



**THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE**  
**MINOR VARIANCE APPLICATION UNDER SECTION 45(1)**  
**OR APPLICATION FOR PERMISSION**  
**UNDER SECTION 45(2) OF THE PLANNING ACT**

For Township Use Only				
Township File Number :	Date of Receipt:	Payment of Required Fees:	Completion Initial Evaluation:	Date Circulated (if Parts A, C and D deemed complete)

***PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE APPLICATION IDENTIFIED BY THE SECTION NUMBER.***

**PART A: INFORMATION TO BE PROVIDED UNDER SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96 AMENDED O. REG. 432/96; O. REG. 508/98**

**1. Specify (x) the type of application being submitted:**

Minor Variance ( )    Application for permission under Section 45(2) ( )

**2. Date of Application Submission:** \_\_\_\_\_

**3. Name of Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

**4. Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

**5. Name of Authorized Agent (if any):** \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

**6. Please specify (x) to whom all communication should be sent:**

Owner ( )                      Applicant ( )                      Agent ( )

**7. Names and Addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject property (if known):**

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

**8. Description of land for which application is being made.**

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):  
 \_\_\_\_\_  
 \_\_\_\_\_

(b) Municipal Address (Street and Number):  
 \_\_\_\_\_

(c) Property Roll Number: \_\_\_\_\_

(d) Frontage \_\_\_\_\_ m    Depth \_\_\_\_\_ m    Area \_\_\_\_\_ ha

(e) Are there any easements or restrictive covenants affecting the property?  
 Yes    No            If yes, describe the easement or covenant and its effect:  
 \_\_\_\_\_

**9. Existing land use:**

(a) What are the existing use(s) of the subject land?  
 \_\_\_\_\_

(b) Are there any existing buildings on the subject lands?                      Yes    No

***If yes (Also include this on attached sketch):***

<i>Type of Building / Structure</i>	<i>Date Constructed</i>	<i>Setbacks (metric)</i>			<i>Height (metric)</i>	<i>Dimensions or Floor Area (metric)</i>
		<i>Front Lot Line</i>	<i>Rear Lot Line</i>	<i>Side Lot Line</i>		

(c) If known:  
 Date the subject land was acquired by the current owner \_\_\_\_\_  
 Date of construction of existing buildings/structures \_\_\_\_\_

Length of time the existing uses of the subject land have continued \_\_\_\_\_

**10. Proposed Changes**

(a) The uses proposed for the subject lands

\_\_\_\_\_

(b) Are there any buildings or structures proposed to be built on the subject lands?

Yes No

***If yes (Also include this on attached sketch):***

<b><i>Type of Building / Structure</i></b>	<b><i>Setbacks(metric)</i></b>			<b><i>Height (metric)</i></b>	<b><i>Dimensions or Floor Area (metric)</i></b>
	<b><i>Front Lot Line</i></b>	<b><i>Rear Lot Line</i></b>	<b><i>Side Lot Line</i></b>		

(c) Current Zoning: \_\_\_\_\_

(d) Explain what is proposed which makes the application necessary:

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

(e) Nature and extent of the relief requested from the Zoning By-law

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

(f) Explain why it is not possible to comply with the provisions of the Zoning By-law:

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

(g) What is the current Official Plan designation(s) of the subject land:

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**11. Status of Other Planning Applications**

(a) If known, whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or for a consent: Yes No

If yes, file #: \_\_\_\_\_ status of application: \_\_\_\_\_  
 File #: \_\_\_\_\_ status of application: \_\_\_\_\_

(b) If known, whether the subject land has ever been the subject of an application under section 45 of the Planning Act: Yes No

If yes, file #: \_\_\_\_\_ status of application: \_\_\_\_\_  
 File #: \_\_\_\_\_ status of application: \_\_\_\_\_

**12. Servicing**

Indicate which services are available or proposed:

Water Supply			Sewage Treatment			Storm Drainage		
	A	P		A	P		A	P
Municipal Water			Municipal Sewers			Storm Sewers		
Communal System			Communal System			Open Ditches		
Individual Well(s)			Septic Tank & Tile Field			Swales		
Other (describe)			Other (describe)			Other (describe)		

\*A = Available; P = Proposed

**13. Property Access**

Is access provided by: Provincial Highway \_\_\_\_\_ Regional Road \_\_\_\_\_  
 Open Municipal Road \_\_\_\_\_ Private Road \_\_\_\_\_ Water \_\_\_\_\_  
 Other \_\_\_\_\_

*If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:*

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**PART B: ADDITIONAL INFORMATION**

Depending on the nature of the application, in order for the Committee of Adjustment to carry out an appropriate evaluation with respect to the tests under the Planning Act, additional information beyond that prescribed in Part A may be required.. The precise requirements for each application will be determined in discussions with Township staff prior to submission of the application, or you will be contacted once your application has been reviewed and additional information requested. To assist the Township in determining the exact information requirements the applicant is requested to provide the following information.

