

## MINOR VARIANCE OR PERMISSION APPLICATION GUIDE

### APPLYING FOR MINOR VARIANCE OR PERMISSION

The Committee of Adjustment of the City of Greater Sudbury is comprised of members who are appointed by City Council.

Under the provisions of the Planning Act R.S.O. 1990, c.P.13, a Committee of Adjustment is empowered to grant relief from by-law requirements. Filing this application is the first step in the process.

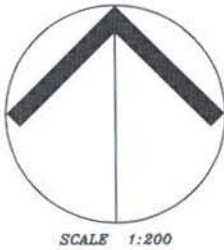
Many of the procedures the Committee uses in carrying out its function are controlled by legislation. The processing of applications considered by the Committee is performed by an administration which must also adhere to specific legal requirements.

### DEALING WITH THE APPLICATION

- 1 The completed application will be scheduled for a public hearing.
- 2 A notice outlining the date, time and location of the meeting will be sent ten (10) days prior to the hearing.
- 3 The application, once processed, will be circulated to officials of the municipality, commissions, agencies, etc. for comments and circulated to owners and persons
- 4 The hearing of the application will take place, at which time the Committee of Adjustment will render its decision.
- 5 The decision of the Committee will be sent no later than ten (10) days from the date the decision was rendered.
- 6 If no appeal to the Ontario Municipal Board is filed within twenty (20) days of the making of the decision, a "Final Notice" indicating the decision is final and binding is released.

**NOTE:** It is only after the release of the "Final Notice" and the fulfilment of conditions of approval (if any), that a building permit or license, if required, will be issued.

# SKETCH REQUIRED



SCALE 1:200

Required sketch must be drawn to scale.

The preferred size is on paper no larger than 8.5" X 14". Larger plans will be accepted provided a reduction for circulation purposes is also submitted.

## NOTES:

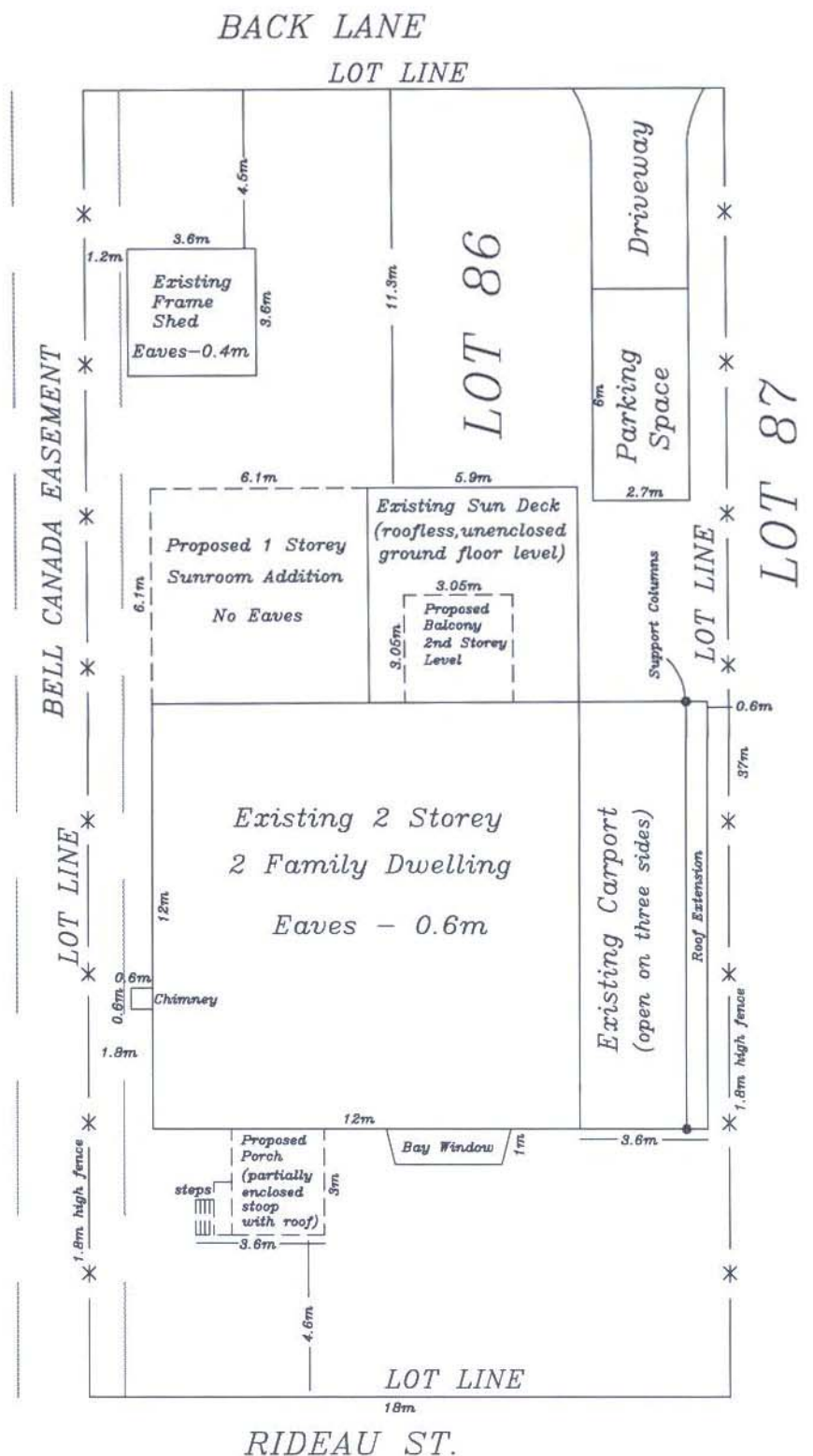
- 1) If the proposal involves any type of construction, floor plans illustrating existing and proposed layouts are required.
- 2) *Parking Variances:* It is recommended that the number of parking spaces required and the proposed parking layout be confirmed by a member of Building Services staff prior to submission of the application. A schedule outlining uses of the building and the floor area occupied by each use should accompany the application.
- 3) *Signage Variances:* Illustrate location of signage on site plan/sketch and include detailed illustration(s) of the proposed sign/signage. A schedule outlining the sizes and types of signs on the entire property subject of the application should be submitted to ensure overall signage does not exceed that permitted.

