

## MINOR VARIANCE OR PERMISSION APPLICATION GUIDE

### SUBMISSION CHECKLIST:

A complete Application – all questions must be completed in full with all registered owners, complete addresses, full legal description and required signatures.

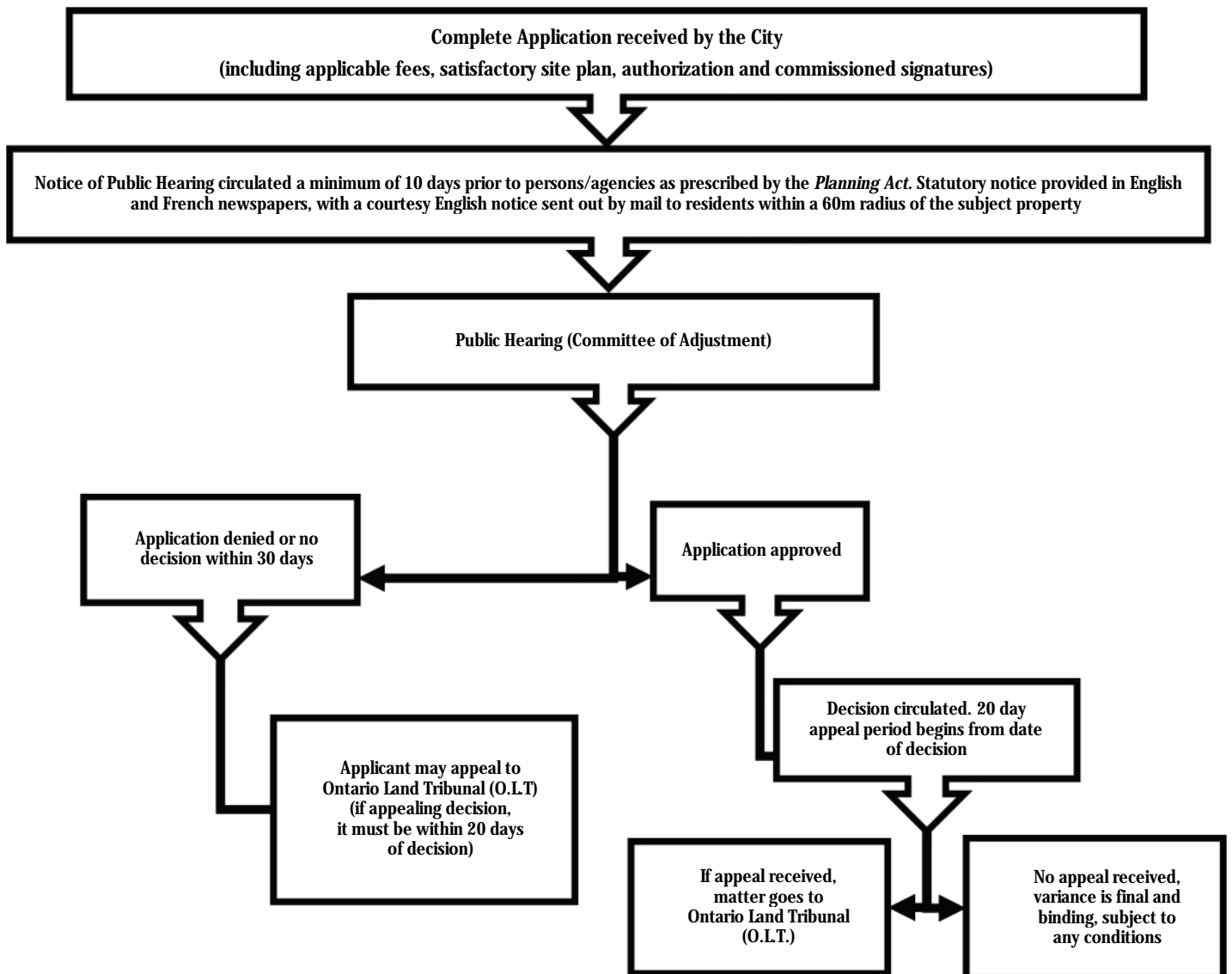
Site Plan (as explained in the guide).

Application fee.

Supporting documentation, if applicable (i.e. planning justification, elevation drawings, photographs, etc.).

Conservation Authority fee and Source Protection Plan fee, if applicable.

### APPLICATION PROCEDURE



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

## REQUIRED MINOR VARIANCE SKETCH INFORMATION

A sketch drawn to scale in METRIC UNITS showing the following:

- 1) The boundaries and dimensions of the subject land.
- 2) 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. **Measurements must be in metric.**
- 3) 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.
- 4) The current uses on land that is adjacent to the subject land.
- 5) 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.
- 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- 7) The location and nature of any easement affecting the subject land.
- 8) If a height variance is required, elevation drawings for all sides indicating height, grade, window and door openings must be provided. **Measurements must be in metric.**
- 9) If the subject land is a waterfront lot or any other lot abutting a navigable waterbody, the high water mark, the 30.0m setback from the high water mark of a lake or a river (12.0m setback from the high water mark of a permanently flowing stream) and the 20.0m setback for the shoreline buffer (12.0m for a permanently flowing stream) must be provided.”

