



City of Kawartha Lakes  
Development Services Dept. - Planning Division  
180 Kent Street West, 2nd Floor  
Lindsay, Ontario K9V 2Y6  
705-324-9411

# Application for Minor Variance/Permission

Please Fill Out The Application Entirely  
All Measurements Must Be Completed In Metric  
Incomplete Applications Will Not Be Accepted

## Note to Applicants:

This application form is to be used by persons or public bodies wishing to obtain a variance or permission that is minor in nature from the City of Kawartha Lakes' Zoning By-laws. In this form the term **subject land** means the land that is the subject of the application for minor variance/permission.

A file number beginning in **D20** will be issued for all submitted applications and should be used in all communications with the City.

## Completeness of the Application:

The information requested by this application form sets out the information that must be provided by the applicant, as prescribed in the schedules to Ontario Regulation 200/96 under Section 45 of the Planning Act. If the information, including supporting documentation and a sketch of sufficient detail and/or accuracy are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and the applicable fees have been provided.

This application form and any supporting documentation (e.g. reports) will assist the City and others in their evaluation of the application. To ensure a timely and complete review, this information must be submitted at the time of application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for rendering a decision. As a result, the application may be deferred or refused.

## Preparation of the Application:

This application form must be completed by the owner(s) or the owner(s) authorized agent(s). Where the owner(s) is/are not the applicant(s), the authorization of all owners is required. **This is your application. Make sure you know exactly why you are applying to the Committee of Adjustment.**

Staff processing the application cannot look beyond the information provided and must process your application on the basis of the information supplied. Any omissions or errors could result in discovery at the hearing that there is need for additional variances/permissions and/or a change requiring recirculation of your application, resulting in further delay, recollection of the advertising fee and in some cases the need for submission of an additional application with a further application fee.

### Sketch:

It is strongly recommended that proposed additions and/or buildings have a scaled plan and elevation view(s) submitted as part of the application so staff and the applicable review agencies can properly assess the application.

When additions and/or buildings are proposed near a water body, it is strongly recommended that a surveyor's sketch be submitted noting the high water mark/maintained summer water level, regional flood elevation, and the location of additional lands (e.g. original shore road allowance).

Any other relevant plans, photographs, studies and/or documentation that may contribute to the application should also be submitted to aid staff and agency analysis. This additional information shall also assist the Committee in rendering its decision. Any sketch omissions or errors could result in discovery at the hearing that there is need for additional information, variances, permission(s) or a change requiring the recirculation of your application resulting in further delay and cost to the applicant(s).

### Submission Requirements:

One copy of the completed application form and a detailed sketch are required by the City. The application (including the sketch and supporting documentation) will be used to consult with other departments/divisions and/or agencies that may have an interest in the application.

If the application is completed by hand, blue or black ink must be used. If you are submitting photocopies of your application, the original copy must also be filed. Usually, one application form is required, regardless of the number of variances being sought on a particular parcel of land, along with the applicable fees as identified by the City's Tariff of Fees By-law. Applicants are also required to pay Conservation Authority and City Sewage System review fees where applicable. Staff will assist you in determining which Conservation Authority is involved. Please refer to the City's Planning Application Fees list: <http://www.city.kawarthalakes.on.ca/property-development-by-law/planning/guides-forms>.

The application fees include all mileage costs for site inspections within the City's limits. In remote areas where site access is only possible through an adjacent municipality, the applicant(s) will be responsible for that portion of necessary mileage incurred by Staff outside of the City's municipal boundaries.

### Assistance:

To help you complete the application form and prepare a good sketch, please use the Minor Variance Process Guide and Pre-screening Form available at all Service Centres and the City's website [www.city.kawarthalakes.on.ca](http://www.city.kawarthalakes.on.ca). You may also call the City of Kawartha Lakes, Development Services Department – Planning Division at 705-324-9411 ext. 1231 for assistance in completing this form and obtain information on procedure and circulation.

The undersigned hereby applies to the Committee of Adjustment for the City of Kawartha Lakes under Section 45 of the Planning Act, R.S.O. 1990, Chapter P.13 as amended for relief, as described in this application,

From By-Law No.:

For the Geographic Township/Town/Village of:

## 1. Applicant/Agent/Owner Information

Owner(s) authorization is required in Section 10 if the applicant is not the owner.

### 1.1 Registered Owner(s) Information:

Please fill out the name(s) as noted on the deed.

