



**TOWN OF RENFREW  
Committee of Adjustment  
Minor Variance**

**CHECKLIST OF SUBMISSION REQUIREMENTS**

**Please check the appropriate box and attach all necessary material to this form:**

Attached

- Required Fee:**  
Each application must be accompanied by the application fee in the form of a cheque payable to the Town of Renfrew. Please be advised that the Municipality may have a tariff of fees by-law which provides the payment of additional fees, if applicable.
- \$700.00 Minor Variance Fee
- The *Planning Act* regulations require that the plans, elevations, sketches be to scale and show the following information:
- 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 or 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 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 traveled 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;
  - the location and nature of any easement affecting the subject land.
- \*NOTE:** The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.
- In addition to the sketch, each copy of any application for minor variance to Sign By-law 19-95 must be accompanied by detailed specifications and drawings which clearly indicate the following:
- the letters, numerals, insignia, and colours being used in the sign;
  - all sign dimensions including the overall sign face area;
  - the illumination of sign faces;
  - the materials of which the sign is to be constructed;
  - in the case of building signs (walls, soffit, and canopy signs), elevations of the building showing all details such as windows, doors, fascia, signs, etc;
  - in the case of ground signs, the location of the ground sign in relation to street lines, property lines, and to any building on the property, as well as the parking areas adjacent to the sign and the means of ingress and egress for vehicles.
- This application must be accompanied by a legal description of the property as well.
- Two (2) copies of this application, including the sketch or schedule and other information as may be specified, shall be required.

**The completed application form and supporting documentation may be returned to the Secretary-Treasurer, Committee of Adjustment, 127 Raglan Street South, Renfrew, Ontario, K7V 1P8.**



# TOWN OF RENFREW

## Committee of Adjustment

### Application for MINOR VARIANCE/PERMISSION

OFFICE USE ONLY	
Application No.	Application Received
Date of Preconsultation Meeting	Staff Person Present
Date of Application Deemed Complete	Fee Received:

**1) Contact Information:**

Applicant/Owner Information		
Municipal Freedom of Information and Protection of Privacy Act – Personal information on this form is collected under authority of The Planning Act and will be used to process this application.		
NAME/TITLE	MAILING ADDRESS and POSTAL CODE	TELEPHONE (Home) TELEPHONE (Work/Cell) E-MAIL ADDRESS FAX
Applicant		(H) -
		(W/C) -
		(E) -
		(F) -
This applicant is: <input type="checkbox"/> The registered owner <input type="checkbox"/> An agent authorized by the owner		
* If the applicant is an agent authorized by the owner, please complete the following:  Name of Owner		(H) -
		(W/C) -
		(E) -
		(F) -
To whom should correspondence be sent? <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Both		
If known, if there are any holders of any mortgages, charges or other encumbrances on the subject land, please provide details as follows:  Name: _____ Address: _____		

**2) Provide a Description of the Subject Land:**

DESCRIPTION OF THE SUBJECT LAND	
Street Address:	_____
Municipality _____ Geographic Twp: _____ Concession: _____ Lot: _____	
Registered Plan No.: _____	Block or Lot No(s). in the Plan: _____
Reference Plan No.: _____	Part No(s).: _____
Lot Area: _____	Frontage: _____ Depth: _____

**3) Current Official Plan Designation of Property:** \_\_\_\_\_

**4) Current Zoning of Property:** \_\_\_\_\_

**5) Nature and extent of relief applied for:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6) Why is it not possible to comply with the provisions of the By-law?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7) Please mark below the access to the subject land: (Check appropriate space(s)):**

<input type="checkbox"/> Provincial Highway
<input type="checkbox"/> Municipal Road Maintained Year-round
<input type="checkbox"/> Municipal Road Maintained Seasonally
<input type="checkbox"/> Right of Way
<input type="checkbox"/> Water
<input type="checkbox"/> Other:

**8a) Building and Structure information:**

Are there existing buildings or structures on the subject land?

