



**MUNICIPALITY OF MCDUGALL  
MINOR VARIANCE APPLICATION**

1. Applicants or their authorized agents only may fill out the form.
2. Applicants are to submit the required application fee of \$750.00 when filing the application.
3. Municipal staff will assist you in the submission of your application. However, you are advised to consider whether any legal or other advice may be required as part of the application.
4. Depending on the nature of the application, you may be advised to consult with applicable agencies prior to submitting this application to the Municipality.
5. You will be notified, in writing, of the date of the hearing of the Committee of Adjustment which will be held to hear your application.
6. Committee of Adjustment members and/or Municipal staff may conduct site inspections of your lands. By submitting this application, you are authorizing the Municipality to access your lands for the purpose of conducting the required site inspection. You will be contacted prior to a **site** inspection taking place.
7. Please be advised that consideration of the application may be delayed during the winter months.
8. This application **MUST** be accompanied by a sketch showing all relevant information including:
  - a) The boundaries and dimensions of subject land;
  - b) All abutting land;
  - c) 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.;
  - d) the nature of the relief being requested;
  - e) 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 include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, etc.
  - f) 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.

- g) If access to Subject Land is by water only, the location of the parking and docking facilities to be used.
- h) The location and nature of any easement affecting the subject land.

The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.

Any cost beyond regular processing and related to this application, including but not limited to engineering studies, legal opinions, planning consultant fees, and Ontario Municipal Board hearing costs, will be the responsibility of the applicant.

**NOTE: FAILURE TO PROVIDE ALL OF THE INFORMATION REQUIRED BY THIS APPLICATION MAY CAUSE DELAYS OR DISQUALIFY THE APPLICATION UNTIL FURTHER OR MORE ACCURATE INFORMATION IS OBTAINED.**

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Signature of Applicant or Agent

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Date



APPLICATION FOR

☐ MINOR VARIANCE – s.45 (1)

☐ PERMISSION – s. 45 (2)

<b>OFFICE USE ONLY</b> Application No.: A _____ File Name: _____ Civic Address: _____		Date Stamp:
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	

ROLL # 4931-\_\_\_\_\_-0000

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only. Copies of correspondence will be sent to all parties and filed according to Municipal procedure.*

**Primary Contact** \_\_\_\_\_

**a) Registered Owner(s):** \_\_\_\_\_

*(List all owners and contact information if multiple exist)*

Mailing address line 1: \_\_\_\_\_

Mailing address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_ Province/State: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home fax: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business fax: \_\_\_\_\_

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

**b) Agent:** \_\_\_\_\_

Mailing address line 1: \_\_\_\_\_

Mailing address line 2: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province/State: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home fax: \_\_\_\_\_

Business phone: \_\_\_\_\_ Business fax: \_\_\_\_\_

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

**2. ZONING BY-LAW – Current zoning of the subject land:**

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**3. RELIEF – Nature and extent of relief from the zoning by-law:**

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**4. REASON - Why the proposed use cannot comply with the provisions of the zoning by-law:**

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**5. DESCRIPTION OF SUBJECT LANDS**

- a) Concession(s): \_\_\_\_\_
- b) Lot(s): \_\_\_\_\_
- c) Registered Plan No.: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_
- d) Reference Plan No.: \_\_\_\_\_ Part(s): \_\_\_\_\_
- e) Geographic Township (former municipality): \_\_\_\_\_
- f) Civic Address: \_\_\_\_\_
- g) Dimensions of subject lands: \_\_\_\_\_

Frontage (m)	Depth (m)	Area (ha)

**6. ACCESS**

- a) Access to the subject land is provided by: \_\_\_\_\_
- |  |  |
|--|--|
| <input type="checkbox"/> Provincial highway        | <input type="checkbox"/> Municipal road (year round) |
| <input type="checkbox"/> Municipal road (seasonal) | <input type="checkbox"/> Private road / Right-of-Way |
| <input type="checkbox"/> Other road                | <input type="checkbox"/> Water                       |

b) If access to the subject land is by water only, indicate the following:

*Provide written confirmation of parking and docking facilities.*

**Docking** facility: \_\_\_\_\_

Distance from docking to subject land: \_\_\_\_\_

Distance from docking to nearest public road: \_\_\_\_\_

**Parking** facility: \_\_\_\_\_

Distance from docking to parking: \_\_\_\_\_

Distance from parking to nearest public road: \_\_\_\_\_

c) Are there any easements or restrictive covenants affecting the subject land?