<b>Name:</b>	<b>Mailing Address:</b>	<b>City/Town/Village:</b>	<b>Postal Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Is/Are the Registered Owner(s) the Applicant(s)? If No, please complete Section 1.2**

☐ Yes

☐ No

## 1.2 Applicant Information:

Please complete if different from the Registered Owner(s).

<b>Name:</b>	<b>Mailing Address:</b>	<b>City/Town/Village:</b>	<b>Postal Code:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Home Phone:</b>	<b>Work Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 1.3 Communication Shall Be Sent To:

**Communication Shall Be Sent To:**

☐ Owner

☐ Applicant

☐ Other

\*If other, please place the contact information in Section 9.

## 2. Location and Description of the Subject Land

### 2.1 Property Information:

Please complete all applicable lines.

**Street Number:**

**Road:**

**Concession:**

**Lot(s):**

**Township/Town/Village**

**Roll Number:**

**Registered Plan  
Number:**

**Reference Plan  
Number:**

**Part(s):**

**Lot(s)/Block(s):**

## 2.2 Easements and Restrictive Covenants:

**Are there any easements and/or restrictive covenants affecting the subject land?**

☐ Yes

☐ No

If Yes, please describe the easement and/or restrictive covenant and its effect(s) in Section 9.

## 2.3 Description of Subject Land:

**Date Subject Land Was  
Acquired By Owner:**

**Frontage:**

**Depth:**

**Area:**

## 2.4 Official Plan and Zoning Information:

If you are unsure of the designation/category, please call the Planning Division.

**Official Plan Designation(s):**

**Zoning By-law Category/Categories:**

# 3. Purpose of the Application

## 3.1 Relief:

Please describe the nature and extent of relief from the Zoning By-law applied for.

**Section(s) of the Zoning By-law:**

**To Allow:**

### 3.2 Reason:

**In your opinion, why is it not possible to comply with the provisions of the Zoning By-law?**

## 4. Current Use of Subject Land

### 4.1 Existing Use(s):

**Existing Use(s) of Subject Land:**

**Length of Time Use(s) have Continued:**

**Are there any existing buildings or structures on the subject land?**

☐ Yes

☐ No

If Yes, please complete the table in 4.2.

### 4.2 Existing Buildings or Structures:

If there are more than three buildings on the subject land, please print additional copies of this page and attach it to the back of this application.

#### Building 1

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Use Commenced:**

**Height:**

**Dimensions:**

**Ground Floor Area\*:**

**Gross Floor Area\*\*:**

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Side 1 Lot Line  
Setback:**

**Side 2 Lot Line  
Setback:**

**Lot Coverage (%):**

**Number of Units\*\*\*:**

**Complete if number of units is greater than 1:**

**Gross Floor Area/Unit:**

**Complete for Commercial/ Industrial/ Institutional Properties:**

**Loading Spaces:**

**Parking Spaces:**

## Building 2:

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Use Commenced:**

**Height:**

**Dimensions:**

**Ground Floor Area\*:**

**Gross Floor Area\*\*:**

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Side 1 Lot Line  
Setback:**

**Side 2 Lot Line  
Setback:**

**Lot Coverage (%):**

**Number of Units\*\*\*:**

**Complete if number of units is greater than 1:**

**Gross Floor Area/Unit:**

**Complete for Commercial/ Industrial/ Institutional Properties:**

**Loading Spaces:**

**Parking Spaces:**

**Building 3:**

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Use Commenced:**

**Height:**

**Dimensions:**

**Ground Floor Area\***

**Gross Floor Area\*\*:**

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Side 1 Lot Line  
Setback:**

**Side 2 Lot Line  
Setback:**

**Lot Coverage (%):**

**Number of Units\*\*\*:**

**Complete if number of units is greater than 1:**

**Gross Floor Area/Unit:**

**Complete for Commercial/ Industrial/ Institutional Properties:**

**Loading Spaces:**

**Parking Spaces:**

**Are any of the buildings to be demolished?**

☐ Yes

☐ No

**If Yes, please specify:**

\* Ground Floor Area means the area that the building occupies on the ground.

\*\*Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

\*\*\*Number of Units means the number of dwelling units within the building

# 5. Proposed Use of Subject Land

## 5.1 Change in Land Use:

Will your proposal change the use of the land?

☐ Yes

☐ No

If Yes, please describe how the use will change:

## 5.2 Proposed Buildings or Structures:

If there are more than three buildings proposed on the subject land, please print additional copies of this page and attach it to the back of this application.