- Yes  No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

EXISTING SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

Additional pages attached? \_\_\_\_\_ Number of pages \_\_\_\_\_

**b) Are there proposed buildings or structures to be erected on the subject land?**

- Yes  No

If Yes, please provide the following information for each building or structure (attach a separate sheet if necessary to provide complete information):

PROPOSED SETBACKS					
Type of Structure	Front Yard	Rear Yard	Side Yard	Height (in metres/feet)	Dimensions/Floor Area

Additional pages attached? \_\_\_\_\_ Number of pages \_\_\_\_\_

9) Description of Request:

DESCRIPTION OF REQUEST		
Date of Acquisition of subject land		
Date of construction of existing buildings and structures on subject land (if known)		
Existing uses of the subject property	<hr/> <hr/> <hr/> <hr/>	
Existing uses of surrounding properties (including properties on opposite side of road allowance)	<hr/> <hr/> <hr/> <hr/>	
Length of time the existing uses of the subject property have continued		
Municipal services available (check appropriate space(s):	<b>Type of water supply to the subject lands:</b>	<b>Type of sewage disposal system servicing subject lands:</b>
	<input type="checkbox"/> Publicly owned and operated piped system <input type="checkbox"/> Privately owned and operated individual well <input type="checkbox"/> Privately owned and operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other means:	<input type="checkbox"/> Publicly owned and operated piped sewage system <input type="checkbox"/> Privately owned and operated communal septic system <input type="checkbox"/> Privately owned and operated individual septic system <input type="checkbox"/> Privy <input type="checkbox"/> Other means:
How is storm drainage provided?	<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Other Means	
Present Official Plan provisions applying to the land		
Present Zoning By-law provisions applying to the land		
Has the owner previously applied for relief in respect of the subject property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If the Answer is "Yes," describe briefly, including Committee of Adjustment File No. <hr/> <hr/> <hr/>	
Is the subject property the subject of a current application for consent under Section 45 of the <i>Planning Act</i> .	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the subject land the subject of application for approval of a Plan of Subdivision or Consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If Yes, please state, if known, the file number and the status of the application:  File No.: _____ Status: _____	

**10) Consent of Owner:**

The owner must also complete the following or a similar authorization attached to the application.

**Consent of Owner(s) to the Use and Disclosure of Personal Information  
And to Allow Site Visits to be conducted**

In accordance with the provisions of the Planning Act, it is the policy of the Town of Renfrew Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I/We \_\_\_\_\_ this owner(s) / the authorized applicant, hereby acknowledge the above-noted policy and provide my/our consent, in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I/We, hereby authorize the Town of Renfrew staff and Committee of Adjustment members of the decision making authority access to the subject site for the purposes of evaluation of the subject application.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Signature

**11) Affidavit** (This affidavit **must** be signed in the presence of a Commissioner):

I (we), \_\_\_\_\_ of the \_\_\_\_\_  
of \_\_\_\_\_ in the \_\_\_\_\_  
solemnly declare that all of the information required under Ontario Regulation 200/96 and the statements contained in this application are true, and I (we), 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  
\_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Owner or Authorized Agent  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature of Commissioner

**12) Authorization:**

If the applicant is not the owner(s) of the land that is subject of this application, the owner(s) must complete the following or a similar authorization attached to the consent application.

**Authorization of Owner for Agent to make the Application and to provide Personal Information**

I/We \_\_\_\_\_ being the registered owner(s) of the lands subject of this application for consent herby authorize \_\_\_\_\_ to prepare and submit this application on my/our behalf and, for the purposes of the *Freedom of Information and Protection of Privacy Act*, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Signature

NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County/local municipality (where applicable) to such persons as the County/local municipality sees fit, including anyone requesting such information. Accordingly, in providing any such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

NOTE: The approval of a Minor Variance Application does not relieve the owner from the requirements of any other applicable legislation and/or approvals.