

## **Minor Variance Application – User guide**

The Minor Variance application begins with applicant acknowledgements and authorizations then displays your property details which carries forward from your pre-consultation stage. Next you have an opportunity to review the people who are associated with this application. Finally, you will move on to the Application Information which is broken into 7 sections plus a Declaration. This guide will help to explain each section in simplified terms to assist with your application.

### **Acknowledgements**

The applicant must check this acknowledgment box to confirm awareness that other Acts, regulations, and authorities may be relevant to the proposed development and must be complied with. By acknowledging this, the applicant demonstrates understanding that the application is subject to review under various legal frameworks, including but not limited to zoning by-law, Engineering Best Practice, environmental regulations, and transportation planning policies. Compliance with these additional requirements will be necessary to move forward with the consent application process.

### **Authorization**

If the applicant is not the property owner, the property owner must complete the Authorization form, granting permission for the applicant to act on their behalf concerning the proposed application. By indicating that the applicant is not the owner, the system will trigger the issuance of an Authorization request to the property owner. The owner must digitally sign the authorization form for the application to proceed.

### **Section 1: Applicant Information**

This section identifies the applicant and, if different, the registered property owner. In most cases, the information provided here will align with details submitted during the Pre-Consultation process. If the application is being submitted by an agent (such as a planner, architect, or lawyer) on behalf of the property owner, written authorization from the owner will be required before the application can be finalized. If you acknowledge that you are not the owner we will email the owner the authorization for to be completed via DocuSign. Once this is returned it will uploaded to your submission.

### **Section 2: Purpose of Application**

There are several questions that focus on what by-law, by-law provision(s) and the exception being requested relates to. More specifically, the sections of the by-law that are relevant to your application, what limitations those sections impose and finally what is being requested as an exception and reason for needing the exception. Through the Pre-consultation stage we will gather and populate this additional information based on our consultation. This information

should carry forward to your formal application for you to see but cannot be altered by you. If any of this information is inaccurate please contact your Planner and they can amend if needed.

### **Section 3: Official Plan designation**

The Official Plan designation outlines the intended land use for the subject property and should auto-populate based on your Consultation Summary Report findings. Your assigned Planner can confirm the applicable designation and advise on any relevant development policies or special policy areas that may influence the Committee's decision. If the designation is not known at the time of submission, you may indicate "Unknown" in the comment field. However, confirming this information early in the process helps ensure your proposal aligns with the City's long-term planning objectives.

### **Section 4: Present Zoning**

The current zoning of the subject property should auto-populate based on the municipal address. If this field is blank and you are unsure of the zoning designation, you may select "Unknown". Zoning information is reviewed during the Pre-Consultation stage and will also be included in your Consultation Summary Report. A zoning designation identifies the permitted use and helps with assessing whether a minor variance is appropriate or if a different planning process may be required.

### **Section 5: Land Description and Servicing**

The subject land refers to the property affected by this Minor Variance application. This section should auto-populate based on your municipal address, roll number, or other identifiers tied to City records. You can also refer to your Consultation Summary Report for the legal description. If the field is blank, you may enter the description manually using the information found on your property's deed, survey, or tax assessment notice. Accurate identification of the subject land ensures the application is properly processed and associated with the correct parcel.

Provide the key dimensions of the subject property in metric units (metres), including the lot frontage (width), lot depth, and total lot area. These measurements should correspond exactly with the sketch or site plan submitted with your application. Accurate and consistent dimensions help ensure a clear understanding of the proposal and assist in the technical review of the variance request.

Select the primary means by which the subject property is accessed. This could include access from a public road (maintained year-round or seasonally), a private road, or via a right-of-way. If multiple forms of access exist, select the one most used.

Select the primary source of water servicing the property. Common options include municipal water, private well, or other (e.g., shared system or cistern). This information helps determine

whether the proposed variance may have servicing implications, especially if new construction or intensification is involved.

Select the primary method of sewage disposal for the property. Typical options include municipal sanitary service, private septic system, or other approved systems. Accurate information is essential for evaluating whether the proposed variance could affect servicing capacity or require additional approvals.

Select the main method used to manage stormwater on the property. Common systems include municipal storm sewers, ditches, swales, or on-site infiltration methods. Understanding how stormwater is handled helps assess any potential impacts from the proposed variance, especially where grading, hard surfaces, or lot coverage may change.

### **Section 6: Land Use**

Provide a brief description of the current use of the property (e.g., single-detached dwelling, retail store, office, vacant land). In some cases, the existing use may not conform to current zoning regulations. If that applies, include the approximate date when the use began, as this may help determine whether the use is a legal non-conforming use. Accurate and complete information ensures the application is assessed in the correct context.

Describe the proposed use of the property that gives rise to the need for a minor variance. Be as clear and specific as possible (e.g., adding a secondary dwelling unit, expanding a deck, building closer to the lot line). This helps reviewers understand the nature of the proposal and how it differs from what is permitted under current zoning regulations.

Describe any existing structures on the land and whether your proposal includes the construction of any new buildings or structures, or alterations to existing ones. Check the appropriate box (Yes or No). If you select Yes, be sure to complete all related sections of the application and include supporting documentation such as drawings, elevations, or site plans as required. This information is necessary to evaluate the scope and impact of the proposed development.

### **Section 7: History**

If known, provide the date the property was acquired. This information may be relevant in assessing the context of the variance request—particularly in cases involving long-standing uses, inherited conditions, or prior approvals. If the exact date is unknown, an approximate year is acceptable.

Provide the year the primary building or structure on the property was constructed. If the exact date is unknown, especially for older or non-residential buildings, an approximate year is acceptable. If no reasonable estimate can be made, select Unknown. This information helps contextualize the request, particularly for properties with longstanding or legacy conditions.

Indicate how long the current use, structure, or condition prompting the minor variance has been in place. Approximate durations are acceptable if exact dates are not known. The more detail you can provide, the better, it helps establish the historical context of the property and may support the rationale for the requested variance.

If a previous minor variance application under Section 45 of the Planning Act has been made for this property, provide details including the date of application, file number (if known), and a brief summary of the variance or exception that was requested. This historical information helps staff assess whether the current request is related to or builds upon earlier approvals.

Indicate whether there is an active application for municipal consent related to land separation, division, or lot line adjustments for the subject property. If such an application is in progress, it's important to disclose this information as it could affect or overlap with the minor variance request. This ensures a comprehensive review and avoids potential conflicts or issues in the planning process.

### **Supporting Documents**

Required documents for your application will be listed. Please select, title and attach the corresponding document to your application. Drawings are typically professionally prepared to ensure the scale and dimensions are correct, helping staff and decision-makers understand the proposal in detail.

If unclear you can always reference your Consultation Summary Report for required attachments to your application. Again, when attaching documents please identify them with a title that matches the expected documents. This will help us to assess the completeness of your submission. Please see [Appendix A](#) for Sample drawing.

### **Acknowledgements**

The applicant must review and check this acknowledgment page, confirming awareness that other Acts, regulations, or authorities may apply to the proposed application. By checking the acknowledgment, the applicant understands that compliance with these additional legal requirements is necessary to proceed with the application.

