



## MINOR VARIANCE OR PERMISSION APPLICATION FORM

<b>FOR OFFICE USE ONLY</b>
<b>Date the Application is Received by Municipality:</b>
<b>Date the Application is Deemed to be Complete by Municipality:</b>

**IF YOU ARE UNABLE TO ANSWER ANY OF THESE QUESTIONS, PLEASE CONTACT THE MUNICIPAL PLANNER FOR ASSISTANCE.**

1. Registered Owner's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_  
 Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

2. Applicant/Agent Name: \_\_\_\_\_  
 (If different than Owner)  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_  
 Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

3. Send Correspondence To? Owner [  ] Applicant/Agent [  ]

4. Name and address of any mortgages, holders of charges or other encumbrances of the subject lands:  
 \_\_\_\_\_

5. Legal Description of Property:  
 Ward (Former Municipality) \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ Concession \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ Registered Plan \_\_\_\_\_  
 Part(s) \_\_\_\_\_ Reference Plan \_\_\_\_\_  
 Street Address \_\_\_\_\_ Roll # \_\_\_\_\_  
 PIN Address \_\_\_\_\_ Survey Attached Yes [  ] No [  ]

6. Are there any easements or restrictive covenants affecting the subject property?  
 Yes [  ] No [  ]

7. If yes, please describe the easement or covenant: \_\_\_\_\_

8. Does the Amendment Affect: Entire Property [  ] or Portion of Property [  ]

9. Dimensions of lands affected:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Width of Street: \_\_\_\_\_

10. Nature and extent of relief applied for:

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

11. Why is it not possible to comply with the provisions of the By-Law?

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

12. Present Official Plan designation of the land: \_\_\_\_\_

13. Present Zoning of the land: \_\_\_\_\_

14. Other applications submitted with this application:

Official Plan Amendment [ ] Consent [ ] Zoning [ ] Plan of Subdivision [ ]

15. Has the subject lands ever been the subject of an application for an official plan amendment, zoning amendment, minor variance or site plan control?

Yes [ ] (if yes please provide details below) No [ ]

\_\_\_\_\_

16. Existing use of subject property and length of time this use has continued on the subject property (please provide length of time that the existing use has continued):

\_\_\_\_\_

17. Existing uses of abutting properties (including properties on opposite side of road allowance):

\_\_\_\_\_

18. Particulars and location of all buildings and structures on or proposed for the subject lands (specify ground floor area, gross floor area, number of storeys, width, length, height of buildings as well as distance from side, rear and front lot lines):

Existing: \_\_\_\_\_

\_\_\_\_\_

Proposed: \_\_\_\_\_

\_\_\_\_\_

19. Date of construction of all buildings and structures on subject lands: \_\_\_\_\_

20. Does this application require demolition of an existing building? Yes [ ] No [ ]

21. If yes, specify: \_\_\_\_\_

22. Number of Parking Spaces: # Existing \_\_\_\_\_ # Proposed \_\_\_\_\_

23. Type of access to the lands and name of road:

Provincial Highway _____	County Road _____
Year Round Municipal Road _____	Seasonal Municipal Road _____
Unopened Road Allowance _____	Private Right-of-Way _____
Other, please specify _____	

24. If proposed access is by water, what boat docking and parking facilities are available on the mainland?

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25. Services Currently Available, or to be Available:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Water</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>
Existing	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Proposed	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

26. Are Stormwater Sewers Present? Yes [ ] No [ ] Proposed [ ]

27. Are there any of the following uses or features on the subject lands or within 500 metres of the subject property? (please select all that apply)

Use or Feature	On Subject Land?	Within 500 m of Subject Land? (Give Approximate Distance)
An agriculturally designated area		
A livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant/lagoon		
An industrial use		
A licensed pit or quarry or an area designated for aggregate extraction		
A mining hazard		
An active railway line		
A flood plain or other natural hazard		
A natural gas or oil pipeline		
A hydro easement		
A contaminated site		
A well head protection zone		
A provincially significant wetland		
An area of natural and scientific interest (ANSI)		
Fish/Wildlife Habitat		
A designated heritage building/site		

**QUESTION #28 MUST BE COMPLETED IN THE PRESENCE OF THE "COMMISSIONER". THE CLERK OF THE MUNICIPALITY IS AN AUTHORIZED COMMISSIONER.**

28. I, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_, hereby solemnly declare that the information contained in this application are on the attached plan and any associated information submitted with this application are, to the best of my belief and knowledge, a true and complete representation of the purpose and intent of this application.

\_\_\_\_\_

DECLARED BEFORE ME AT THE

\_\_\_\_\_ OF \_\_\_\_\_

IN THE \_\_\_\_\_ OF

\_\_\_\_\_, THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_,

202 \_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent or Applicant:

**A COMMISSIONER, ETC.**

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**FREEDOM OF INFORMATION/ACCESS TO PROPERTY  
CONSENT OF OWNER**

I, \_\_\_\_\_, being the registered owner of the lands subject of this application for minor variance and, for the purposes of the Freedom of Information and Protection of Privacy Act, I hereby 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. I also authorize and consent to representatives of the Municipality of Mississippi Mills and the persons and public bodies conferred with under Section 45 (5) of the Planning Act entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

**APPLICANT/AGENT AUTHORIZATION FORM**

The Corporation of the Municipality of Mississippi Mills  
In the Matter of Application for Minor Variance  
Authorization under Ontario Regulation 406/83  
{Subsection 2(3)}

I, \_\_\_\_\_ being the ( ) registered owner(s), ( ) executor/executrix, ( ) signing corporate officer(s) of the lands for which this application is to be made, hereby authorize and direct \_\_\_\_\_ to act as my agent and on my behalf to apply to the Corporation of the Municipality of Mississippi Mills for a minor variance on the lands herein described.

Ward (Former Municipality) \_\_\_\_\_

Lot(s)	_____	Concession	_____
Lot(s)	_____	Registered Plan	_____
Part(s)	_____	Reference Plan	_____
Street Address	_____	Roll #	_____
PIN Address	_____		

SIGNED, SEALED AND DELIVERED  
in the presence of

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

SEAL

## INDEMNIFICATION

I/We \_\_\_\_\_, hereby agree to indemnify and save harmless the Corporation of the Municipality of Mississippi Mills ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the application for approval under the Planning Act.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application. In addition, the applicant(s) shall reimburse the Municipality for all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant(s), to appear at the hearing of any appeal to the Ontario Municipal Board from any decision of the Council or Committee of Adjustments, as the case may be, approving the applicant(s) application. The costs and expenses incurred in connection with an Ontario Municipal Board appeal shall include all legal costs and consulting costs incurred by the Municipality.

The applicant(s) acknowledge(s) and agree(s) that if any amount owing to the Municipality in accordance with this agreement is not paid when due, the Municipality will not appear before the Ontario Municipal Board in support of a decision approving the application until the amount has been paid in full.

The applicant(s) further acknowledge(s) and agree(s) that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant(s) by action.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant