



Application for Minor Variance or Permission

(Sections 45 (1) & (2) of the Planning Act, R.S.O. 1990, c. P.13, as amended)

For Use by Principal Authority	
File Number:	Pre-consultation Completed:
Roll Number:	Fee Received:
Deemed Complete:	Receipt Number:

Application for Minor Variance or Permission		
The undersigned hereby applies to the Committee of Adjustment for the Township of Selwyn under Section 45 of the <i>Planning Act</i> for relief, as described in this application, from By-law No. 2009-021, as amended.		
Minor Variance s. 45 (1) ☐ Permission s. 45 (2) ☐		
Owner Information		
Name of Owner(s):		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		
Agent Information (if authorized by the owner):		
Name of Agent:		
Address (Building/Fire Number, Street Name)		
City, Province, Postal Code		
Phone:	Cell:	Fax:
Email:		

Property Information				
Legal Description of the subject land:				
Lot	Concession	Ward	Registered Plan No.	Lot/Block
Street Address			Reference Plan	Part Number
Dimensions of Land Affected (in metric units):				
Frontage:		Depth:	Area:	
Access – to the subject land is by:				
_____ Municipal Road – Year Round _____ County Road _____ Provincial Highway _____ Other (specify): _____ _____ Private Road _____ Right-of-way _____ Water Access Only (see below)				
Water Access – where access to the subject land is by water only:				
Docking Facilities (specify):		Parking Facilities (specify):		
Distance from subject lands:		Distance from subject lands:		
Distance from nearest road:		Distance from nearest road:		
Minor Variance Information:				
Official Plan – current designation of the subject land:				
Zoning By-law – current zoning of the subject land:				
Relief – Nature and extent of relief from the Zoning By-law:				
Reason – why the proposed use cannot comply with the provisions of the Zoning By-law:				

Existing Uses and Buildings:			
Existing Uses of subject land:			
Length of time the existing uses of the subject land have continued:			
Date purchased by current owner:			
Existing Buildings – Structures – Where there are any buildings on the subject land, provide a sketch and indicate for each (in metric units). <i>Please be aware that an up-to-date location survey will be required for most applications.</i>			
Type: _____	Front lot line setback: _____	Height: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	
Type: _____	Front lot line setback: _____	Height: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	
Type: _____	Front lot line setback: _____	Height in metres: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	
Type: _____	Front lot line setback: _____	Height in metres: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	

Proposed Uses and Buildings:			
Proposed Uses of subject land:			
Proposed Buildings/Structures – where any buildings or structures are proposed to be built on the subject land indicate for each (in metric units): <i>If your application is approved, you may be required to obtain/update a Plan of Survey and provide a copy to the Township of Selwyn to confirm compliance with the Decision of the Committee.</i>			
Type: _____	Front lot line setback: _____	Height in metres: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	
Type: _____	Front lot line setback: _____	Height in metres: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
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	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	
Type: _____	Front lot line setback: _____	Height in metres: _____	
	Rear lot line setback: _____	Dimensions: _____	
	Side lot line setback: _____	Footprint Floor Area: _____	
	Side lot line setback: _____	Coverage: _____	
	High-water mark setback _____	Gross Floor Area: _____	

Coverage Calculations:		
	Existing	Proposed
Overall Lot coverage of all buildings and structures (%)	_____	_____
Lot coverage of all accessory structures (e.g. garage, deck, shed, boathouse, etc.) (%)	_____	_____
Water is provided to the subject land by:		
_____ Privately-owned/operated individual well	_____ Publicly-owned/operated piped water system	
_____ Privately-owned/operated communal well	_____ Lake or other water body	
_____ Other (specify): _____		
Sewage Disposal is provided to the subject land by:		
_____ Privately-owned/operated individual septic system	_____ Publicly-owned/operated sanitary sewage system	
_____ Privately-owned/operated communal sewage system	_____ Privy	
_____ Other (specify): _____		
Storm Drainage is provided to the subject land by:		
_____ Sewers	_____ Ditches	
_____ Swales	_____ Other (specify): _____	
Other Applications – If known, indicate if the subject land is the subject of an application under the Act for:		
_____ Approval of a Plan of Subdivision (under Sec. 51)	File # _____	Status: _____
_____ Consent (Severance) (under Sec. 53)	File # _____	Status: _____
_____ Previous Minor Variance (under Sec.45)	File # _____	Status: _____

This application must be accompanied by the Township of Selwyn's application fee and the Otonabee Region Conservation Authority's (ORCA) fee. ORCA fees may vary depending on the complexity of the application. Please refer to the Schedule of Planning Fees on our website, or contact the Planning Department to determine the applicable Township fee and/or ORCA fee.

Declaration of Owner

Notice of Collection

Personal information contained in this form and schedules collected will be used in the administration of the application and information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions regarding this collection and its release under the Act should be directed to the Township of Selwyn, Attention: Clerk, P.O. Box 270, Bridgenorth, Ontario K0L 1H0, telephone 705-292-9507 ext. 221 during business hours.

Consent of the Owner to the use and Disclosure of Information and Supporting Documentation

I, _____, am the owner of the land that is the subject of this application and I understand the information and any reports/studies and supporting documentation submitted in support of this application may be disclosed to the public in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Authorization by Owner

I, the undersigned, being the owner of the subject land, hereby, authorize, _____
to be the applicant in the submission of this application. (Agent)

(Signature of Owner)

(Signature of Witness)

Date: _____

Declaration by Owner or Applicant

Below section to be completed in person in the presence of a commissioner

I, _____ of the _____
(owner or applicant) (Township, Village, City, etc.)

in the _____ Solemnly declare that:
(County, Province, etc.)

All the statements contained in this application and provided by me 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.

(Signature of Owner or Applicant)

Commissioner

Below section to be completed in person by the commissioner

Declared before me at _____ in the
(Township, Village, City, etc.)

_____ this _____ day of _____
(County, Province, etc.)

(Signature of Commissioner, etc.)

This application must be accompanied by the application fee. The Otonabee Region Conservation Authority's (ORCA) fee must also accompany the application. Please contact the Township Planning Department at planning@selwyntownship.ca for additional information.