



MUNICIPALITY OF NORTH MIDDLESEX

PROCEDURES FOR APPLICATIONS RECEIVED UNDER THE PLANNING ACT:

It is highly recommended that you speak to a staff member responsible for planning matters prior to submitting an application for Official Plan or Zoning By-Law Amendment, Land Severance or Minor Variance.

A SUBMISSION AND ACCEPTANCE OF ANY APPLICATION SHOULD NOT BE CONSTRUED AS AUTOMATIC APPROVAL.

Meetings for considering these applications are considered by Committee of Council. Under the Planning Act there is a requirement for circulating notice of the upcoming meeting and therefore it is best that your application is submitted well in advance of your project to ensure it can be accommodated at the next available meeting.

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The following information is a very brief overview of the process and staff would be pleased to discuss any further details with you. Appeals are made to the Ontario Land Tribunal. The OLT is an independent adjudicative tribunal that hears appeals and applications and resolves land use disputes under a variety of legislation. The Ontario Government appoints Members to the OLT.

MINOR VARIANCE:

In addition to the Application Form and Fee, you are required to submit a preliminary site survey or a detailed legible scaled drawing with applicable measurements. Municipal staff will advise as to the specific drawing requirements at the consultation meeting

It is highly recommended that contact be made with staff dealing with planning matters to discuss your application. Once the information has been reviewed by staff and determined complete, this information must be sent out a minimum of 10 days in advance of the meeting. This includes property owners within 60 metres and key agencies such as the County of Middlesex, ABCA, and the North Middlesex Public Works Department and Infrastructure Department. The Committee can grant the variance that night, grant the variance with conditions, defer the decision or deny. There is an appeal period of 20 days from the date of the decision. If no appeals the minor variance is in effect. An appeal must be received within the appeal period, along with the fee prescribed by the Minister and a letter setting out the reasons for the appeal.



APPLICATION FOR
 MINOR VARIANCE – s.45(1)
 PERMISSION – s.45 (2)

The undersigned hereby applies to the Committee of Adjustment for the Municipality of North Middlesex under section 45 of the Planning Act for relief, as described in this application, from By-law No. 35 of 2004, as amended.

Name of Owner	Name of Agent (If applicant is an agent authorized by the owner)
Address	Address
Telephone	Telephone
Email	Email

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:

LEGAL DESCRIPTION of subject land (such as municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number)

DIMENSIONS OF LAND affected:

Frontage: _____ Depth: _____ Area: _____

ACCESS- access to the subject land is by:

<input type="checkbox"/> Provincial Highway	Municipal road-seasonal
<input type="checkbox"/> Municipal road-year round	Right of way
<input type="checkbox"/> Other public road(specify)	Water

EXISTING USES of the subject land: _____	LENGTH OF TIME the existing uses of the subject land have continued: _____
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EXISTING BUILDINGS-STRUCTURES- Where there are any buildings or structures on the subject lands, indicate for each:

Type	Front lot line setback.....	Height in metres.....
Date Constructed	Rear lot line setback	Dimensions
	Side lot line setback	Floor area.....
	Side lot line setback	
Type	Front lot line setback	Height in metres.....
Date Constructed.....	Rear lot line setback.....	Dimensions.....
	Side lot line setback	Floor area.....
	Side lot line setback	

Attach additional page if necessary

PROPOSED USES of the subject land:

PROPOSED BUILDINGS-STRUCTURES- Where any building or structures are proposed to be built on the subject land, indicate for each:

Type	Front lot line setback.....	Height in metres.....
	Rear lot line setback	Dimensions.....
	Side lot line setback	Floor area.....
	Side lot line setback.....	
Type.....	Front lot line setback	Height in metres
	Rear lot line setback	Dimensions
	Side lot line setback	Floor area.....
	Side lot line setback	

Attach additional page if necessary

DATE – subject land was acquired by current owner

WATER is provided to the subject land by:

<input type="checkbox"/> Publicly –owned/operated piped water system	Lake or other water body
<input type="checkbox"/> Privately-owned/operated individual well	Other means
<input type="checkbox"/> Privately-owned/operated communal well	

SEWAGE DISPOSAL is provided to the subject land by:

- Publicly-owned/operated sanitary sewage system
- Privately-owned/operated individual septic sytem
- Privately-owned/operated communal septic system
- Other means

STORM DRAINAGE is provided to the subject land by:

- Sewers
- Ditches
- Swales
- Other means

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 section 51) File # Status
- Consent (under section 53) File # Status
- Previous application (under section 45) File # Status

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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.

.....
Signature of owner

.....
Signature of witness

.....
Date

DECLARATION OF APPLICANT

I, of the
In the County of

Solemnly declare that:

All 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.

DECLARED before me at the
Municipality of North Middlesex

This..... day of 20.....
.....
Signature of applicant

.....
Signature of commissioner, etc

It is required this application be accompanied by a fee of \$..... in cash or by cheque made payable to the Municipality of North Middlesex.