1. Does the site or adjacent lands include any significant trees or other natural features?  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the site adjacent to any significant source of noise or vibration (e.g. railway, major road, major industrial use)?  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the site include a building or structure designated under the Ontario Heritage Act?  
\_\_\_\_\_

4. Are there any indications that the subject lands include any archaeological features?  
\_\_\_\_\_

5. Are there any outstanding work orders on this property? Yes \_\_\_ No \_\_\_  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Is there an existing Site Plan Agreement for this property? Yes \_\_\_ No \_\_\_

**7. Potentially Contaminated Land**

7.1 Has there been an industrial or commercial use of the site?  
Yes \_\_\_ No \_\_\_ Last Year of Use \_\_\_\_\_

7.2 Has there been filling on the site or subject land?  
Yes \_\_\_ No \_\_\_ Last Year of Use \_\_\_\_\_

7.3 Is there reason to believe that the site may have been contaminated by former uses on the site or adjacent sites? (i.e. gas stations, petroleum or other fuel stored on site or adjacent site)?  
Yes \_\_\_ No \_\_\_ Last Year of Use \_\_\_\_\_

If **YES**, then an environmental investigation including all former uses of the site, and if appropriate the adjacent site is required. The study must be prepared by a qualified consultant.

Report attached? Yes \_\_\_\_  
If **NO**, on what basis was this determined?

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8. **Drainage**

8.1 Have you consulted the Township Works Department regarding stormwater management?

Yes \_\_\_\_ No \_\_\_\_

8.2 Does a legal and adequate outlet for storm drainage exist?

Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

9.3 Has the existing drainage on the subject land been altered?

Yes \_\_\_\_ No \_\_\_\_ Unknown \_\_\_\_

**PART C: AFFIDAVITS REQUIRED AS PART OF THE INFORMATION TO BE PROVIDED UNDER  
SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96  
AMENDED O. REG. 432/96; O. REG. 508/98**

**For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.**

**14. CERTIFICATE - (to be signed by Owner, if Agent has been appointed)**

As of the date of this application, I am the registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by \_\_\_\_\_ of \_\_\_\_\_ who I have appointed as my Agent.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Signature(s) of Owner(s)

**15. AFFIDAVIT**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the Region of \_\_\_\_\_ solemnly declare that all the above statements contained herein and in all exhibits transmitted herewith 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 "The Canada Evidence Act".

DECLARED BEFORE ME AT \_\_\_\_\_

In the \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

\_\_\_\_\_  
Registered Owner(s) or Agent

\_\_\_\_\_  
A Commissioner, etc.

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181.

**PART D: MATERIALS REQUIRED AS PART OF THE INFORMATION TO BE PROVIDED UNDER SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96 AMENDED O. REG. 432/96; O. REG. 508/98**

The Minor Variance application under Section 45(1) or application for permission under Section 45(2) of the Planning Act must include a detailed sketch (in metric units) showing the following information (in some cases it may be appropriate to combine with a survey plan). Wherever possible, a digital file as well as paper copies of the plan is required. **Six (6) sets of original size plans and one (1) plan at 8 ½ inches x 11 inches must be submitted** with the following information:

- (a) boundaries and dimensions of the subject land;
- (b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
  - i) are located on the subject land and on land that is adjacent to it, and;
  - ii) in the applicant's opinion, may affect the application;
- (d) the current uses of land that is adjacent to the subject land;
- (e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,
- (g) the location and nature of any easement affecting the subject land.

As noted in Part B of this application, further information and/or plans may be required after the application has been given a preliminary review by the Township staff and consultants.



**APPENDIX B**  
**FEE SCHEDULE**

**FEE SCHEDULE FOR MINOR VARIANCE APPLICATION**  
**UNDER SECTION 45(1) OR APPLICATION FOR PERMISSION**  
**UNDER SECTION 45(2) OF THE PLANNING ACT**  
(made payable to the Township of Uxbridge except where noted)

<b>(a)</b>	<b>Residential</b>	<b>\$620.00</b>
<b>(b)</b>	<b>Plan of Subdivision (siting a particular model)</b>	<b>\$760.00</b>
<b>(c)</b>	<b>Tabling Fee</b>	<b>\$285.00</b>
<b>(d)</b>	<b>Retroactive Fee</b>	<b>\$ 295.00</b>
<b>(e)</b>	<b>Emergency Meeting</b>	<b>\$ 1030.00</b>
<b>(f)</b>	<b>Lake Simcoe Region Conservation Authority</b>	<b>\$500.00</b>
<b>(g)</b>	<b>Durham Region Health Department Review. (required only for a lot with existing or private services)</b>	<b>\$250.00</b>
<b>(h)</b>	<b>Toronto Region Conservation Authority</b>	<b>\$500.00</b>

Updated May 2017

**APPENDIX C**  
**SIGNAGE REQUIREMENTS**

## **SIGNAGE REQUIREMENTS**

A Notice of Hearing Sign for your minor variance application under Section 45(1) or application for permission under Section 45(2) of the Planning Act will be provided to you by the Secretary-Treasurer of the Committee of Adjustment, Emilia Gruyters or her delegate.

Two signs will be issued for a corner lot.

**This sign must be posted at least 10 days before the actual meeting date in order to comply with the requirements of the Planning Act.**

The sign must be attached to a stake and put in the ground in the boulevard in front of the property so that it is clearly visible from the road. (Do not post sign on a tree or in a building).

Once the sign has been posted you must contact Emilia Gruyters at (905) 852-9181 ext. 212 or [egruyters@town.uxbridge.on.ca](mailto:egruyters@town.uxbridge.on.ca) at the Township Office to advise her that you have posted the sign.

**Failure to comply will result in your application being tabled until the next available meeting and until the sign is posted and you have complied with the requirements of the Planning Act.**

Please remove the sign 21 days after the Committee has made a decision on your application.