



# Instructions for Minor Variance Application

**PLEASE DETACH AND RETAIN THE FIRST THREE PAGES FOR FUTURE REFERENCE**

## BACKGROUND INFORMATION

This information pertains to: **MINOR VARIANCE** applications pursuant to Section 53 of the *Planning Act*.

Prior to the Township processing this application, a completed copy of the attached application form, the required drawings, information, and processing fee(s) must be received.

Acceptance of the application by the Township does not relieve the applicant from the obligation to obtain any license, permit, authority, or other approval required by the Township, the Conservation Authority having jurisdiction, or any other public authority or body.

Depending on the location of the subject lands, the Township collects planning application review fees on behalf of the St. Clair Region Conservation Authority and/or the Ausable Bayfield Conservation Authority. The Township also collects fees for Septic Review on behalf of the County of Lambton. All fees are payable at the time of application filing.

### NOTE:

It is the responsibility of the Applicant to ensure the Application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs. Please ensure all information requested is included prior to submitting this application.

Additional information, studies and/or reports may be required by the Township of Warwick prior to approval being granted. Warwick Township reserves the right to determine which information is necessary in order to properly process an application.

Applicants are encouraged to discuss the requirements of any application with the Warwick Planning Team. Please contact the township office at 226-848-3926 or [planning@warwicktownship.ca](mailto:planning@warwicktownship.ca)

## APPLICATION SUBMISSION

Please submit the application, drawing and fee(s) to:

Township of Warwick  
5280 Nauvoo Road  
Watford, ON N0M 2S0  
[P: 226-848-3926](tel:226-848-3926)

Warwick Township Planning Department  
[planning@warwicktownship.ca](mailto:planning@warwicktownship.ca)

### **MFIPPA Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec. 52 of the *Planning Act* and O.Reg. 200/96 for the purpose of processing your planning application. Questions about this collection should be directed to the Clerk, Township of Warwick, 5280 Nauvoo Road, Watford, Ontario N0M 2S0 or by phone at 226-848-3926.

Pursuant to Sec.1.0.1 of the Planning Act, and in accordance with Sec. 32 (e) of the Municipal Freedom of Information and Protection of Privacy Act, it is the policy of the Township of Warwick to make all planning applications and supporting material available to the public.



# MINOR VARIANCE APPLICATION

<b>SECTION 1</b>	
<b>APPLICANT (REGISTERED OWNER(S) OF SUBJECT LAND)</b>	
Name:	
Address:	
Town:	Postal Code:
Telephone:	Email:
<b>Authorized Agent (authorized by the owner)</b>	
Name:	
Address:	
Town:	Postal Code:
Telephone:	Email:
<b>HOLDER OF ANY MORTGAGES, CHARGES OR OTHER ENCUMBRANCES (use separate sheet if needed)</b>	
Name:	
Address:	
Town:	Postal Code:
Phone:	Email:
<b>ONTARIO LAND SURVEYOR (if applicable)</b>	
Name:	
Address:	
Town:	Postal Code:
Telephone:	Email:
<b>SECTION 2</b>	
<b>DESCRIPTION OF SUBJECT LANDS</b>	

<b>Geographic Municipality:</b>		
<b>Registered Plan:</b>		
<b>Reference Plan:</b>		
<b>Street Address:</b>		
<b>Lot(s)/Concession:</b>		
<b>Lot(s):</b>		
<b>Part(s):</b>		
<b>Municipal Roll Number:</b>		
<b>DATE SUBJECT LAND WAS ACQUIRED BY THE CURRENT OWNER:</b>		
<b>Describe the existing use(s) of the subject land:</b>		
<b>Describe the proposed use(s) of the subject land:</b>		
<b>What is the current Official Plan Designation?</b>		
<b>What is the current zoning?</b>		
<b>Dimensions of subject land (in metric units)</b>		
Frontage:	Depth:	Area:
<b>Access to subject land (check only those that apply to this property)</b>		
Provincial Highway	Right-Of-Way	County Road
Municipal Road	Private Road	Water
Other (specify):		

<b>SECTION 3</b>
<b>MINOR VARIANCE</b>

**RELIEF- Describe the nature and extent of the relief from the Zoning By-Law (what is being varied?):**

**REASON – Explain why the proposed use building or development cannot comply with the provisions of the Zoning By-Law:**

**External Agency Permits Approval (see Consent Application for wording)**

<b>CONCURRENT APPLICATIONS FILED</b>			
Please indicate if the subject land is the subject of an application under the Planning Act for:			
	File #	Status	
<b>Official Plan Amendment</b>			
<b>Amendment to Zoning By-Law</b>			
<b>Approval of a Plan of Subdivision</b>			
<b>Consent (Severance)</b>			

<b>Minister's Zoning Order Amendment</b>			
Is the subject land within an area of land designated under any provincial plan or plans? <b>Y</b> <b>N</b>			<b>N</b>
If yes, explain how the requested amendment conforms or does not conflict with the provincial plan or plans:			