### Building 1:

Type:	Date Constructed:	Existing Use:	Date Use Commenced:
<div></div>	<div></div>	<div></div>	<div></div>
Height:	Dimensions:	Ground Floor Area*:	Gross Floor Area**:
<div></div>	<div></div>	<div></div>	<div></div>
Front Lot Line Setback:	Rear Lot Line Setback:		
<div></div>	<div></div>		

Side Lot Line Setbacks:



**Side 1 Lot Line  
Setback:**

**Side 2 Lot Line  
Setback:**

**Lot Coverage (%):**

**Number of Units\*\*\*:**

**Complete if number of units is greater than 1:**

**Gross Floor Area/Unit:**

**Complete for Commercial/ Industrial/ Institutional Properties:**

**Loading Spaces:**

**Parking Spaces:**

## Building 2:

**Type:**

**Date Constructed:**

**Existing Use:**

**Date Use Commenced:**

**Height:**

**Dimensions:**

**Ground Floor Area\*:**

**Gross Floor Area\*\*:**

**Front Lot Line Setback:**

**Rear Lot Line Setback:**

**Side 1 Lot Line  
Setback:**

**Side 1 Lot Line  
Setback:**

**Lot Coverage (%):**

**Number of Units\*\*\*:**

**Complete if number of units is greater than 1:**

**Gross Floor Area/Unit:**

**Complete for Commercial/ Industrial/ Institutional Properties:**

**Loading Spaces:**

**Parking Spaces:**

## Building 3:

Type:	Date Constructed:	Existing Use:	Date Use Commenced:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Height:	Dimensions:	Ground Floor Area*:	Gross Floor Area**:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Front Lot Line Setback:	Rear Lot Line Setback:	Side 1 Lot Line Setback:	Side 2 Lot Line Setback:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot Coverage (%):	Number of Units***:		
<input type="text"/>	<input type="text"/>		

Complete if number of units is greater than 1:

Gross Floor Area/Unit:

Complete for Commercial/ Industrial/ Institutional Properties:

Loading Spaces:	Parking Spaces:
<input type="text"/>	<input type="text"/>

\*Ground Floor Area means the area that the building occupies on the ground.

\*\*Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

\*\*\*Number of Units means the number of dwelling units within the building

## 6. Property Access

### 6.1 Access Provided:

**How is access provided to the subject land?**

- ☐ Provincial Highway
- ☐ Municipal Road
- ☐ Private Road
- ☐ Right-of-Way
- ☐ Unopened Road Allowance
- ☐ Water Access\*
- ☐ Other (please specify)

**Other (please Specify):**

\*Where access to the subject land is by water only, please describe the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road in Section 9.

## 6.2 Maintenance Provided:

**What level of maintenance does the access receive?**

- ☐ Year-round
- ☐ Seasonal
- ☐ Unmaintained

## 6.3 Persons Providing Maintenance:

**Who maintains the access?**

- ☐ City
- ☐ Ministry of Transportation
- ☐ Private

# 7. Water Supply And Wastewater Collection

Sections 7.1-7.3 are for existing services. If the subject property does not have one or more services, please check Other and write 'none' for each applicable section.

## 7.1 Water Supply:

**How is potable water provided?**

- ☐ City Water System
- ☐ Lake/Other Water Body
- ☐ Private Individual Well
- ☐ Private Communal Well
- ☐ Other (please specify)

**Other (please specify):**

**7.2 Sanitary Wastewater Collection:**

**How is sanitary wastewater disposed of?**

- ☐ City Sanitary Sewer System
- ☐ Private Individual Septic System
- ☐ Private Communal Septic System
- ☐ Private Holding Tank
- ☐ Privy
- ☐ Other (please specify)

**Other (please specify):**

**7.3 Stormwater Management:**

**How is stormwater drainage provided?**

- ☐ City stormwater Sewer System
- ☐ Ditches
- ☐ Swales
- ☐ Other (please specify)

**Other (please specify):**

**7.4 Service(s) Proposed:**

**Is a change in existing service(s) proposed?**

- ☐ Yes
- ☐ No

**If Yes, please specify the service(s) proposed:**

**8. Status Of Related Planning Applications**

Is this parcel of land currently, or has it ever been, the subject of any of the applications listed below:

**Application Type - Official Plan Amendment:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Zoning By-law Amendment:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Minor Variance Application:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Subdivision Application:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Site Plan Application:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Consent (Severance) Application:**

- ☐ Yes
- ☐ No
- ☐ Unknown

**File Number & Status  
(if known):**

**Application Type - Other Planning Act Application (please specify):**

- ☐ Yes
- ☐ No
- ☐ Unknown

**Other (please specify):**

**File Number & Status  
(if known):**

## 9. Other Information

Is there any other information that you think may be useful to the City or other agencies in reviewing this application?  
If so, explain below or attach a separate page.