### NOTE:

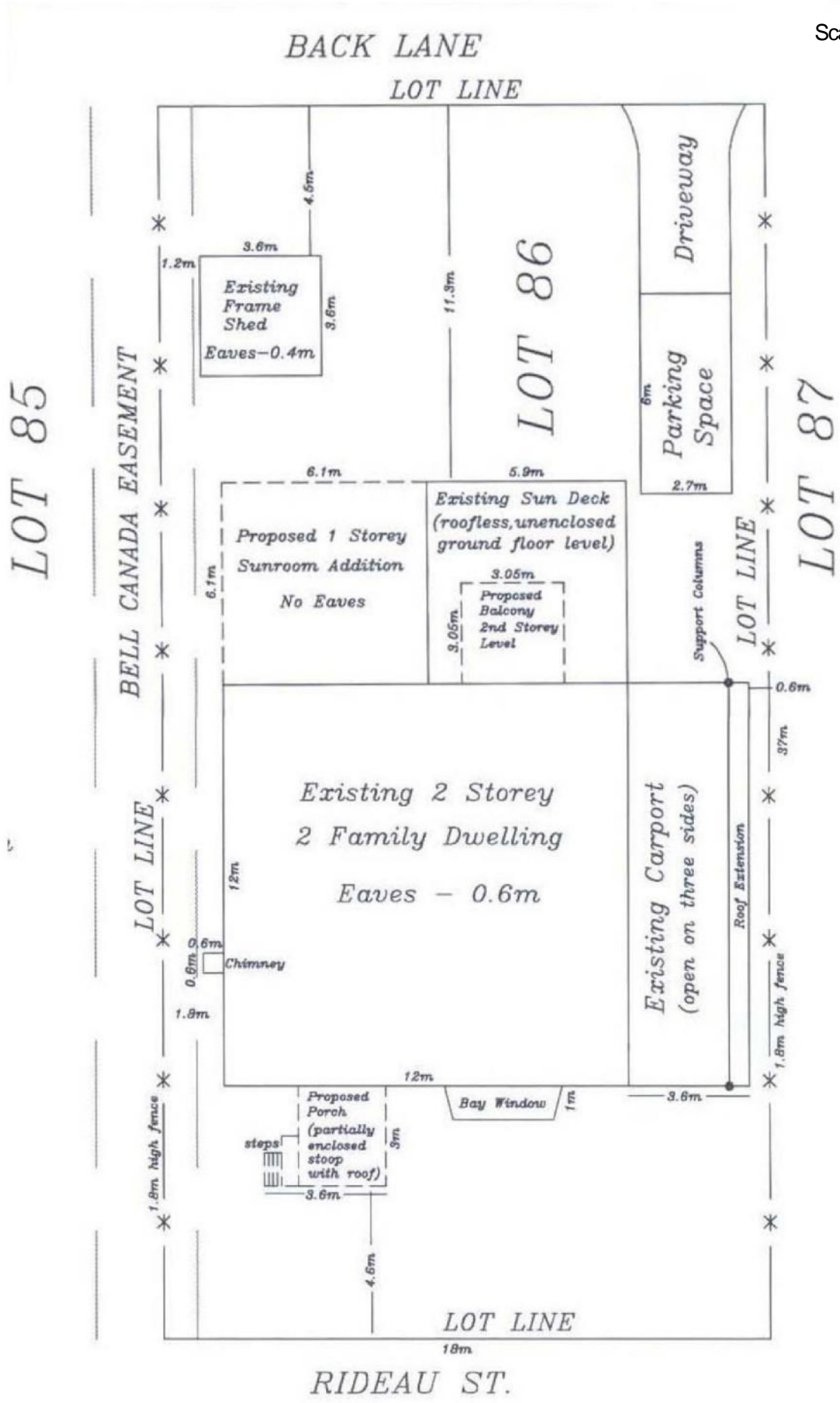
- a) It is recommended that applicants consult with Building Services and Planning Services prior to submission of application, in order to properly identify the variances being sought.
- b) If a parking variance is required, it is recommended that the number of parking spaces required and the proposed 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.
- c) It is recommended that applicants discuss the proposal with adjacent residents in order to address or alleviate concerns that may affect the disposition of the application.
- d) Comments provided by various City departments and agencies regarding the application will be available for review at Planning Services, the day before the meeting. You are encouraged to review your comments prior to the start of the meeting to address any concerns that may have arisen.
- e) If the subject land is a waterfront lot or any other lot abutting a navigable waterbody, please visit the City's website for information on shoreline development: [Shoreline Development \(greatersudbury.ca\)](http://Shoreline Development (greatersudbury.ca))
- f) **IMPORTANT:** The applicant's and/or authorized agent's failure to attend the public hearing may result in a deferral of the application and the imposition of a deferral fee.

## WHO MAY SIGN THE APPLICATION

1. **All** registered owners must sign unless whomever 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.
3. An officer who has the authority to bind the corporation if the registered owner is a corporation.
4. Photo identification must be shown if application is to be commissioned by City Staff.



Scale 1:200



The required sketch **must** be shown to scale, in **metric units**.

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.