



TOWN OF HUNTSVILLE
 DEVELOPMENT SERVICES DEPARTMENT
 37 MAIN STREET EAST
 HUNTSVILLE, ON P1H 1A1
 TELEPHONE: (705)789-1751
 FAX: (705)788-5153

**CORPORATION OF THE TOWN OF HUNTSVILLE
 COMMITTEE OF ADJUSTMENT
APPLICATION FOR MINOR VARIANCE**

The undersigned hereby applies to the Huntsville Committee of Adjustment for approval of a minor variance(s) under Section 45 of The Planning Act, R.S.O., c.P. 13, for relief as described in this application from Zoning By-law 74-8, as amended.

<i>OFFICE USE ONLY</i>			
		Application No.	_____
Fee	\$650.00	_____ pd	Date Received _____
Public Works Fee	\$44.00	_____ pd	Date Accepted _____
		Checked by	_____

1. NAME OF REGISTERED OWNER(S) _____
 Address _____
 Telephone (home) _____ (office) _____
 Fax _____ e-mail _____

2. a) NAME OF AUTHORIZED AGENT (if any) _____
 Profession _____
 Address _____
 Telephone (home) _____ (office) _____
 Fax _____ e-mail _____

b) NAME(S) AND ADDRESSES OF ANY MORTGAGEE, HOLDER OF CHARGES OR OTHER ENCUMBRANCES

3. PROPERTY DESCRIPTION **PLEASE ATTACH COPY OF DEED**

Geographic or Former Township _____

Lot No. _____ Concession _____

Registered Plan of Subdivision No. (if any) _____

Lot No. on Plan _____ Assessment Roll No. _____

Reference Plan No. (if any) _____ Part No. _____

Street Address _____

4. Is the subject property part of a current application for severance?

Yes No

If yes, please give severance application number _____

5. EXISTING ZONING _____

6. PRESENT USE OF SUBJECT LANDS

	USE	DATE COMMENCED
i)	_____	_____
ii)	_____	_____
iii)	_____	_____

7. SURROUNDING LAND USE

Describe EXISTING land uses of surrounding lands

North _____

South _____

East _____

West _____

8. EXISTING BUILDINGS AND STRUCTURES DETAILS

Dimensions of all buildings and structures EXISTING on the subject lands (Attach a separate page if necessary, basement not to be included).

Description	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height	Date of construction
a)							
b)							
c)							

9. PROPOSED BUILDINGS AND STRUCTURES DETAILS

Dimensions of all buildings and structures PROPOSED on the subject lands (Attach a separate page if necessary, basement not to be included).

Description	Ground Floor Area	Total Floor Area	Number of Storeys	Width	Length	Height
a)						
b)						
c)						

10. LOCATION OF ALL BUILDINGS AND STRUCTURES ON THE SUBJECT LANDS (Specify distance from front, rear, and side lot lines)

a) Existing _____

b) Proposed _____

11. TYPE OF WATER SUPPLY

EXISTING	PROPOSED	
<input type="checkbox"/>	<input type="checkbox"/>	Municipally owned and operated piped water
<input type="checkbox"/>	<input type="checkbox"/>	Lake/River
<input type="checkbox"/>	<input type="checkbox"/>	Well
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____

12. TYPE OF SEWAGE DISPOSAL

EXISTING	PROPOSED	
<input type="checkbox"/>	<input type="checkbox"/>	Municipally owned and operated sanitary sewers
<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank and Tile Field
<input type="checkbox"/>	<input type="checkbox"/>	Privy Pit
<input type="checkbox"/>	<input type="checkbox"/>	Other (specify) _____

13. TYPE OF ROAD ACCESS

<input type="checkbox"/>	Municipal Road (Year round maintained)	<input type="checkbox"/>	District Road
<input type="checkbox"/>	Municipal Road (Seasonally maintained)	<input type="checkbox"/>	Existing Private Road
<input type="checkbox"/>	Provincial Highway	<input type="checkbox"/>	Proposed Private Road
<input type="checkbox"/>	Other (Specify) _____		

Name of Street or Road _____

14. NATURE AND EXTENT OF RELIEF FROM ZONING BY-LAW FOR WHICH APPLICATION IS BEING MADE

15. REASONS AND JUSTIFICATIONS FOR REQUESTING THE RELIEF (Attach a separate sheet if necessary). _____

16. HAS THE OWNER PREVIOUSLY APPLIED FOR RELIEF FROM THE ZONING BY-LAW IN RESPECT OF THE SUBJECT LANDS?

Yes No

If “Yes”, briefly describe

17. ANY ADDITIONAL INFORMATION

18. PRE-CONSULTATION

Applicants are advised to request a pre-consultation with staff of the Planning Department, prior to the submission of the application to gain preliminary planning review and direction. Detailed information of the proposed development, lot characteristics, surrounding land uses and natural features are required at the pre-consultation stage. Pre-consultation can improve application processing times. Delays in processing the application may result if staff determine the application to be incomplete and/or inaccurate.

