent Information: (Note: If you have an applicant/agent, Section 20 of this application must be completed.)

Name of Applicant/Agent:			
Address (include postal code):			
Tel. No.:	Cell No.:	Fax No.:	Email:

3.0 Nature and extent of relief applied for:

--

4.0 Why is it not possible to comply with the provisions of the by-law?

--

5.0 Legal description of subject land (registered plan number and lot number or other legal description):

--

5.1 Municipal Address (street name and street number):

--

6.0 Dimensions of land affected:

Frontage: (m)	Average Depth: (m)	Area (m ² /hectares):

7.0 Access to the subject property is by:

- i) municipal road, namely:
- ii) private right-of-way, namely:
- iii) water, namely:

8.0 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 Building(s)/Structure(s):

--

Proposed Building(s)/Structure(s):

--

9.0 Location of all buildings and structures on or proposed for the subject land

(specify distance from side, rear and front lot lines):

Existing Building(s)/Structure(s):

--

Proposed Building(s)/Structure(s):

--

10.0 Date of Acquisition of the Subject Lands by the Current Owner:

--

11.0 Date of construction of all buildings and structures on subject land:

--

12.0 Use(s) of subject property:

Existing Use(s) of Subject Land:

--

Proposed Use(s) of Subject Land:

--

13.0 Length of time the existing uses of the subject property have continued:

--

14.0 Existing uses of abutting properties:

North	
East	
South	
West	

15.0 Municipal services available (check appropriate space or spaces):

Services	Yes	No	Connected	Yes	No
Water:			Water:		
Sanitary:			Sanitary:		
Storm Sewers:			Storm Sewers:		

If no municipal services are available, explain how water, sanitary facilities and storm drainage is/will be provided:

Water	
Sanitary Facilities	
Storm Drainage	

16.0 Current Official Plan designation applying to the land as per Schedule "A" - Future Land Use Map:

--

17.0 Current Zone classification applying to the land as per Zoning By-law 050-2014, as amended:	
18.0 Has the subject property ever been the subject of an application for relief under Section 45 of the Planning Act?	
Yes No If yes, describe briefly:	
19.0 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 yes, please indicate File Number and status of application.	
File No.:	Status:

20.0 Authorizations:
a) If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner stating that the applicant/agent is authorized to make the application must be included with this form or the authorization set out below must be completed.

<p align="center">Authorization of Owner for Applicant/Agent to Make the Application</p> <p>I, _____, am the owner of the land that is the subject of this application for a minor variance and I authorize _____ to make this application on my behalf.</p> <p>Date: _____ Signature of Owner: _____</p>
--

b) If the applicant/agent is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant/agent is authorized to provide personal information respecting the owner must be included with this form or the authorization set out below must be completed.

<p align="center">Authorization of Owner for Applicant/Agent to Provide Personal Information</p> <p>I, _____, am the owner of the land that is the subject of this application for a minor variance and for the purpose of the Freedom of Information and Protection of Privacy Act, I authorize _____, as my applicant/agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.</p> <p>Date: _____ Signature of Owner: _____</p>

21.0 Consent of the Owner:

The written authorization of the owner concerning the use and disclosure of personal information must be included with this form or the authorization set out below must be completed.

Consent of the Owner to the Use and Disclosure of Personal Information

I, _____, am the owner of the land that is the subject of this application for a minor variance and for the purpose of the **Freedom of Information and Protection of Privacy Act**, I 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: _____

22.0 Declaration:

Applicant/Agent Declaration

I, _____ of the _____

(Name of Applicant/Agent) *(Name of City, Town, Township, etc.)*

in the _____ solemnly declare that all the statements contained in

(Region, County, District)

this application and all supporting documents are true and complete, 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:

Region/County/District of _____

in the Municipality of _____

this _____ day of _____, 20____.

Commissioner of Oaths

Signature of Applicant/Agent

24.0 Notes for Review and Signature of Applicant/Agent:

1. The current application fee for Minor Variance can be found attached in **Appendix 1**.
2. Payment for required fees can be made by cheque or money order payable to the Corporation of the City of Brockville; also by debit or credit card (VISA or Master Card).
3. Cataraqui Region Conservation Authority (CRCA) fees may apply respecting the application for Consent. Upon completion and acceptance of the application, Planning Staff will contact CRCA to determine if a fee is required for their review of the application.
4. The applicant shall attach a sketch/plan, prepared to scale, that shows:
 - the boundaries and dimensions of the subject land
 - the location, size and type of all existing and proposed buildings and structures on the subject lands, indicating the distance of the buildings and structures from the front, rear, and side lot lines
 - 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 (such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks)
 - the current uses of land that is adjacent to the subject land o the location, width and name of any roads within or abutting the subject land, and whether it is an unopened road allowance, a public travelled road, a private road, or a right- of-way
 - if access to the subject land is by water, the location of parking and docking facilities to be used
 - the location and nature of any easement affecting the subject land
5. Authority to Enter Land and Photograph