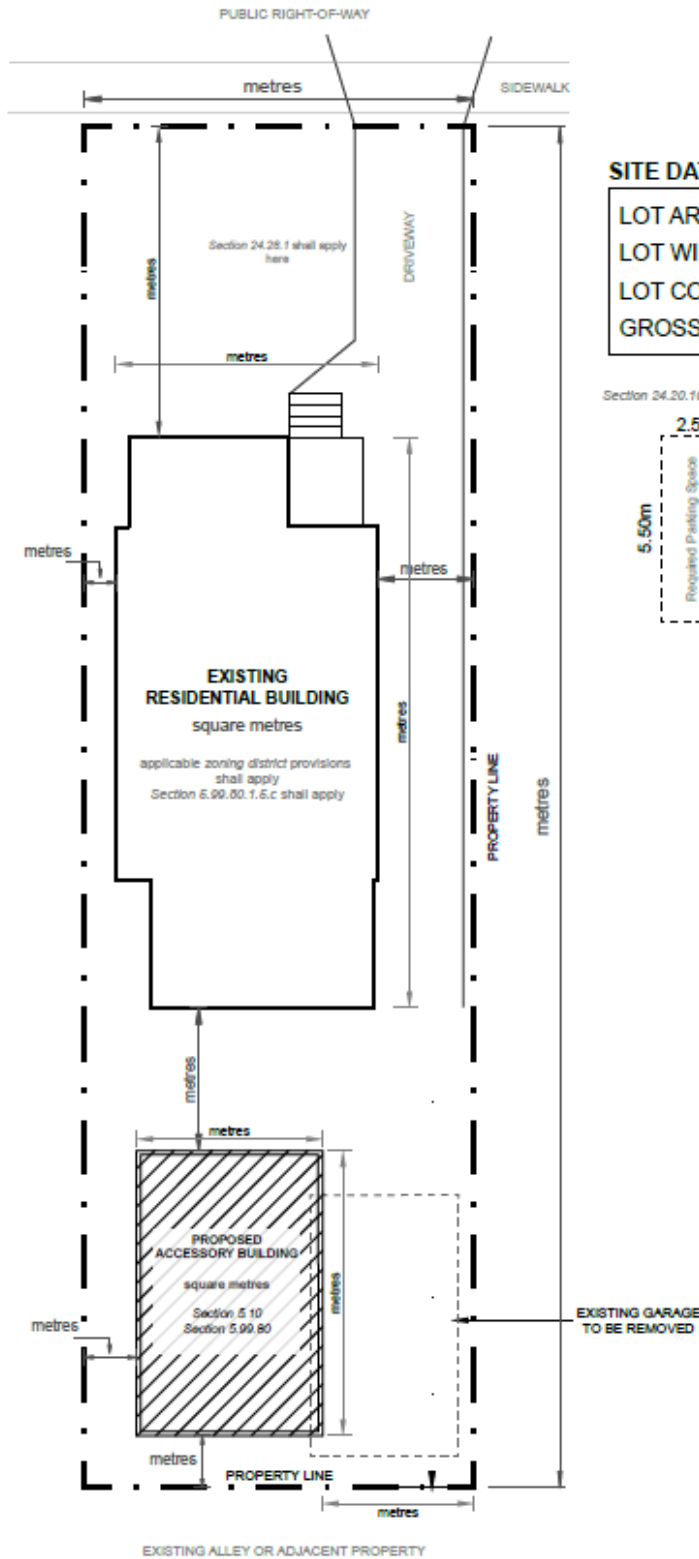
### **Owner Authorization**

If the applicant is not the property owner, the owner must complete an Authorization Form granting the applicant permission to act on their behalf for the purposes of this application. By indicating that you are not the owner, the acknowledgement will trigger the issuance of an Authorization Request to the property owner. The owner will need to digitally sign the form to authorize the application to proceed.

### **Declaration**

The applicant is required to complete a sworn declaration confirming the accuracy of the information provided in the application, ensuring accountability. Applicants may either complete the declaration using their own resources or request the City to facilitate the process. If using personal resources, the sworn declaration must be attached to the application. If requesting the City's assistance, an appointment will be arranged for a live, remote declaration, with further instructions provided at that time.

