

Township of Admaston/Bromley

Minor Variance Guidelines

1. Applicant submits application to the Township of Admaston/Bromley as per County of Renfrew Fees (2025 - \$775.00)
2. Application is reviewed by Township Staff and then sent to the Planner at the County of Renfrew for review and to obtain his comments.
3. The Committee of Adjustment must meet within thirty (30) days after the application is received.
4. Ten days notice of the meeting must be given to the owner/applicant, to every owner of land within 60 metres of the area to which the application applies and to members of the Committee of Adjustment.
5. The Committee of Adjustment may make their decision by resolution the same night of the meeting.
6. The Committee's decision has a 20-day appeal period, which starts from the following date of the decision.
7. When the appeal period has expired, and no appeals have been received, the secretary shall send written notices to the applicant, chief building official and the County of Renfrew Planner.
8. Appeal Process – if someone has an interest in the matter and does not agree with the decision of the Committee of Adjustment, they may appeal to the Ontario Municipal Board within the 20 day appeal period.

NOTE: These guidelines have been prepared for information purposes only.

Application for Minor Variance

*Note: The “ * ” identifies prescribed information outlined in Ontario Regulation 200/96;*

PART I GENERAL INFORMATION

1. APPLICANT / OWNER INFORMATION

- a) *Applicant's
Name(s): _____
- *Address: _____
- *Phone#: Home (____) _____ Work (____) _____ Fax (____) _____
- b) *The applicant is: the registered owner [] an agent authorized by the owner []
- c) If the applicant is an agent authorized by the owner, please complete the following:
- *Name of Owner: _____
- *Address of Owner _____
- *Phone#: Home (____) _____ Work (____) _____ Fax (____) _____
- d) To whom should correspondence be sent? Owner [] Applicant [] Both []

2. *PROVIDE A DESCRIPTION OF THE SUBJECT LAND:

Street Address: _____

Municipality: _____ Concession: _____ Lot: _____

Registered Plan No.: _____ Block or Lot No(s). in the Plan: _____

Reference Plan No.: _____ Part No(s).: _____

Assessment Roll Number _____

3. *CURRENT DESIGNATION OF THE SUBJECT LAND IN THE OFFICIAL PLAN:

4. *CURRENT ZONING OF THE SUBJECT LAND:

PART II DETAILS OF THE APPLICATION

- 5. *PLEASE STATE THE NATURE AND EXTENT OF THE RELIEF FROM THE ZONING BY-LAW**

- 6. *WHAT IS THE REASON WHY THE PROPOSED USE CANNOT COMPLY WITH THE PROVISIONS OF THE ZONING BY-LAW?**

- 7. *DIMENSIONS OF THE SUBJECT LAND:**

Frontage: _____ Depth: _____ Area: _____

- 8. *PLEASE MARK BELOW THE ACCESS TO THE SUBJECT LAND:**

☐ Provincial Highway ☐ Municipal Road Maintained All Year
☐ Municipal Road Maintained Seasonally ☐ Right Of Way ☐ Water
☐ Other Public Road: _____

- 9. *IF THE ONLY ACCESS IS BY WATER, PLEASE STATE BELOW THE PARKING AND DOCKING FACILITIES THAT ARE TO BE USED, AND THE DISTANCE OF THESE FACILITIES FROM THE SUBJECT LAND AND FROM THE NEAREST PUBLIC ROAD:**

- 10. *WHEN WAS THE SUBJECT LAND ACQUIRED BY THE CURRENT OWNER?**

- 11. *WHAT ARE THE EXISTING USES OF THE SUBJECT LAND AND HOW LONG HAVE THEY CONTINUED?**

#1 _____ Since: _____ / _____ Years

#2 _____ Since: _____ / _____ Years

- 12. *ARE THERE ANY BUILDINGS OR STRUCTURES ON THE SUBJECT LAND?**

☐ Yes ☐ No

- 13. *WHAT ARE THE "PROPOSED" USES OF THE SUBJECT LAND?**

- 14. *WILL ANY BUILDINGS OR STRUCTURES BE BUILT ON THE SUBJECT LAND?**

☐ Yes ☐ No

- 15. *PROVIDE THE FOLLOWING DETAILS FOR ALL EXISTING OR PROPOSED BUILDINGS OR STRUCTURES ON THE SUBJECT LAND:** (use a separate page if necessary)

