



**Application for Minor Variance**  
 The Municipality of Clarington  
 Planning Services Department

<b>Date Received:</b>	
<b>Received By:</b>	
<b>File Number:</b>	
<b>Hearing Date:</b>	
<b>Appeal Date:</b>	

The undersigned hereby applies to the Committee of Adjustment for the Municipality of Clarington pursuant to Section 45 of the Planning Act R.S.O., 1990, for relief, as described in this Application, from By-law No. 84-63 (as amended).

**You Will Be Provided With a Sign, Which You Are Required To Post a Minimum of 10 Days In Advance of Your Meeting Date**

**1 Owner/Agent**

	<b>Registered Owner</b>	<b>Agent</b>
Contact Name:		
Company:		
Mailing Address:		
Postal Code		
Email Address		
Phone:		

**2. Describe nature and extent of the minor variance(s) being applied for, including the appropriate sections of the Zoning By-law:**

<b>Describe Regulation of the Zoning By-law to be varied</b>	<b>Proposed Variance</b>		<b>Applicable Section of the Zoning By-law</b>
	<b>FROM:</b>	<b>TO:</b>	
<i>Example: Interior Side Yard Setback</i>	<i>1.2 m</i>	<i>1 m</i>	<i>12.2 d. iii) a)</i>



**3 Names, Addresses of Mortgagees, Encumbrances, Etc.**

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**4. Why By-Law Cannot Be Met**

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**5. Present Use of Property**

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**6. Property Description**

Municipal Address:		
Lot:	Concession:	Township:
Legal Description:		
Dimensions: Frontage:	Depth:	Area:
Date Property Acquired:		
Are there any easements or restrictive covenants affecting the subject or retained lands? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , please describe: <hr/>		

**7. Existing/Proposed Uses and Structures**

	Existing			Proposed
	Bldg. 1	Bldg. 2	Bldg. 3	
Uses				
Structure (as shown on site plan)				
Date Uses/Structures Commenced				
Setbacks – Front				
Setbacks – Rear				
Setbacks – Side				
Setbacks – Side				
Floor Area				
Building Height				



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**8. Abutting Uses**

North	
South	
East	
West	

**9. Planning Information**

Durham Region Official Plan Designation	Local Official Plan Designation	Present Zoning

**10. Existing Connected Services**

<input type="checkbox"/> Municipal Services	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Storm Sewer
<input type="checkbox"/> Septic System	<input type="checkbox"/> Wells	<input type="checkbox"/> Ditches / Swales

**11. Access**

Access to Property is by:		
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. Regional Road	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Provincial Highway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Right-of-way	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Road(s) _____		

**12 Agricultural Setback**

Are there one or more livestock barns or manure storage facilities located within 500 metres (1640 feet) of the boundary of the subject lands?  Yes  No

If **Yes**, please contact the Planning Services Department for a “**Data Sheet – MDS**” and return it with your application.

**13. Other Applications**

Previous application to Committee of Adjustment  Yes  No  
 Current application to Land Division Committee  Yes  No



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If **Yes**, date of application \_\_\_\_\_ File No. \_\_\_\_\_

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

\_\_\_\_\_

**14. Affidavit**

**Affidavit**

I, \_\_\_\_\_

of the \_\_\_\_\_

in the Regional Municipality/City of \_\_\_\_\_

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".

Declared before me at the \_\_\_\_\_

in the Regional Municipality/City of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Signature of Applicant

## 15. Owner's Authorization

If multiple owners, authorization letter from each owner is required.

<b>Authorization of Owner</b>	
I, _____ being the registered owner of the land that is the subject of this planning document hereby authorize _____ to (type or print name of agent) prepare and submit this application for approval.	
_____	_____
Date	Signature of Owner

## 16. Consent of Owner

16.1 Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership).

<b>Consent of the Owner to the Use and Disclosure of Personal Information</b>	
I, _____ am the registered owner of the land that is the subject of this application for approval of this planning document and, for the purpose of the <b>Freedom of Information and Protection of Privacy Act</b> , 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 <b>Planning Act</b> for the purposes of processing this application. I also agree to allow the Municipality, its employees and agents and any circulated agency staff to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to this application.	
_____	_____
Date	Signature of Owner

16.2 In the event that this application for Minor Variance is appealed to the Local Planning Appeal Tribunal (LPAT) by a third party, the Owner agrees to assume 100% of the financial responsibility for the Municipality of Clarington legal fees and professional consultant fees to defend the decision of Council.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner

**Please Identify Exact Location of Property and Provide Directions to Enable  
Members of The Committee To Carry Out Site Inspection.**

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**NORTH**



**Committee of Adjustment**

**Example Site Plan:** This example site plan has been prepared to assist you in the preparation of your own site plan, and also, as a guide to the dimensions required to evaluate your request for a minor variance(s). If your property is serviced by private well and septic system, please place the location of well, septic tank and tile bed on the drawing. Any existing structures located on the property need to be shown on the drawing.