# APPENDIX A

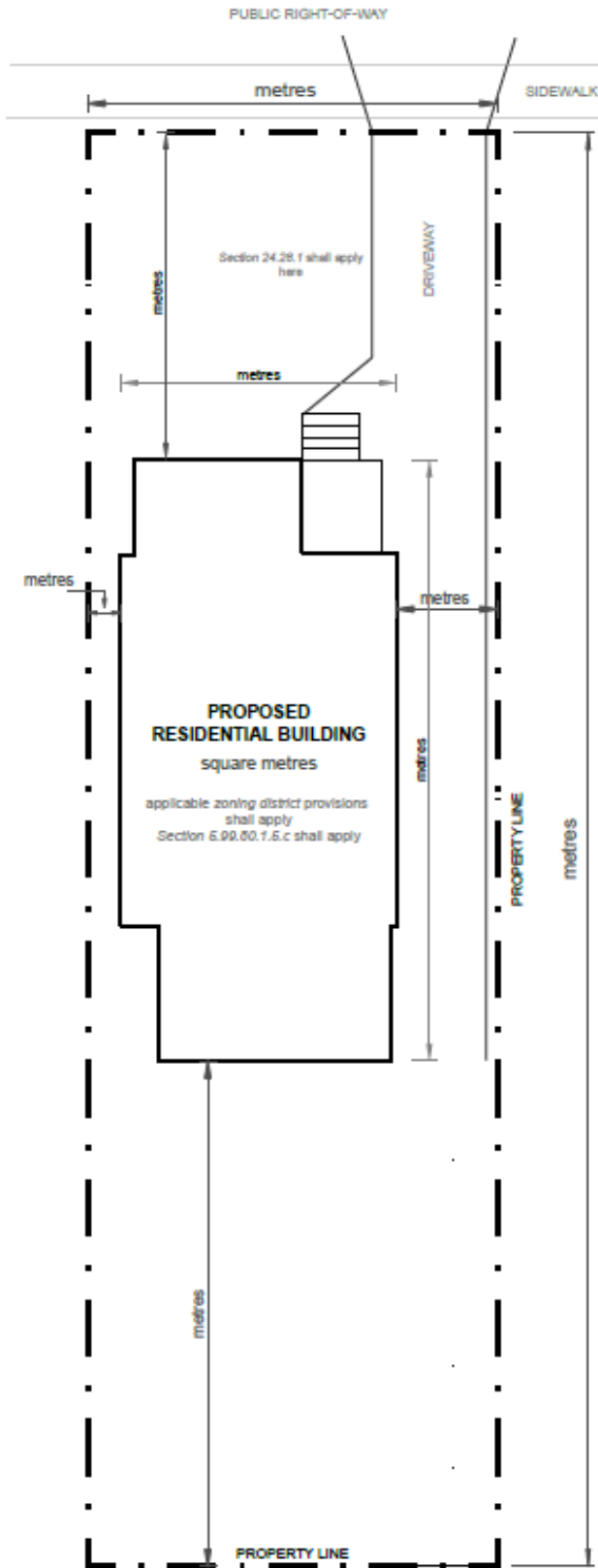


## SITE DATA

LOT AREA:	sq. m.
LOT WIDTH:	sq. m.
LOT COVERAGE:	sq. m.
GROSS FLOOR AREA:	sq. m.

Section 24.20.10:



