



# APPLICATION FOR A MINOR VARIANCE - NOTES -

**ALL MINOR VARIANCE APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING INFORMATION:**

1. Application Form
2. Fee
3. Photographs
4. Twelve copies of survey plan or sketch plan
5. Authorization from owner if applicant is not the owner

**NOTE:** The application cannot be processed until it is considered to be complete. An application is considered to be complete when all of the above have been provided and the requisite sign has been posted on the subject lands and all signage requirements have been met.

## 1.0 CITY APPLICATION FEE

**\$650.00**

\$1,100.00 for combined application of Minor Variance and Severance (not a new lot creation)  
\$2,200.00 for combined application of Minor Variance and Severance (new lot)

**Please note:** The application fee is non-refundable whether the application is approved or denied. Prior to submitting an application, it is strongly recommended that you contact the Manager of Approvals in order to determine the feasibility of your proposal.

## 2.0 QUINTE CONSERVATION FEE SCHEDULE – minor variances

**\$325.00**

1. Effective January 1, 2018 the City of Belleville will pre-screen all minor variance applications on behalf of Quinte Conservation and determine which applications will be circulated to Quinte Conservation for review.
2. If the pre-screening indicates that Quinte Conservation will be consulted the fee noted above shall be collected **at the time the application is received by the City of Belleville.**
3. To check to see if the land subject to your application will be charged the Quinte Conservation fee, please refer to the eight (8) screening maps that are found at:

<http://belleville.ca/city-hall/page/quinte-conservation-screening-maps>

Alternatively, please contact City Staff at the Approvals Section.

### 3.0 SIGNAGE REQUIREMENTS

1. A sign is required to be posted on the lands subject to the minor variance.
2. Once the application is processed, a cardboard sign will be provided to the applicant.
3. The sign **must** be posted on the property so that it is visible to the public.
4. The sign must remain on the property until the Committee of Adjustment meeting has been held.

### 4.0 APPLICATION FORM (ATTACHED)

1. Parts 1 to 14 must be completed. Please read the application form carefully and answer each item accurately and fully.
2. One copy of the application is required by the Secretary-Treasurer of the Committee of Adjustment.
3. The application shall be signed by the owner of the land that is the subject of the application or a person authorized by the owner to make the application.
4. When the application is signed by a person authorized by the owner, the owner's signed authorization in Part 13 of the application shall be completed.
5. The signature of the applicant is to be validated by a Commissioner of Oaths, e.g., Solicitor, Manager of Approvals, City Clerk.
6. Application to be submitted to: Secretary-Treasurer  
Belleville Committee of Adjustment  
City of Belleville  
169 Front Street, 2<sup>nd</sup> Floor  
Belleville, ON K8N 2Y8

### 5.0 DETAILED INFORMATION REQUIRED FOR APPLICATIONS

1. Item 3      This item is extremely important as this is the reason for the application. The Notice of Public Meeting for the application and the Decision are both formulated from this item. It is imperative that the applicant clearly indicates all of the variances being applied for in exact mathematical terms with proposed figures. If the applicant has any doubt as to why a variance application is necessary or as to the detail of the nature of the variances then the applicant should contact the Secretary-Treasurer of the Committee of Adjustment for assistance.

Staff processing the minor variance application cannot look beyond the information provided in Item 3 and must process your application on the basis of information in Item 3. **This is your application. Make sure you know the details of exactly why you have to apply to the Committee of Adjustment.**

Any errors or omissions in Item 3 could result in discovery at the meeting that there is need for additional variances or a change requiring recirculation of your application resulting in further delay and in some cases the need for submission of an additional application with a further application fee.

2. Item 9 Refers to the City's Official Plan land use designation and Zoning By-law designation of the subject property. This can be obtained from the Planning Section.

## **6.0 PHOTOGRAPHS**

Five photographs should be submitted with the application. The photographs should be sufficient to illustrate the intent of the application. The pictures should be taken from various locations.

## **7.0 SKETCH PLAN**

If a survey plan of the subject property is not available, than a sketch plan may be submitted.

The sketch plan must be submitted with the minor variance application to provide clarification of the variance being applied for. The following details must be supplied:

1. the true dimensions of the property for which the application is being made;
2. the location and dimensions of all existing buildings, structures or uses on the subject property;
3. the setback measurements from the lot lines to the existing or proposed building on the subject property (i.e., front yard, rear yard, side yard setbacks). If applicable, the distance of buildings on neighbouring lots;
4. clearly demonstrate the difference between the existing building and the proposed addition (if applicable);
5. labeling to clearly indicate the nature of the variance(s) being applied for;
6. the location and name of the street should be shown;
7. a scale and north arrow should be shown on the sketch;
8. the sketch plan must be drawn to scale utilizing good drafting techniques;
9. the Committee reserves the right to reject sketches for insufficient or poorly presented information; and
10. The size has to be a minimum of 8.5" x 11" and a maximum of 11" x 17".
11. An example of a sketch plan is attached as Section 9.0 below.

