

TOWNSHIP OF GALWAY CAVENDISH & HARVEY
COMMITTEE OF ADJUSTMENT APPLICATION FORMS
AND
PROCEDURE REQUIREMENTS FOR SUBMISSION OF APPLICATIONS

1. NARRATIVE

- A) Applications must be printed or typed. If hand printed, they must be legible and clear enough to permit legible photocopies to be made.
- B) A brief statement must be made in the application to describe its purpose.

FOR EXAMPLE

"The purpose of this application is to construct an addition to the existing house in order to provide additional living or bedroom area." A Variance is requested to reduce the _____

2. DRAWINGS

- A) Plans are to be drawn by a Land Surveyor, Draftsman or a competent person and signed by that individual.
- B) Plans must be recent and up-to-date and must show all relevant natural or artificial features as they exist on the date of the application.
- C) Where two or more different plans accompany an application, they must be consecutively numbered.
- D) Plans must bear a "NORTH" arrow to indicate direction and must show dimensions of structures and setbacks from property lines if relevant to the application. (see examples).
- E) Generally, plans shall show all information called for in Questions 9, 10, and 11 of the Application for Variance form, insofar as it is required to support the application submitted.

PLANS SUBMITTED MUST BE 8 1/2 X 11 OR 8 1/2 X 14 IN ORDER THAT THEY CAN BE PHOTOCOPIED. REDUCTIONS ARE PERMITTED. IF PLANS ARE LARGER THAN THE ABOVE MEASUREMENTS, A MINIMUM OF 4 COPIES ARE REQUIRED. PLANS SHOULD BE NO LARGER THAN 18 X 24.

APPLICATIONS SHOULD BE IN BLACK INK OR TYPED, AS BLUE INK DOES NOT PHOTOCOPY CLEARLY.

ONE ORIGINAL COPY of the application is to be returned to the Secretary-Treasurer.

Upon receipt of the completed application, the Secretary-Treasurer must check the following:

- 1. That it is clerically correct,
- 2. That **ALL** questions have been properly answered,
- 3. That the application is properly signed and sworn, and
- 4. That the maps and/or drawings in support of the application are legible and drawn by a Land Surveyor, Draftsman, or competent person.

A **FEE OF \$600.00** must accompany the application when submitted to the Secretary. (Cash or cheque payable to the Township of Galway Cavendish & Harvey).

3. SITE PLAN CHECKLIST OF REQUIRED ITEMS

- drawn to an appropriate scale (eg. 1" = 20', 1" = 30', etc.)
- all existing buildings, sizes, name, setbacks to lot lines.
- lot dimensions on all four sides
- proposed buildings, sizes, setbacks to lot lines.
- septic location - proposed or existing
- well location - proposed or existing
- driveway and culvert - proposed or existing
- surface water drainage by arrows
- retaining walls - existing or proposed
- north arrow
- street name
- utilities, overhead hydro lines, gas
- road allowance width (ie: 66')
- water courses, creeks, streams
- swales or ditches - proposed and existing
- wooded areas
- location of existing travelled roadway and its width
- neighbouring buildings (on both sides) and use (showing approximate dimensions from lot lines)
- water access only - location of parking and docking facilities to be used.
- location and nature of any easement

This information will also help the other Agencies circulated to respond to us prior to the Committee meeting to ensure no deferrals.

attachments

DATE OF HEARING: _____ FILE NO.: _____
ROLL NO.: _____

FORM 1

THE PLANNING ACT

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

The undersigned hereby applies to the Committee of Adjustment for the **CORPORATION OF THE TOWNSHIP OF GALWAY CAVENDISH & HARVEY** under Section 45 of **THE PLANNING ACT** for relief, as described in this application, from By-Law No. B2000-73

1. Name of Owner: _____
Telephone (RES) _____ (BUS) _____
Address _____
Name of Agent (if any) _____
Telephone (RES) _____ (BUS) _____
Address _____

NOTE: Unless otherwise requested, all communications will be sent to the Agent, if any.

2. OFFICIAL PLAN - Current designation of the subject land: _____

3. ZONING BY-LAW - Current zoning of subject land: _____

4. Nature and extent of relief from the Zoning By-Law: _____

5. Reason why the proposed use cannot comply with the provisions of the By-Law: _____

6. Legal description of subject lands, such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number:

7. Dimensions of lands affected:
Frontage: _____ Depth: _____
Area: _____ Width of Street: _____

8. **ACCESS** – Access to the subject land is by:

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

9. **WATER ACCESS** - Where access to the subject land is by water only:
Docking facilities (specify) _____ **Parking facilities (specify)** _____
distance from subject land _____ distance from subject land _____
distance from nearest public road _____ distance from nearest public road _____

10. **EXISTING USES** of the subject land: _____

11. **EXISTING BUILDINGS - STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

12. TYPE: _____	Front lot line setback: _____	Height: _____
	Rear lot line setback: _____	Dimensions: _____
DATE CONSTRUCTED: _____	Side lot line setback: _____	Floor Area: _____
	Side lot line setback: _____	
TYPE: _____	Front lot line setback: _____	Height: _____
	Rear lot line setback: _____	Dimensions: _____
DATE CONSTRUCTED: _____	Side lot line setback: _____	Floor Area: _____
	Side lot line setback: _____	

attach additional page if necessary

13. **PROPOSED USES** of the subject land: _____

14. **PROPOSED BUILDINGS - STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

15 TYPE: _____	Front lot line setback: _____	Height: _____
	Rear lot line setback: _____	Dimensions: _____
	Side lot line setback: _____	Floor Area: _____
	Side lot line setback: _____	
TYPE: _____	Front lot line setback: _____	Height: _____
	Rear lot line setback: _____	Dimensions: _____
	Side lot line setback: _____	Floor Area: _____
	Side lot line setback: _____	

attach additional page if necessary

16. **DATE** – Subject land was acquired by current owner on: _____

17. The date the existing buildings or structures on the subject land were constructed: _____

18. The length of time that the existing uses of the subject land have continued.: _____

19. **WATER** is provided to the subject land by:

- Publicly-owned/operated piped water system
- Privately-owned/operated individual well
- Privately-owned/operated communal well

- Lake or other water body
- Other means (specify) _____

20. **SEWAGE DISPOSAL** is provided to the subject land by:

- Privately-owned/operated individual septic system
- Publicly-owned/operated communal septic system

- Privy
- Other means (specify) _____

21. **STORM DRAINAGE** is provided to the subject land by:

- Sewers
- Ditches
- Swales
- Other means (specify) _____

OTHER APPLICATIONS - If known, indicate if the subject land is the subject of an application under the Act for:

- 22. - Approval of a plan of subdivision (section 51) File # _____ Status _____
- 23. - Consent (section 53) File # _____ Status _____
- 24. - Previous Minor Variance Approval (section 45) File # _____ If yes, Describe: _____

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 _____ of _____ in the _____ of _____

solemnly declare that:

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.

DECLARED before me at the _____ of _____ in the _____ of _____ this _____ day of _____ 20 _____

Signature of Applicant/Agent _____

Signature of commissioner, etc. _____

If this application is signed by an agent or solicitor on behalf of an applicant, written authorization of the owner must accompany the application, if not completed above. If the applicant is a Corporation, the application shall be signed by an officer of the Corporation, and the Corporation's Seal shall be affixed.

NOTES: _____

It is required that **one original copy** of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the plan referred to below, accompanied by a fee of \$600.00 in cash or cheque made payable to the Treasurer of the Township of Galway Cavendish & Harvey.

THE POLICY OF THE COMMITTEE OF ADJUSTMENT IS AS FOLLOWS:

The applicant shall attach a plan (and where required by the Committee of Adjustment, such plans shall be signed by an Ontario Land Surveyor) to each copy of this application that shows:

- *the boundaries and dimensions of the subject land;*
- *the location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distances of such from the front, rear and side lot lines;*
- *the approximate location of natural and artificial features on the subject and abutting lands that may affect the application (other buildings, railways, roads, watercourses, wooded areas, wells, septic tanks, etc.);*
- *the current uses of the abutting lands;*
- *the locations, width and name of any roads within or abutting the subject land, and whether such is an unopened road allowance, public travelled road, a private road or a right-of-way;*
- *if access is by water only, the location of the parking and docking facilities to be used; and,*
- *the location and nature of any easement affecting the subject land.*

FOR OFFICE USE ONLY

DATE RECEIVED _____
DATE CHECKED _____ CHECKED BY _____

AGENCIES TO RECEIVE NOTICE:

- ___ PETERBOROUGH COUNTY CITY HEALTH UNIT
- ___ KAWARTHA REGION CONSERVATION AUTHORITY
- ___ PARKS CANADA/MINISTRY OF NATURAL RESOURCES
- ___ MINISTRY OF THE ENVIRONMENT
- ___ MINISTRY OF AGRICULTURE & FOOD
- ___ MINISTRY OF TRANSPORTATION ONTARIO
- ___ ONTARIO HYDRO
- ___ PETERBOROUGH COUNTY ROADS
- ___ TOWNSHIP ROAD DEPARTMENT
- ___ CLERK
- ___ CBO - BUILDING DEPARTMENT
- ___ FIRE DEPARTMENT
- ___ ASSESSED PERSONS WITHIN 30 M (100 FT.)
- ___ ASSESSED PERSONS WITHIN 60 M (200 FT.)