19. PUBLIC NOTIFICATION

The subject lands shall have the required public notification sign posted for the legislated time frame prior to the Committee meeting.

20. IT IS REQUIRED THAT YOU SUBMIT THE FOLLOWING FOR A COMPLETE APPLICATION

- a) Application fee in cash or by cheque, made payable to the Town of Huntsville.
- b) One copy of the application completed in full.
- c) **Eight (8)** copies of a sketch plan showing:
 - abutting lands owned by the applicant showing the boundaries and dimensions;
 - the distance between the applicant’s land and the nearest township lot line or appropriate landmark (e.g., bridge, railway crossing, etc.);
 - the parcel of land that is the subject of the application showing the boundaries and dimensions of the parcel;
 - the approximate location of all natural and artificial features on the subject land (e.g., buildings, railways, highways, watercourses, drainage ditches, banks, slopes, swamps, wooded area, wells and septic tanks) and the location of any of these features on adjacent lands which may affect the application;
 - the use of adjoining lands (e.g., residential, agricultural, cottage, commercial, etc.);
 - the location, width and names of all road allowances, rights-of-way, streets or highways within or abutting the property, indicating whether they are public travelled roads, private roads or rights-of-way, or unopened road allowances;

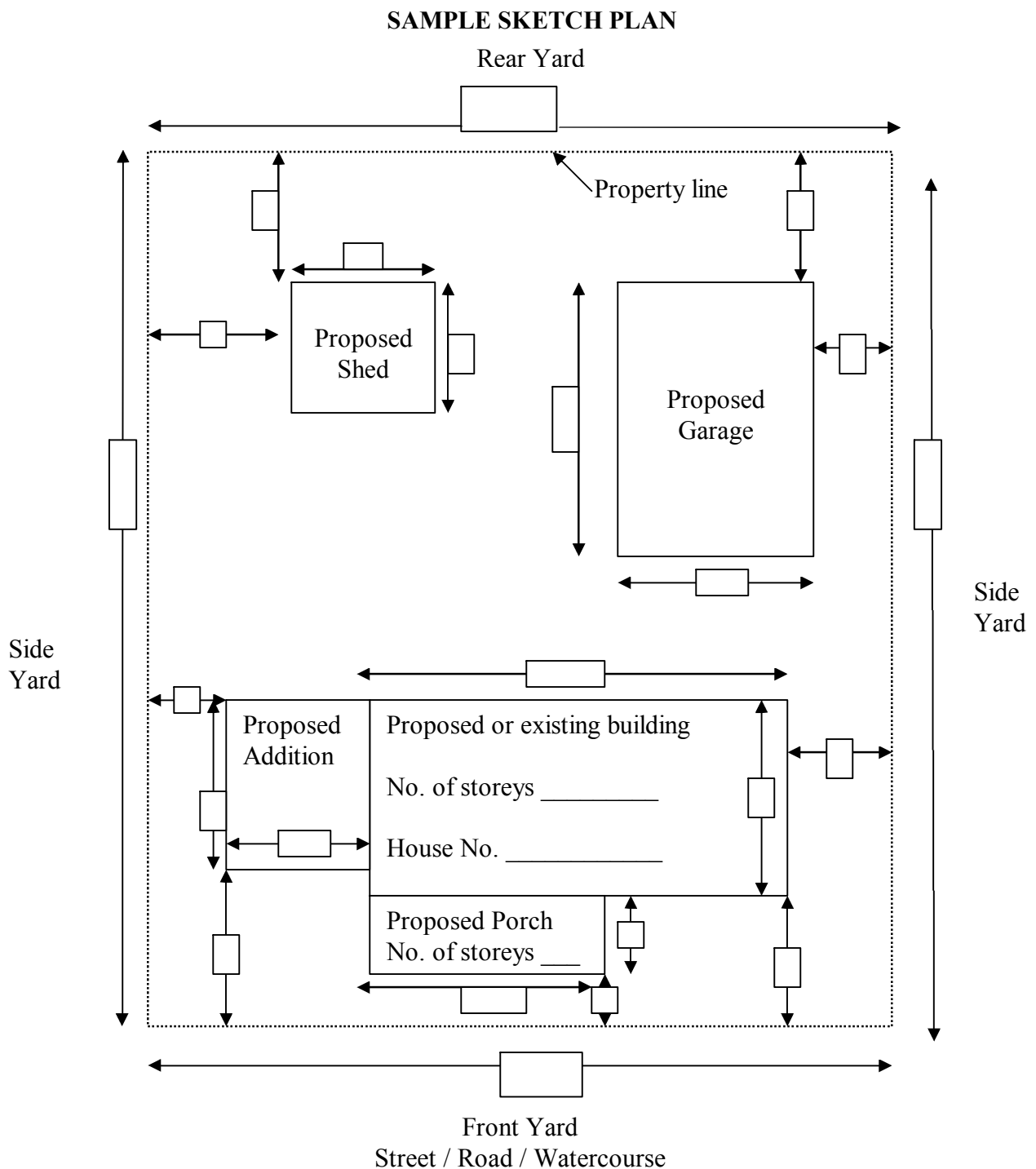
- the location and nature of any restrictive covenant or easement affecting the subject land;
- the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the setbacks to the front lot line, rear lot line and side lot lines; and
- if access to subject land is by water only, the location of the parking and docking facilities to be used.