# WHO MAY SIGN THE APPLICATION

- 1) All registered owners unless whoever of the owners submits written authorization of the other owner(s).
- 2) An agent or solicitor appointed by all registered owners of the property with the submission of written authorization of all registered owners.
- 3) An officer who has the authority to bind the corporation if the registered owner is a corporation.

**PLEASE DO NOT RETURN THIS GUIDE WITH YOUR APPLICATION**

LOT 85



RIDEAU ST.



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City of Greater Sudbury

APPLICATION FOR MINOR VARIANCE

APPLICATION FEE: \$600.00
CHEQUES MADE PAYABLE TO: CITY OF GREATER SUDBURY

In accordance with Section 1.0.1 of the Planning Act, R.S.O. 1990 information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

Please print. Schedules may be included, if necessary.

The undersigned hereby applies to the Committee of Adjustment of the City of Greater Sudbury under Section 45 of the Planning Act R.S.O. 1990, c.P. 13 for relief, as described in this application, from the By-Law, as amended.

1. Registered Owner(s) Telephone Numbers
Home
Mailing Address Business
Postal Code Fax

If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify.

2. Name of Agent Telephone Numbers
Home
Mailing Address Business
Postal Code Fax

Note: Unless otherwise requested, all communication will be sent to the agent, if any.

3. Names and mailing addresses of any mortgagees, holders of charges or other encumbrancers.
(Give full particulars to ensure that any individual, company, financial institution holding a mortgage, etc. on the subject lands can be notified of this application).
Name
Mailing Address
Postal Code

4. Nature and extent of relief for which application is made (Please refer to the by-law requirement(s) from which relief is being sought (i.e. section number(s), if known) to describe what it is you wish to do and why you cannot meet the provisions of the by-law).

5. Legal Description (include any abutting property registered under the same ownership).
Township Twp. Lot No. Concession No.
PIN Parcel(s) Subdivision Plan No. Lot
Reference Plan No. Part(s)
Municipal Address or Street(s)

6. Date of acquisition of subject land.

7. Dimensions of land affected.
Frontage Depth Area Width of Street

8. Particulars of all buildings.

	Existing	Proposed
Ground Floor Area		
Gross Floor Area		
No. of storeys		
Width		
Length		
Height		

9. Location of all buildings and structures on or proposed for the subject lands (specify distances from side, rear and front lot lines).

	Existing	Proposed
Front		
Rear		
Side		
Side		

10. What types of water supply and sewage disposal are available?

- Municipally owned and operated piped water system
- Municipally owned and operated sanitary sewage system
- Lake
- Individual Well
- Communal Well
- Individual Septic System
- Communal Septic System
- Pit Privy
- Other \_\_\_\_\_

11. Date(s) of construction of all buildings and structures on the subject land.

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12. Existing use(s) of the subject property and length of time it / they have continued.

Use(s)	Length of time

13. Proposed use(s) of the subject property.

Same as #12  or,

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14. What is the number of dwelling units on the property?

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15. If this application is approved, would any existing dwelling units be legalized?

Yes  No

If "yes", how many?

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16. Existing uses of abutting properties:

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17. To the best of your knowledge has the subject land ever been subject of a previous application for minor variance/permission?

Yes  No

If "yes", indicate application number(s)

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or, describe briefly.

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18. Is the subject property the subject of a current application for Consent (i.e. severance) under Section 53 of the Planning Act, R.S.O. 1990 c.P.13?

- Yes     No

If "yes", indicate application number(s).

**SWORN DECLARATION**

I, We, \_\_\_\_\_ of the City of \_\_\_\_\_ in the District of \_\_\_\_\_

- a. solemnly declare that the information contained in this application is 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",
- b. hereby grant permission to employees and or agents for the City of Greater Sudbury to attend, photograph and conduct inspections of the lands subject to this application as part of their review and processing of the application.

Declared before me at the City of \_\_\_\_\_ in the District of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 201\_\_

A Commissioner, etc.

Signature(s) of owner(s) or authorized agent

**FOR OFFICE USE**

Date of Receipt	Hearing Date
Zoning By-Law	Zoning Designation
Resubmission <input type="checkbox"/> Yes <input type="checkbox"/> No	
Previous File Number(s)	Previous Hearing Date