By signing this document, you agree to grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

Applicant: _____
(Owner or Applicant/Agent)

Date of Submission: _____

PLANNING FEES 2019 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 020-2019
(Effective April 1, 2019)
(all Planning Fees are tax exempt)

APPENDIX “1”

MINOR VARIANCE AND CONSENT FEES	
<i>Applications for Minor Variance and Consent are required to be submitted with the required fees noted below; including CRCA fees if applicable.</i>	
Application for Minor Variance or Consent	\$720.00 per application
Concurrent Applications for Minor Variance and Consent for the same lands	\$1,120.00 (total)
Modifications to an Application for Consent or Minor Variance requiring a second or subsequent public meeting	\$410.00 per application
Request to Change Conditions of a Provisional Consent	\$230.00
Certificate of Validation	\$390.00
Cataraqui Region Conservation Authority (CRCA) Fees: Should the lands that are the subject of an application for minor variance or consent be within the CRCA Screening Area as depicted in the Official Plan for the City of Brockville, or otherwise at the discretion of the Director of Planning, CRCA review is required.	CRCA fees for the review of planning applications are listed on Appendix 2. Payment of said fees shall be made payable to the CRCA.

PLANNING FEES 2019 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 020-2019
(Effective April 1, 2019)
(all Planning Fees are tax exempt)

APPENDIX “2”

Cataraqui Region Conservation Authority (CRCA)
Plan Review Service Fee Schedule^{1,2}
(Effective January 1, 2019)

Planning Application Type (Privately Initiated Site-Specific Applications)	Fee³	Notes
Official Plan Amendment	\$665 (minor) ⁴ \$1,105 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment application.
Zoning By-Law Amendment	\$400	
Consent	\$400/lot	Fees for the review of applications required to fulfill a condition of consent approval are waived.
Minor Variance	\$400	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
Development Permit	\$400 (minor) ⁴ \$1,165 (standard) ⁵ \$2,210 (major) ⁶	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
Site Plan Control	\$390 (minor) ⁴ \$1,165 (standard) ⁵ \$2,210 (major) ⁶	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with a Site Plan Control application.
Plan of Subdivision / Condominium	\$3,040 \$1,095 \$735	Application for Draft Plan Approval Application for Final Plan Approval Resubmission of lapsed Draft Plan Approval, or Amendment
Property Inquiry – no inspection	\$180	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Property Inquiry – with inspection	\$360	

PLANNING FEES 2019 (including Finance Office and Fire Dept.)
in accordance with City of Brockville By-Law No. 020-2019
(Effective April 1, 2019)
(all Planning Fees are tax exempt)

Notes:

1. Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided. See CRCA Technical Report Review Services Fee Schedule for applicable fees for the review of technical reports.
2. Plan review fees may be reduced with the approval of the CRCA Supervisor of Development Review.
3. Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 years will be considered a new application and will be subject to the full current fee.
4. Minor refers to applications that are generally minor in nature (e.g. single family residential).
5. Standard refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 ha, additions up to 200 square metres).
6. Major refers to applications that are major development projects (e.g. multiple residential, industrial).

Cataraqui Region Conservation Authority (CRCA)
Technical Report Review Service Fee Schedule^{1 2}
(Effective January 1, 2019)

Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. CRCA review involves evaluation of these submissions in consideration of applicable guidelines and legislation.

Report Type	Fee ⁵	Description
Technical Report – Brief¹	\$360	Normal Review (30 days) <ul style="list-style-type: none"> • Flood plain hydrology analysis • Geotechnical (unstable soils and slopes) • Stormwater management • Environmental impact analysis (EIA) • Environmental impact statements (EIS) • Sediment and erosion control plans • Wetland hydrologic impact analysis
Technical Report – Standard²	\$765	
Technical Report – Major³	\$1,430	
Resubmissions / Revisions⁴	50%	

Notes:

1. Brief Reports are typically those prepared in the form of a letter of opinion generally relating to the development of a single residential lot.
2. Standard Reports are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.
3. Major Reports are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.
4. The applicable report fee includes the review of one resubmission. A 50% surcharge is applied for additional submissions.
5. These fees are not subject to taxation.