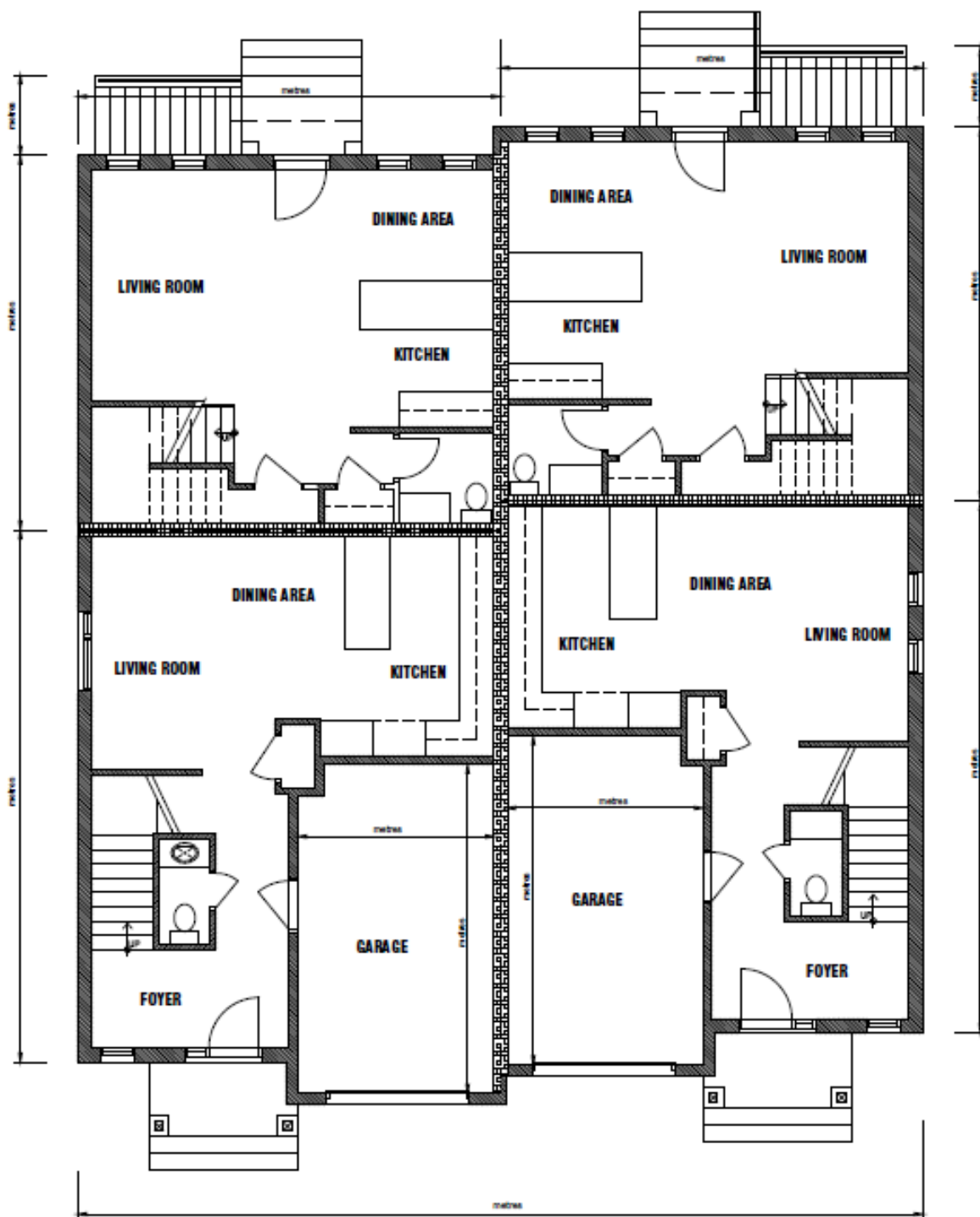


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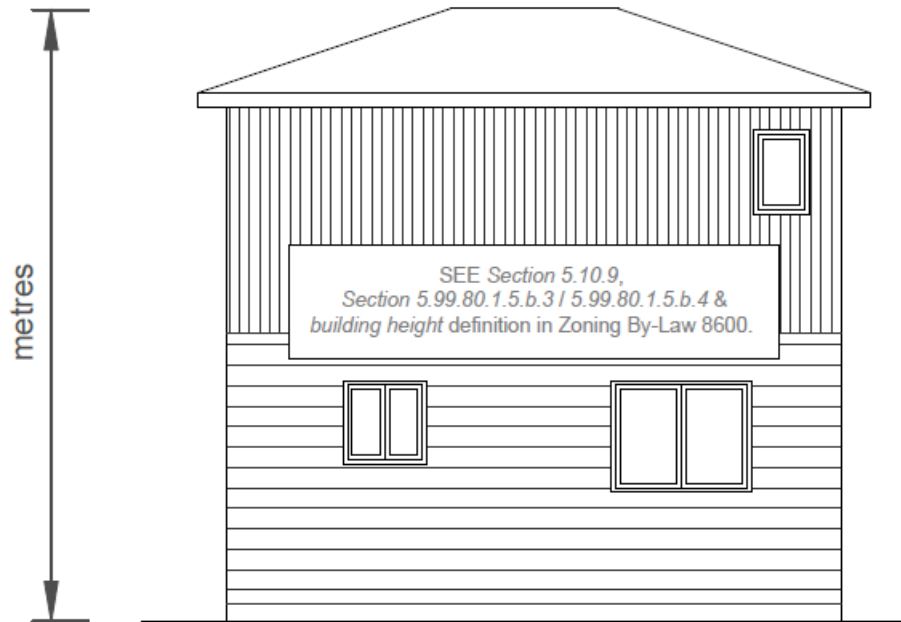


GROSS FLOOR AREA:                      sq. m.





MAIN BUILDING - SIDE ELEVATION



ACCESSORY BUILDING - SIDE ELEVATION