## **8.0 ADDITIONAL INFORMATION FOR THE APPLICANT**

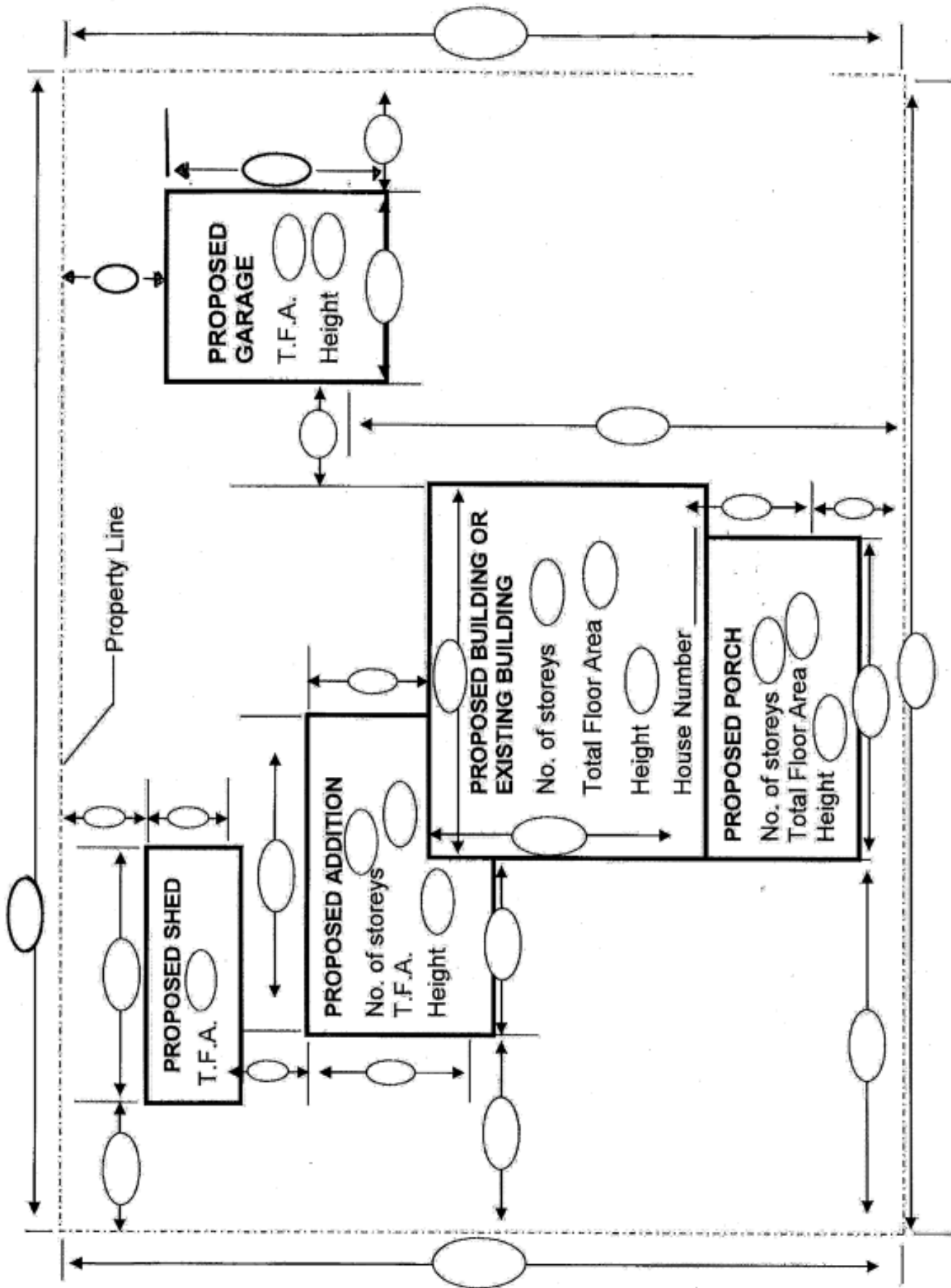
1. All information submitted in support of this application will be considered public information, including any reports, studies, drawings or other documentation submitted by applicant(s), agent(s), consultant(s) or solicitor(s). The City of Belleville is permitted to make the application and any associated supporting information available to the general public, including posting electronic versions of the application form and associated studies and reports online. The City of Belleville is also permitted to provide copies of the application and any supporting information to any member of the public or other third party that requests the information.

2. The Committee of Adjustment generally meets on Thursday afternoons in the Council Chamber on the fourth floor of Belleville City Hall starting at 3:30 p.m.
3. The Secretary-Treasurer schedules the applications and will advise the applicant of the actual public meeting date by way of written notice and will confirm the time and place of the meeting.
4. The applicant/agent should attend the meeting on the date and time stated in the public notice to present their application to the Committee if required, explaining the necessity for the variance. The applicant/agent should be prepared to answer any questions by the Committee or members of the public.
5. Once the application has been heard and the Committee members have made a decision, the Secretary-Treasurer will send the applicant/agent a notice of decision.
6. There will be a 20-day appeal period after the decision has been made. No construction may occur until the appeal period has expired. A final letter will be received by the applicant at the time of expiration explaining whether or not an appeal to the Ontario Municipal Board has been lodged. If the applicant, the City, or surrounding residents are dissatisfied with the decision of the Committee of Adjustment they may, within the 20-day appeal period, deliver personally to the Secretary-Treasurer or send by registered mail a Notice of Appeal with reason for appeal, together with a cheque in the amount of \$300.00 made payable to the Ontario Municipal Board. The Office of the Ontario Municipal Board will notify the applicant/agent of a hearing date at which time you must attend.

## **9.0 EXAMPLE OF SKETCH PLAN**

An example of a sketch plan on the following page 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). The information that is required on the sketch is also listed in Section 7.0 above.

# Sample Sketch Plan





**PLEASE FILL OUT THE FOLLOWING PAGES AND RETURN TO THE CITY OF BELLEVILLE APPROVALS SECTION**

**CITY OF BELLEVILLE  
COMMITTEE OF ADJUSTMENT  
APPLICATION FOR MINOR VARIANCE  
OR FOR PERMISSION**

The undersigned hereby applies to the Committee of Adjustment for the City of Belleville under Section 45 of the **PLANNING ACT**, R.S.O. 1990, Chapter 13, for relief, as described in this application, from the Zoning By-law.

**1. OWNER / AGENT**

	<b>REGISTERED OWNER</b>	<b>AGENT</b>
Contact Name		
Company		
Mailing Address		
Phone	(     )	(     )
Fax	(     )	(     )
Email		

**Note:** Unless otherwise requested, all communications will be sent to the agent, if any.

**2. NAMES, ADDRESSES OF MORTGAGEES, ENCUMBRANCES, ETC.**

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**3. MINOR VARIANCE APPLIED FOR AND REASONS FOR REQUEST**

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**4. PROPERTY DESCRIPTION**

Municipal Address:			
Roll Number: (located on tax bill)	1208 _____		
Legal Description			
Lot	Concession	Township	
Frontage	Depth	Area	
Date Property Acquired			
Are there any easements or restrictive covenants affecting the subject lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe  _____ _____			

**5. EXISTING/PROPOSED USES AND STRUCTURES**

	EXISTING			PROPOSED
	Bldg. 1	Bldg. 2	Bldg. 3	
Uses (i.e., shed, garage, house)				
Structure Dimensions (as shown on sketch plan)				
Date Uses/Structures Commenced				
Setbacks - Front				
Setbacks - Rear				
Setbacks - Side				
Setbacks - Side				
Floor Area				
Height				

**6. USES ABUTTING SUBJECT PROPERTY**

North	
South	
East	
West	

**7. EXISTING CONNECTED SERVICES**

<input type="checkbox"/> Municipal Sanitary Sewer	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Private Septic System	<input type="checkbox"/> Private Well	<input type="checkbox"/> Ditches / Swales

**8. ACCESS**

<b>Access to Property is by:</b>		
a. Unopened Road Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Opened Municipal Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Provincial Highway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Right-of-Way	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Road(s)		

**9. PLANNING INFORMATION**

<b>OFFICIAL PLAN DESIGNATION</b>	<b>PRESENT ZONING</b>

**10. AGRICULTURAL SETBACK**

Are there 1 or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject lands?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **Yes**, please obtain from the Approvals Section a **"DATA SHEET - MDS"**.  
**It must be submitted with your application.**



**11. OTHER APPLICATIONS**

Previous application to Committee of Adjustment  Yes  No

If **Yes**, date of application: \_\_\_\_\_

Describe application: \_\_\_\_\_

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

**12. AFFIDAVIT**

<p>I, <u>(name)</u> _____ of the  <u>(municipality)</u> _____ in the  <u>(county)</u> _____</p> <p>solemnly declare that all the above statements contained within this application 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, and by virtue of "The Canada Evidence Act".</p> <p>Declared before me at the  _____ in the _____  _____ this _____ day  of _____, 20_____.</p> <p>_____  Commissioner of Oaths</p>	<p>_____  Signature of Applicant</p>
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**13. OWNER'S AUTHORIZATION**

As of the date of this application, I (name) \_\_\_\_\_ am the registered owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I hereby authorize:

\_\_\_\_\_ of \_\_\_\_\_

to act as my agent in this matter and to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**14. PERMISSION TO ENTER**

Date: \_\_\_\_\_

Secretary-Treasurer  
Committee of Adjustment  
City of Belleville  
City Hall

Dear Secretary-Treasurer:

RE: Application to Committee of Adjustment

Location of Land: \_\_\_\_\_

(municipal address)

I hereby authorize the members of the Committee of Adjustment and members of the staff of the City of Belleville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

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

\_\_\_\_\_  
Please print name.

**MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information collected on this form and at any hearing is collected under the authority of the Planning Act, R.S.O. 1990, c.P.13, as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Please be advised that the information in this application form may be released to the public in an electronic form, i.e., web site, and/or paper format, i.e., agenda or minutes. Questions regarding this collection should be forwarded to: The Secretary-Treasurer, Committee of Adjustment, City of Belleville, 169 Front Street, Belleville, ON K8N 2Y8, Telephone: (613) 968-6481.