



**APPLICATION FOR MINOR VARIANCE  
COMMITTEE OF ADJUSTMENT**

Under Section 45 of the Planning Act

**OFFICE USE ONLY**

Date completed application received : \_\_\_\_\_

**REQUIREMENTS FOR A COMPLETE APPLICATION INCLUDE :**

Note: Until the Municipality has received the information and material requested herein (as required under Ontario Regulation 200/96), the application will be deemed incomplete and the application will be returned to the applicant.

<input type="checkbox"/>	The completed application form and declarations as required under Ontario Regulation 200/96
<input type="checkbox"/>	1 copy of sketch/plan, in metric units, showing all EXISTING and PROPOSED building(s) and structure(s) on subject lands. Sketch/plan must include the following: <ul style="list-style-type: none"> <li>• The boundaries and dimensions of the subject land;</li> <li>• The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines, building dimensions and floor areas;</li> <li>• The approximate location of all natural and artificial features on the subject land and on land adjacent to it that, in the applicant's opinion, may affect the application (examples: railways, roads, watercourses, drainage ditches, banks or rivers or streams, wetlands, wooded areas, wells and septic tanks).</li> <li>• The current uses of adjacent land</li> <li>• 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;</li> <li>• If access to the subject land is by water only, the location of the parking and docking facilities to be used;</li> <li>• The location and nature of any easement or restrictive covenant affecting the subject land.</li> </ul>
<input type="checkbox"/>	Application Fee(s) made payable to the Municipality of Mattice - Val Côté
<input type="checkbox"/>	A letter of Authorization from the Owner (with dated, original signature) OR completion of the Owner's Authorization on page 6 (section 9), if the Owner is not filing the application.
<input type="checkbox"/>	Other information identified at the pre-consultation meeting or by the municipality.

**PLEASE LIST ANY REPORTS OR STUDIES THAT ACCOMPANY THIS APPLICATION  
(supply one copy of each)**

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This application package must be submitted to the Secretary-Treasurer of the Committee of Adjustment.

**1.0 APPLICANT INFORMATION**

1.1 Name of Owner(s). An owner's authorization is required in Section 9, if the applicant is not the owner.

Name of Owner	Home Telephone No.	Other Telephone No.
Mailing Address	Postal Code	Email

1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application, if different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 9)

Name of Contact Person/Agent	Home Telephone No.	Other Telephone No.
Mailing Address	Postal Code	Email

1.3 Indicate to whom correspondence is to be sent (check one please)  
Owner  Authorized Agent

**2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES)**

Civic Address:			Postal Code
Concession Number(s)	Lot Number(s)	Registered Plan No.	Lot(s) Block(s)
Reference Plan No.	Part Number(s)	Parcel Number(s)	Township
Assessment Roll No.			

**3.0 PURPOSE OF THE APPLICATION**

3.1 From which section(s) of the By-law is this application seeking relief?

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3.2 What is the nature and extent of the relief sought?

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3.3 Why are you seeking relief?

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

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OR

Why is it preferable not to comply with the provisions of the By-law?

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**4.0 DESCRIPTION OF SUBJECT LAND**

4.1 Description of land seeking relief:

Frontage (m) \_\_\_\_\_ Area (ha/m<sup>2</sup>) \_\_\_\_\_  
Depth (m) \_\_\_\_\_ Other (specify) \_\_\_\_\_

4.2 Access to property by: (check appropriate box)

- Provincial Highway (#): \_\_\_\_\_
- Municipal Road, Maintained Year-round: \_\_\_\_\_
- Municipal Road, Seasonally Maintained: \_\_\_\_\_
- County Road (#): \_\_\_\_\_
- Private Road: \_\_\_\_\_
- Right-of-Way: \_\_\_\_\_
- Water Access (include parking and docking facilities used / approximate distance of facilities to subject land and to nearest public road): \_\_\_\_\_

4.3 Water supply: (check appropriate box)

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Lake or other water body
- Other means (please state): \_\_\_\_\_

4.4 Sewage Disposal: (check appropriate box)

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system
- Communal septic system
- Holding tank
- Other (specify): \_\_\_\_\_

4.5 Storm drainage: (check appropriate box)

- Sewers
- Ditches
- Swales
- Other means (specify): \_\_\_\_\_

**5.0 LAND USE AND HISTORY OF THE SUBJECT LAND**

5.1 Current Official Plan Land Use Designation: \_\_\_\_\_

5.2 Current Zoning: \_\_\_\_\_

Main Use of Abutting Properties: East \_\_\_\_\_ West \_\_\_\_\_

North \_\_\_\_\_ South \_\_\_\_\_

5.3 Has the subject land ever been the subject of an application under s.45 of the Act?

Yes  No  Unknown

5.4 Is the subject land the subject of any other application under the Act for approval of a plan of subdivision or consent? Yes  No

If yes, provide file no. and status of the application: \_\_\_\_\_

5.5 Ownership

Date subject property was acquired by owner: \_\_\_\_\_

**6.0 BUILDINGS AND STRUCTURES**

**6.1 List buildings and structures currently on subject land**

No.	Type/Use	Dimensions	% of Lot	Height	Year built	Location (setback)			
						Front	Rear	Side	Side

**6.2 Proposed buildings and structures**

No.	Type/Use	Dimensions	% of Lot	Height	Year built	Location (setback)			
						Front	Rear	Side	Side

**7.0 OTHER INFORMATION**

Is there any other information that you think may be useful to the Committee of Adjustment or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary?

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

**8.0 AFFIDAVIT OR SWORN DECLARATION**

Declaration for the prescribed information: I \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or Declared) before me at the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths Signature of Applicant or Authorized Agent

**9.0 AUTHORIZATION FROM OWNER**

I (We) \_\_\_\_\_, the registered owner(s) of the subject land, hereby authorize \_\_\_\_\_, to make this application on my/our behalf.

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

\_\_\_\_\_  
Witness Owner

\_\_\_\_\_  
Witness Owner