	EXISTING			PROPOSED	
Type of building or structure					
Setback from the front lot line					
Setback from the rear lot line					
Setbacks from the side lot lines					
Height (in metres)					
Dimensions or floor area					
Date constructed					

- 16. *INDICATE HOW WATER IS SUPPLIED AND HOW SEWAGE DISPOSAL IS PROVIDED TO THE SUBJECT LAND:**

WATER

SEWAGE

publicly owned and operated piped water system ☐ publicly owned and operated piped sanitary sewage system ☐
privately owned and operated individual well ☐ publicly owned and operated communal septic system ☐
privately owned and operated communal well ☐ publicly owned and operated individual septic system ☐
lake or other water body ☐ privately owned and operated individual septic system ☐
other means: _____ ☐ privy ☐
other means: _____ ☐

- 17. *HOW IS STORM DRAINAGE PROVIDED?**

Sewers ☐ Ditches ☐ Swales ☐ Other Means ☐

- 18. *IS THE SUBJECT LAND ALSO THE SUBJECT OF AN APPLICATION FOR APPROVAL OF A PLAN OF SUBDIVISION OR CONSENT?** Yes ☐ No ☐ Don't Know ☐

***IF YES, PLEASE STATE, IF KNOWN, THE FILE NO. AND THE STATUS OF THE APPLICATION:**

File No.: _____ Status: _____

- 19. *HAS THE SUBJECT LAND EVER BEEN THE SUBJECT OF AN APPLICATION UNDER SECTION 45 OF THE PLANNING ACT? (ie previous minor variance application)**

Yes ☐ No ☐ Don't Know ☐

20. APPLICATION SKETCH

On a separate page(s), please provide a sketch, preferably prepared by a qualified professional, showing the following: (In some cases, it may be more appropriate to prepare additional sketches at varying scales to better illustrate the proposal.)

NOTE: Any inaccuracies in measurements provided by the applicant are the responsibility of the applicant. The municipality may require a surveyor's sketch prepared by an Ontario Land Surveyor.

- * Boundaries and the dimensions of the subject land for which the amendment is being sought.
- * The location, size and type of all existing and proposed buildings and structures, indicating the distances 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 travelled 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.
- Applicant's Name
- Date of Sketch
- The scale to which the sketch is drafted (e.g. 1 cm = 50 m)
- North Arrow
- The locations and dimensions of off-street parking spaces and off-street loading facilities
- Planting strips and landscaped areas
- Buildings to be demolished or relocated.

PART III AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION:

(If affidavit (Part IV) is signed by an Agent on Owner's behalf, the Owner's written authorization below must be completed)

I (we) _____ of the _____ of

_____ in the County of Renfrew do hereby authorize

_____ to act as my (our) agent in this application.

Signature of Owner(s)

Date

PART IV ***AFFIDAVIT:** (This affidavit must be signed in the presence of a Commissioner)

I, (we) _____ of the
_____ of _____ in the County of Renfrew 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
County of Renfrew this _____ day of _____, 20__.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

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
local Municipality to such persons as the local Municipality sees fit, including anyone
requesting such information. Accordingly, in providing such information, you shall be
deemed to have consented to its use and disclosure as part of the planning process.

(To be completed by the Municipality)

APPLICATION RECEIVED BY MUNICIPALITY

Date

FEE OF \$ _____ RECEIVED BY THE MUNICIPALITY.

Signature of Municipal Employee

Roll # _____