

**PLEASE NOTE:
Information to Applicants**

It is required that all applicants make an appointment with the Building Department when submitting an Application for an Amendment to the Restricted Area (Zoning By-law) or an Application for a Minor Variance. This is required so that all submissions can be reviewed to ensure they are complete. **Incomplete applications will not be accepted.**

Applications must be completely filled in using dark blue or black ink only or typed— **do not use pencil**. The original copy of the application must be submitted to the Township. **A complete site (location) plan must be included with your application.** Requirements for the site (location) plan are included within the application.

Once the application has been deemed complete, the application can be accepted and commissioned as required.

To arrange an appointment, please contact The Building and Planning Department at Extension 264.

Thanking you in advance for your co-operation.

Please note: If your property is located in the Chandos ward and is within the jurisdiction of the Crowe Valley Conservation Authority (CVCA), notice of your application will be forwarded to their office for their review and comments. They charge a fee for reviewing planning applications and they will collect it directly from you by mailing you an invoice. For further details, they can be contacted at: 70 Hughes Lane, Marmora, ON, K0K 2M0, www.crowevalley.com, Phone: 613-472-3137, Fax: 613-472-5516

Archaeological Assessments

Please note: that through recent consultation with Curve Lake First Nation (CLFN), it has been suggested that archaeological assessments may be required for development on waterfront properties. You will need to complete the attached checklist from the Province for evaluating archaeological potential to determine whether an archaeological assessment is required. This checklist needs to be submitted with any application submitted. Should you determine that an archaeological assessment is required, we would encourage follow up discussion with the Township and Curve Lake to confirm specific requirements.

<https://forms.mgcs.gov.on.ca/en/dataset/021-0478>

Please find following instructions for completion of Minor Variance Applications under Section 45 of the Planning Act:

1. It is required that a completed copy of this application and sketches be filed with the Secretary-Treasurer, Committee of Adjustment of the Corporation of the Township of North Kawartha together with the plan referred to in number 2 below and the applicable fee of \$990 in cash, by debit card, by cheque made payable to the Township of North Kawartha or by credit card at this link <https://ipn.paymentus.com/rotp/nkon>
2. This application must be accompanied by a plan showing the dimensions of the subject land and of all abutting land and showing the location, size and type of all buildings and structures on the subject and abutting land. The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.
3. Questions about the application and collection should be directed to:

**The Corporation of the Township
of North Kawartha**

Secretary-Treasurer, Committee of Adjustment
P.O. Box 550, 280 Burleigh Street
Apsley, ON K0L 1A0
(705) 656-4445 or 1-800-755-6931
(705) 656-4446 Fax
email: c.parent@northkawartha.ca

- Please be advised that the applicant is responsible for any additional fees that may be required by any other agency for the review of planning and development proposals and/or any additional applications for providing related approvals and services.
- Any information which is submitted in support of this application, either at the time of submitting the application or at the Public Hearing, must remain as part of the file and will not be returned to the Applicant or his Agent.

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

Assessment Roll No. _____

The undersigned hereby applies to the Committee of Adjustment for the Corporation of the Township of North Kawartha under section 45 of the Planning Act, as amended, for relief, as described in this application, from the applicable Comprehensive Zoning By-law, as amended.

1. (a) Name of Owner _____

Telephone No. _____

Address _____

(b) Name of Applicant _____
(If other than Owner)

Telephone No. _____

Address _____

(c) Name of Agent _____
(If other than Owner)

Telephone No. _____

Address _____

2. Current designation of the subject lands:
 - (i) County Official Plan designation _____
 - (ii) Township Official Plan designation _____

3. Current Zoning of the subject lands: _____

4. Nature and extent of relief from the applicable zoning by-law:

5. The reason why the proposed use cannot comply with provisions of the applicable zoning by-law?

6. Description of the subject land such as municipality, lot and concession, registered plan and lot numbers, reference plan and part numbers, civic address (911 #) or other legal description:

7. Dimensions of the subject lands:
Front _____
Depth _____
Area _____

8. Access to the subject land is by:

a provincial highway _____

municipal road that is maintained all year or seasonally _____

other public road (i.e. County) _____

private road _____ fire routes _____

right-of-way _____ water _____

9. If access to the subject land is by water only, the parking and docking facilities used or to be used and the approximate distance between these facilities from the subject land and the nearest public road.

10. Existing uses of the subject land

11. Existing buildings or structures on the subject land.

12. Please describe any buildings and structures on the subject land by providing the type of buildings or structures; the setback from the front, rear and side lot lines; height in metres of the buildings or structures; dimensions of floor area of the buildings or structures

Existing: _____

13. Proposed uses of the subject land.

14. Proposed buildings or structures on the subject land.

15. Please describe any proposed buildings and structures on the subject lands; the proposed setback from the front, rear and side lot lines; proposed height in metres of the buildings or structures; proposed dimensions or proposed floor area of the buildings or structures.

16. Date the subject land was acquired by the current owner.

17. Date(s) the existing buildings or structures on the subject land were constructed.

18. Length of time the existing uses of the subject land have continued.



19. Water supply:
- (i) Private owned and operated individual or communal well _____
 - (ii) a lake or other water body _____
 - (iii) or other means _____
20. Sewage or individual septic system is provided to the subject land by a private or individual communal septic system, a privy or other means.
- _____
- _____
- _____
21. Storm drainage is provided by
- Sewers _____ Swales _____
- Ditches _____ Other means _____
22. Is the subject land under application under the Planning Act for approval of a plan of subdivision or a consent?
- Yes _____ No _____
- _____
23. If yes to above, the file number of the application and the status of the application.
- _____
- _____
24. Whether the subject land has been the subject of an application under Section 45 of the Planning Act. (Minor Variance)
- Yes _____ No _____
- If the answer is yes, describe briefly:
- _____

25. It is mandatory that a location plan showing the following accompany this application:

- (i) The boundaries and dimensions of the subject land.
- (ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front, rear and side yard lot lines.
- (iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- (iv) The current uses on land that is adjacent to the subject land.
- (v) The location, width and name of any roads within or abutting the subject land,
 - (a) unopened road allowance _____
 - (b) public traveled road _____
 - (c) private road or right of way _____
- (vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used (an agreement with the registered owner of the property for parking and docking facilities is to be provided).
- (vii) The location and nature of any easement affecting the subject land (i.e. Ontario Hydro, Bell Canada access roads or driveways).

26. I hereby give permission for staff and/or Committee Members to visit the site for inspection.

Yes _____ No _____



27. I/We enclose the applicable fee of \$990.00 which is not refundable and agree to pay such further and other related planning costs and expenses that may be incurred by the Corporation of the Township of North Kawartha in processing my/our request herein and without limiting the foregoing the applicant will be responsible for any costs incurred by the Municipality as a result of an appeal to the Ontario Municipal Board and/or an Ontario Municipal Board Hearing. The application fee of \$900.00 shall be paid for by cash, debit card, cheque payable to the Township of North Kawartha, or by credit card at this link <https://ipn.paymentus.com/rotp/nkon> at the time of filing of the application.

28. Solemn declaration:

I/We, _____ of the _____
of _____ in the _____
of _____ solemnly declare that all the statements contained
in 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 _____
of _____
in the _____ of _____
this _____ day of _____ A.D. 20_____.

A Commissioner, etc.

Applicant

Personal information is collected under the authority of the Planning Act, RSO, 1990, Chap P.13 and Regulations thereunder and will be used for the verification of property ownership and circulation purposes.