d) **Eight (8)** copies of a key map and written directions as to how to proceed to the subject lands.

When required by the Committee, the sketch shall be signed by an Ontario Land Surveyor, but otherwise a hand-drawn sketch to scale will be acceptable (a sample sketch plan is attached to this application).

21. EXAMPLE SKETCH PLAN

The following example sketch plan has been prepared to assist you in the preparation of your own sketch plan, and also, as a guide to the dimensions required to evaluate your request for a minor variance(s).



22. THE APPLICANT HEREBY AGREES

- a) to reimburse the Municipality for any costs incurred in processing this application which are above and beyond the amount of the application fee;
- b) if required by the Municipality to pay a deposit in addition to the application fee, prior to the processing of this application to cover anticipated professional and other processing costs beyond normal application requirements;
- c) to pay all costs legal and otherwise, that may be incurred by the Municipality with respect to an Ontario Municipal Board Hearing, that may be held as a result of this application;
- d) to have the lands subject of this application for minor variance properly posted as required and recognizes that failure to do so may result in a delay in processing this application;
- e) that this application and all studies submitted in support of this application may be made available for public review, pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act;
- f) that plans submitted in conjunction with this application are not reviewed for compliance with the Ontario Building Code (O.B.C.) and related regulations. It is the responsibility of the owner/agent and designer to ensure that all plans submitted with this application comply with the basic requirements of the O.B.C. If you need assistance in determining whether your plans comply with the O.B.C. please contact the Building Department, at (705) 789-1751 ext. 2349;
- g) that there may be additional approvals (i.e., site plan approval, building permit, etc.) and additional fees and charges (i.e., building permit fees, development charges) associated with any development approved in conjunction with this application; and
- h) that they may be required to provide additional information that will assist the Town in assessing this application. Applicants and agents acknowledge that the Town may not be able to process the application unless the additional information is submitted.

I hereby submit this application for an amendment to Zoning By-law 74-8, as amended, of the Town of Huntsville, in respect of the lands hereinbefore described.

AFFIDAVIT OR SWORN DECLARATION FOR THE PRESCRIBED INFORMATION

I/We _____ solemnly declare that all the statements

contained in this application and in all statements contained in all exhibits transmitted herewith 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. I further agree for the purposes of the Municipal Freedom of Information and Protection of Privacy Act, to authorize and consent to the use by of the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

DECLARED before me at the Corporation of)
)
 the Town of Huntsville, in the District)
)
 Municipality of Muskoka, this ____ day)
)
 of _____, 200____.)

 Signature of Applicant,
 Solicitor, or Authorized Agent

 A Commissioner, etc.

AUTHORIZATIONS

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be attached or the authorization set out below must be completed by the owner.

Consent of Owner

I, _____ am the owner of the land that is the subject of this application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

DECLARED before me at the Corporation of _____)
))
the Town of Huntsville, in the District _____)
))
Municipality of Muskoka, this _____ day _____)
))
of _____, 200____.)
))
_____)
))
Signature of Owner

A Commissioner, etc.

Authorization of Owner for Agent to make the application

I, _____ am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date Signature of Owner

If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

Authorization of Owner for Agent to Provide Personal Information

I, _____ am the owner of the land that is the subject of this application, and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize _____ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

Date Signature of Owner

PERMISSION TO ENTER

MINOR VARIANCES

Date: _____

Secretary-Treasurer
Committee of Adjustment
Town of Huntsville
37 Main Street East
Huntsville, ON P1H 1A1

RE: Application to Committee of Adjustment

Location of Land:

(municipal address or legal description)

I hereby authorize the members of the Committee of Adjustment, members of the staff of the Town of Huntsville and designated consultants to enter onto the above-noted property for the limited purposes of evaluating the merits of this application over the time this application is under consideration by the Town.

Signature of owner or authorized agent

Please print name