☐ Yes

☐ No

If **YES** describe the easement or covenant and its effect. \_\_\_\_\_

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

## 7. SERVICES

a) Water is provided to the subject land by:

☐ Private well

☐ Privately owned/operated communal well

☐ Lake or other water body

☐ Other: \_\_\_\_\_

b) Sewage disposal is provided to the subject land by:

☐ Private sewage system

☐ Privately owned/operated communal sewage system

☐ Privy

☐ Other: \_\_\_\_\_

c) Storm drainage is provided to the subject land by:

☐ Ditches

☐ Swales

☐ Natural

## 8. EXISTING AND PROPOSED USES

a) Date the subject land was acquired by the current Owner: \_\_\_\_\_

b) Existing uses of the subject land: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) Length of time that the existing uses have continued: \_\_\_\_\_

d) Proposed uses of the subject land: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*Attach a separate description if necessary*

e) Date the existing building(s) or structure(s) on the subject land were constructed:

	Type of building/ structure	Date Constructed
1.		
2.		
3.		
4.		

f) Location of all **existing** structures on the subject land (metric):

	Type of building/ structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.					
2.					
3.					
4.					

*\*Attach separate sheet if more than 4 existing structures*

g) Location of all **Proposed** structures on the subject land (metric):

	Type of building/ structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.					
2.					
3.					
4.					

*\*Attach separate sheet if more than 4 proposed structures*

h) Dimensions of all **existing** structures on subject land.

	Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.							
2.							
3.							
4.							

i) Dimensions of all Proposed structures on subject land

	Building	Ground Floor Area (m <sup>2</sup> )	Gross Floor Area (m <sup>2</sup> )	# of Stories	Length (m)	Width (m)	Height (m)
1.							
2.							
3.							
4.							

j) What are the adjacent land uses:

To the north: \_\_\_\_\_

To the south: \_\_\_\_\_

To the west: \_\_\_\_\_

To the east: \_\_\_\_\_

## 9. OTHER APPLICATIONS

a) Is the subject land currently the subject of an application for a Consent or approval of a Plan of Subdivision?

☐ Yes

☐ No

☐ Unknown

If YES, and if known, specify the application number: \_\_\_\_\_

b) Has the land ever been the subject of an Official Plan Amendment or Zoning By-Law Amendment?

☐ Yes

☐ No

☐ Unknown

If YES, and if known, specify the number for the amendment: \_\_\_\_\_

## 10. DIRECTIONS: HOW TO GET THERE

Civic Address: \_\_\_\_\_

Directions from McDougall Municipal Office (5 Barager Blvd. McDougall) to your site:

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## 11. FREEDOM OF INFORMATION AND PRIVACY

Personal information contained in this form, collected and maintained pursuant to Section 34 of The Planning Act, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56.

The applicant acknowledges that the Municipality considers the application forms and all supporting materials, including studies and drawings, filed with this application to be public information and to form part of the public record. With the filing of an application, the applicant consents to the Municipality photocopying and releasing the application and any supporting material either for its own use in processing the application or at the request of a third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Clerk/Planner at the Municipality of McDougall 705-342-5252

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## 12. AUTHORIZATION BY OWNER

*Applicable if an Agent is making this application on your behalf.*

If the Applicant is not the Owner of the subject land of this Application, the written authorization of the Owner stating that the Agent is authorized to make the Application on their behalf must be included with this application form or the authorization set out below must be completed.

Please Note: If the Owner is an incorporated company, authorization of the appropriate signing officer(s) is required in accordance with the company's by-laws.

I (we), \_\_\_\_\_ the undersigned,  
(Registered Owner(s))

being the Registered Owner(s) of the subject land, hereby authorize \_\_\_\_\_  
(Agent)

to act as my Agent with respect to the preparation and submission of this Application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



### 13. DECLARATION OF OWNER/AGENT

*Must be signed by the Owner(s)/Agent in the presence of a Commissioner.*

I \_\_\_\_\_ (Owner(s)/Agent) of the  
\_\_\_\_\_ of \_\_\_\_\_ in the  
County/District/Regional Municipality of \_\_\_\_\_ do  
solemnly declare that all of 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.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent (if Applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Commissioners Stamp

### 14. ADDITIONAL FEES

If Planning, Engineering and/or legal fees are incurred by the Municipality pertaining to this  
Application, the Applicant, by endorsing below, hereby agrees to submit the balance due,  
upon receipt of an invoice for same.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date