**Use this section to add additional information from Sections 1-8 if required and reference the applicable Section:**

## 10. Owner(s) Authorization

**If The Applicant(s) Is/Are Not The Sole Owner(s) Of The Land Subject To This Application, The Written Permission Of The Owner(s) Authorizing The Applicant To Make The Application On Behalf Of The Owner(s) Must Be Attached To This Application Or Completed Below.**

I/WE, owner(s) of the land that is subject to this application hereby authorize \_\_\_\_\_ to act on my/our behalf in regard to this application and to provide any of my/our personal information necessary for the processing of this application.

**Signature of Owner:**

**Date:**

**Signature of Owner:**

**Date:**

# 11. Applicant(s) Acknowledgement

I/we acknowledge submission of this application does not necessarily mean that it is a **complete** application. The City of Kawartha Lakes may return the application to the applicant for failure to complete any part of the application form, failure to provide the required supporting documentation or failure to pay the application fee. I/we acknowledge that it is my/our responsibility to provide a complete and accurate application and that City of Kawartha Lakes staff is not permitted to complete the application on my/our behalf.

I/we consent and authorize representatives of the City of Kawartha Lakes and those persons identified under the Planning Act, R.S.O. 1990 c. P.13, to enter upon the land subject to this application for the purpose of conducting any site inspections and take pictures which is necessary for the evaluation of this application.

I/we agree and acknowledge that the information contained in this application and all supporting documentation including reports, studies and drawings, provided in support of the application, collected under the authority of the Planning Act, R.S.O. 1990 c. P.13, constitutes public information and will become part of the public record. As such, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, I/we hereby consent to the City of Kawartha Lakes making this application and its supporting documentation available to the general public, including copying and disclosing the application and its supporting documentation to any third party upon their request.

I/we agree and acknowledge that I/we am/are responsible for all costs associated with third party OMB appeals and municipal peer review of background reports, and shall submit the required deposits upon the City's receipt of an appeal and/or request for peer review in accordance with the City's planning fees.

Signature of Applicant:

Date:

Print Name:

# 12. Posting of Advisory Sign

The advisory sign is a legislative requirement. Failure to post and maintain the notice upon the subject property for the legislated time frame shall result in the deferral of your application and the recollection of the Advertising Fee. A sign will be made available to you once a hearing time is set. You are directed to post the sign in a prominent location. The location of each sign will depend on the lot and location of the structures upon it. The sign should be placed as near the street line as is feasible so the public can see the sign and make note of the contact information should they wish to make enquiries. In most cases, please post the sign at least 1 metre above grade on a stake as you would a real estate sign. Signs shall not be attached or nailed to trees. For commercial, industrial, or institutional properties, it may be appropriate to post the sign on the front wall of the building or at its entrance.

Each sign must be posted a minimum of 10 days prior to the scheduled hearing, until the day following the hearing. Photographic evidence containing a date stamp is to be taken the day the sign is posted and submitted to the City so that it may be placed in the file as evidence that you have met the requirements of Ontario Regulation 200/96.

**I/We agree and acknowledge that the sign must be posted upon the subject property at least 10 days prior to the scheduled hearing of my/our application and be replaced, if necessary, at my/our expense, until the day following the hearing.**

**I/WE agree to post the sign as noted by the requirements above and understand that failure to post and/or maintain the sign as required shall result in the deferral of the application and recollection of the Advertising Fee.**

Signature of Applicant:

Date:

Print Name:

# 13. Affidavit or Sworn Declaration

I, \_\_\_\_\_ of the \_\_\_\_\_ in the \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true.

Sworn (or declared) before me at the \_\_\_\_\_, in the \_\_\_\_\_ this day \_\_\_\_ of , 20\_\_\_\_

**Commissioner of Oaths:**

**Official Stamp of Commissioner of Oaths:**

**Signature of Applicant:**

**Signature of Applicant:**

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.