



## Town of Penetanguishene

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### APPLICATION FOR MINOR VARIANCE

#### APPLICATION CHECKLIST

*(It is recommended that you consult with the Town's Planning and Development Department prior to submitting your application.)*

**Please ensure you have completed the following prior to submitting your application:**

- Fully complete all sections of the application.
- Sign application in all appropriate locations and obtain signed authorization from the Owner(s) if you are acting as their Agent.
- Declaration of Owner(s)/Agent must have a Commissioner's stamp and signature.
- Application fee **(\$500.00)** attached made payable to the Town of Penetanguishene.
- Copy of any correspondence, approvals or permits from outside agencies/departments.
- Copy of any studies and reports required to be submitted with your application.
- Six (6)** copies of the completed application form and accompanying sketch or site plan (in metric units).
- Notice Sign Deposit **(\$60.00)** attached made payable to the Town of Penetanguishene. Please see attached Notice Posting Policy.

If you require additional assistance regarding this application, please contact the Department of Planning and Development at:

**Town of Penetanguishene**  
**10 Robert Street West**  
**Penetanguishene, ON L9M 2G2**  
**Ph: (705) 549-2673**  
**Fax: (705) 549-3922**



**Town of Penetanguishene**  
**APPLICATION FOR MINOR VARIANCE**

OFFICE USE ONLY		
<input type="checkbox"/> MINOR VARIANCE <input type="checkbox"/> PERMISSION TO EXPAND <input type="checkbox"/> OTHER		
Application No.: A.    /20	Date of Application:	
Civic Address: _____		
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>ROLL # 4372-_____ - _____ - _____ - 0000</b>		

PRESCRIBED INFORMATION AND MATERIAL TO BE PROVIDED PURSUANT TO SECTION 45 OF THE PLANNING ACT, R.S.O. 1990.

**1. CONTACT INFORMATION:**

*All communication will be directed to the Primary Contact only.*

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

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

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

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**c) Planner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**d) Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**e) Solicitor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**f) Engineer:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. 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)

h) Official Plan (current designation of subject lands) : \_\_\_\_\_

i) Zoning (current zoning of subject lands) : \_\_\_\_\_

j) Are there any easements or rights-of-way affecting the subject lands?

Yes

No

If yes, indicate and describe the purpose of the easement or right-of-way:

\_\_\_\_\_

\_\_\_\_\_

**3. VARIANCE:**

By-law Provision	Required	Proposed	Variance / Relief (difference between Required & Proposed)

a) Nature and extent of the relief from the Zoning By-law:

*\* Attach a separate description if necessary*

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b) Reasons why proposed use cannot comply with the provisions of Zoning By-law:

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**4. EXISTING AND PROPOSED USES:**

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

b) Existing uses of the subject land:

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

d) Proposed uses of the subject land:

*\* Attach a separate description if necessary*

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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 and Dimensions of all **existing** buildings and/or structures on the subject land (metric)\*:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Building/ Structure	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.						

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

g) Location and Dimensions of any **proposed** buildings and/or structures for the subject land (metric)\*:

Building / Structure	Front Yard (m)	Interior Side Yard (m)	Exterior Side yard (m)	Rear yard (m)
1.				
2.				
3.				
4.				

Building/ Structure	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.						

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

h) What are the adjacent land uses:

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

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

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

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

**5. SOUTHERN GEORGIAN BAY LAKE SIMCOE SOURCE PROTECTION PLAN:**

a) Is the subject land within a Wellhead Protection Area (WHPA) or an Issue Contributing Area (ICA)?

- Yes             No

b) If yes, please identify the WHPA/ICA?

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c) If yes, do you have an Approved Risk Management Plan (RMP) and/or a Section 59 Notice to Proceed from the Risk Management Official (RMO)? (Please attach the document you have).

- Yes             No

**6. ACCESS:**

a) Access to the subject land is provided by: \_\_\_\_\_

- Provincial Highway
- County Road
- Municipal Road (year round)
- Municipal Road (seasonal)
- Private Road / Right-of-Way
- 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: \_\_\_\_\_

**7. SERVICES:**

a) Water is provided to the subject land by:

- Town water
- Private well
- Privately owned/operated communal well
- Lake or other water body
- Other: \_\_\_\_\_

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

- Town sewer
- Private sewage system
- Privately owned/operated communal sewage system
- Other: \_\_\_\_\_

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

- Town storm sewers
- Ditches
- Swales
- Natural
- Other: \_\_\_\_\_

## 7. OTHER APPLICATIONS:

Indicate if the subject land is the subject to any other applications currently under the *Planning Act*:

Application	File #	Status
Plan of Subdivision/Condominium (Section 51)		
Consent (Section 53)		
Minor Variance (Section 45)		
Zoning By-law (Section 34)		
Official Plan (Section 22)		
Site Plan (Section 41)		

## 8. PLANS REQUIRED:

Please attach **6** copies of the sketch, site plan or survey **drawn to scale, in metric**. *One reduced size copy (8.5" x 11") and a digital copy in Adobe Acrobat .pdf format must also be submitted.*

Minimum requirements will be a sketch showing the following:

- The boundaries and dimensions (frontage, depth and area) of the subject land.
- Location and distances from property line of all proposed and existing structures.
  - o 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 lot line, rear lot line and the side lot lines.
- The approximate location of all topographical, 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.



- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public road, a private road or a right-of-way.
- If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- If the subject land has lake frontage, label the lake name.
- The location and nature of any easement affecting the subject land.
- North arrow and scale.

**9. 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, being the  
*Registered Owner(s)*

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  
*(If Corporation, I have the authority to bind the Corporation)*

\_\_\_\_\_  
 Date

**10. FREEDOM OF INFORMATION AND PRIVACY:**

Personal information contained in this form, collected and maintained pursuant to Section 45 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 Town 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 Town 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 Department of Planning and Development at the Town of Penetanguishene at (705) 549-2673.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**11. 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  
*(Town/Township/City)*  
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

\_\_\_\_\_ of \_\_\_\_\_ in the County/District/Regional  
*(Town/Township/City)*

Municipality of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\_\_\_\_\_  
Signature of Agent *(if applicable)*

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

\_\_\_\_\_  
Commissioner's Stamp

**Please submit this application to the Town of Penetanguishene's Department of Planning and Development at:**

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Penetanguishene, ON L9M 2G2  
Ph: (705) 549-2673  
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