<b>SERVICING</b>			
<b>Water Supply will be provided by:</b>			
Publicly owned/operated piped water system	<b>Y</b>	<b>N</b>	
Privately owned well or communal well	<b>Y</b>	<b>N</b>	
Lake or other water body	<b>Y</b>	<b>N</b>	
Other (specify):			
<b>Sewage Disposal will be provided by:</b>			
Publicly owned/operated sanitary sewage system	<b>Y</b>	<b>N</b>	
Privately owned individual or communal septic system	<b>Y</b>	<b>N</b>	
Privy	<b>Y</b>	<b>N</b>	
Other (specify):			
<b>Storm Drainage will be provided by:</b>			
Storm sewers	<b>Y</b>	<b>N</b>	
Ditches	<b>Y</b>	<b>N</b>	
Swales	<b>Y</b>	<b>N</b>	
Other (specify):			

<b>SECTION 4</b>			
<b>Are there any EXISTING buildings or structures on the subject land? Y N</b>			
If yes, please complete the table below indicating the type of buildings and structures (including date of construction) that currently exist on the lot and the specified measurements (in metric).			
Type of building/structure			
Date of construction			
Distance from front lot line			
Distance from rear lot line			
Distance from side lines			
Height (in metres)			

Floor area			
Dimensions			

<b>Are there any buildings or structures PROPOSED for the subject land? Y N</b>			
If yes, please complete the table below indicating the type of buildings and structures proposed for the subject land and the specified measurements in metric units.			
Type of building/structure			
Distance from lot line			
Distance from rear lot line			
Distance from side lines			
Height (in metres)			
Floor area			
Dimensions			

<b>MUNICIPAL DISTANCE SEAPARATION (MDS)</b>
Where are the nearest livestock barns? _____ (metres)
Are there any barns on the holding that are the subject of this application? <b>Y N</b>
<b>If yes, are these barns:</b>
Currently used for livestock? <b>Y N</b>
Capable of being used for livestock? <b>Y N</b>
<b>*Please submit a list of all livestock operations*</b>

<b>SKETCH REQUIREMENTS</b>
<b>This application must be accompanied by a sketch detailing the following information. Failure to supply such information will result in a delay in application processing. Please complete the checklist below to ensure you have provided all required information.</b>

- The boundaries and dimensions of the subject land;
- The location, size and type of all existing and proposed buildings and structures on the subject land indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line, and the side yard lot lines;
- The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (ie: buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks);
- 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, private road or a right-of-way;
- The current/existing uses on the lands that area 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 travelled road, a private road, or a right-of-way;
- Off-street parking and loading (if required) and access thereto, including the dimension of the spaces and aisles;
- The location and nature of any easements affecting the subject land;
- Scale of site plan (metric preferred) and north arrow;

**MUNICIPAL COSTS**

The Township of Warwick may incur expenses associated with obtaining outside legal, engineering, planning review or assistance from its consultants relating to your application. Any expenses incurred by the Township relating to this application are the responsibility of you, (the owner) for payment and any/all bills associated with this will be forwarded to you.

I, \_\_\_\_\_ (owner) acknowledge and agree to pay all associated expenses the Township of Warwick incurs as outlined above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**AGENT AUTHORIZATION** – Please complete the authorization for an agent to act on behalf of the owner of the subject land.

I, \_\_\_\_\_ (Name) being the owner of the property described in Section 1 of this application for zoning by-law amendment, hereby authorize \_\_\_\_\_ (Agent) to act as my agent in matters related to this application for Zoning By-law Amendment.

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

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

**STATUTORY DECLARATION**

I (we) \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_, hereby declare that the information provided in this application as required under Section 22 of the Planning Act and Ontario Regulation 545/06 is true, AND I make this solemn declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under Oath.

Declared before me at the Township of Warwick, in the County of Lambton this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner/Applicant

\_\_\_\_\_  
Commissioner of Oath

**APPENDIX A – FOR OFFICE USE ONLY (Minor Variance Timeline)**

Name of Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Roll #: \_\_\_\_\_

**FOR MUNICIPAL USE**

Date Application Received \_\_\_\_\_

Completed Application Checked \_\_\_\_\_

Date

Initials

**Date of Receipt of Application & fees:** \_\_\_\_\_

\$500 Township fee

\$750 Township fee (if MDS required)

\$75 County fee (if septic necessary)

SCRCAS- (refer to Conservation Authority Fee Schedule)

Application Deemed Complete \_\_\_\_\_

Timeline for Decision (Planning Act) \_\_\_\_\_

Application to Committee of Adjustment and set date \_\_\_\_\_

Committee of Adjustment acceptance of Application \_\_\_\_\_

Notice of Public Meeting mailed along with sketch to property \_\_\_\_\_

Owners within 14 days prior to public meeting

Notice of Public Meeting posted on property \_\_\_\_\_

Public Meeting Date \_\_\_\_\_

Date decision is mailed (within 15 days of Public Meeting) \_\_\_\_\_

Last day of appeal (20 days after Notice of Decision) \_\_\_\_\_

If no appeal is received, date applicant is notified and certified \_\_\_\_\_

copy of the decision is provided to the Clerk

If an appeal is filed, date OLT decision is filed with the Clerk \_\_\_\_\_