

**File No: A-** \_\_\_\_\_

**The Corporation of the City of North Bay**  
Community Services Business Unit  
Planning Services

**Application for Minor Variance**

PLEASE READ BEFORE COMPLETING THIS APPLICATION

**NOTICE TO ALL APPLICANTS OF MINOR VARIANCE APPLICATIONS  
TO THE CITY OF NORTH BAY COMMITTEE OF ADJUSTMENT**

1. Before you prepare and submit your application to the Committee of Adjustment, it is strongly recommended that you consult with Planning Services. It is also advisable to communicate with your neighbours with respect to your plans.
2. A public notice sign, which will be provided to you, is required to be posted in a prominent location on the subject property for a minimum of ten (10) days or twenty-eight (28) days (for Trout Lake properties) before the scheduled Hearing of the Consent application.
- 3. Development Charges may be payable before the issuance of a Building Permit.**

**Checklist**

- Application form (**with original signatures**) (all sections must be complete) and **one-sided**
- Any required technical or justification study (1 hard copy and 1 digital copy)
- The required fee of **\$900.00 or \$1,600.00 on an impacted water body** (includes fees collected on behalf of the Conservation Authority)
- Current Parcel Register or PIN Sheet as proof of ownership (obtained from Land Registry Office)
- A cover letter or Planning Report summarizing the purpose of the application, including the proposed strategy for consulting with the public with respect to the application
- If the applicant is a numbered company or in a company's name, please provide a list of officers (President, Secretary, etc)
- Permission to Enter Form (all sections must be completed)
- 1 copy of the required sketch (drawn to scale), which must include:
  - the boundaries and dimensions of the subject land
  - the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land
  - the location, size and type of all existing and proposed buildings and structures on the subject property indicating the distance of the buildings or structures from the front yard line, rear yard line and the side yard lines and the existing and proposed lot coverage.
  - The approximate location of all natural and artificial features on the subject land and on the land that is adjacent to the subject land, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wood areas, wells and septic tanks, steep slopes, and narrow waterbodies
  - The existing uses on the adjacent land, such as residential, agricultural and commercial uses
  - 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
  - If access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
  - The location and nature of any easements affecting the subject land
  - Where it is determined that a sketch will not adequately provide the information required, it may be necessary to provide a plan prepared by an Ontario Land Surveyor.

**Note: All properties located within the Trout Lake Watershed must submit a sketch drawn by a certified Ontario Land Surveyor.**

Note: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the street number clearly displayed and the street number shall be visible from the street.

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**Application for Minor Variance**

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This Application reflects the mandatory information that is prescribed in the schedules to Ontario Regulations 200/96 and 432/96 made under the Planning Act, R.S.O. 1990 as amended. In addition to this form, the Applicant will be required to submit the appropriate fee, site plan as detailed herein, and any additional information or studies that may be necessary to assess the proposal. Failure to submit all of the required information may prevent or delay the consideration of the Application. If more space is required please use additional sheets. Two copies of the completed application accompanied by the fee must be filed with the Secretary-Treasurer of the North Bay Committee of Adjustment.

**Please Print and Complete or ( ✓ ) Appropriate Box**

**Section 1 – Applicant Information**

**1.1 Name of Owner(s):**

An owner’s authorization is required in Section 12 if the applicant is not the owner.

Name of Owner(s)		Home Telephone No.
Business Telephone No	Fax No.	Email Address
Address		Postal Code

**1.2 Agent/Applicant: Name of the person who is to be contacted, if different than the owner:**

(This may be a person or a firm acting on behalf of the owner)

Name		
Address		Home Telephone No.
Business Telephone No		Postal Code
Fax No.	Email Address	

**1.3 Communications to be between the Municipality and:**

Owner     Applicant/Agent     All

**1.4 Names and addresses of any mortgages, holders of charges or other encumbrances:**

**Section 2 – Nature of Application**

**2.1 Explain the nature and extent of the relief applied for:**

**Section 3 – Lack of By-law Compliance**

**3.1 Why is it not possible to comply with the provisions of the By-law?**

**Section 4 – Location Of The Subject Land (Complete applicable boxes)**

**4.1 Property Information**

Municipal Address (if any)	
Concession Number(s)	Lot Number(s)
Registered Plan No.	Lot(s) Block(s)
Reference Plan No.	Part Number(s)
PIN No. / Parcel Number	Former Township

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

NO  Yes      If Yes, describe the easement or covenant and its effect:

**Section 5 – Description of Subject Land and Servicing Information**

**5.1 Description**

Frontage (m)	Depth (m)	Area (ha)
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**5.2 Use of Property**

Existing use(s) of subject property (please be specific):

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Proposed use of subject property (please be specific):

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Length of time existing use(s) of the subject property has continued:

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Existing use(s) of abutting property:

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**5.3 The date the subject land was acquired by the current owner:**

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**5.4 Particulars of all buildings and structures on or proposed for the subject land:**

<b>Existing</b>	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height
<b>Proposed</b>	Ground Floor Area	Gross Floor Area	No. of Stories	Width	Length	Height

**5.5 Location of all buildings/structures on or proposed for the land (specify distance from lot lines)**

<b>Existing</b>	Side Lot Line Setback	Rear Lot Line Setbacks	Front Lot Line Setbacks
<b>Proposed</b>	Side Lot Line Setback	Rear Lot Line Setbacks	Front Lot Line Setbacks

**Section 6 – Servicing Information**

**6.1 Access**

- |  |  |
|--|--|
| Provincial Highway <input type="checkbox"/>                    | Municipal road, maintained all year <input type="checkbox"/>   |
| Municipal road, seasonally maintained <input type="checkbox"/> | Other public road (e.g. LRB) <input type="checkbox"/>          |
| Right of way <input type="checkbox"/>                          | Water access (if so, please describe) <input type="checkbox"/> |

If access to the subject property is water access 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.

If access to the subject land is by private road, or if "other public road" or "right of way" was indicated in Section 6.1, indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year:

**6.2 Water Supply**

- Publicly owned and operated piped water system
- Privately owned and operated individual well
- Privately owned and operated communal well
- Lake or other water body
- Other means

**6.3 Sewage Disposal**

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic tank
- Privately owned and operated communal septic system
- Privy
- Other means:

**6.4 Other Services**

- Electricity
- School Bussing
- Garbage Collection

**Section 7 – Land Use**

**7.1 What is the existing Official Plan designation(s) of the subject land?**

**7.2 What is the existing Zoning of the subject land?**

**7.3 Has the subject property ever been used for commercial or industrial purposes?**

- Yes       No

If yes, please advise if a **RECORD OF SITE CONDITION** has ever been completed in accordance with Ontario Regulation 153/04 and provide a copy as an attachment with this application:

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**7.4 Is the property located in vulnerable areas identified on Schedule 3B of the Official Plan?**

No       Yes

If yes, please indicate if the property is located within Intake Protection Zone 1, 2 or 3 or the Callander Issue Contributing Area (ICA).

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**7.5 Nearby Land Uses:**

Are any of the following uses or features on the subject land or within 500m of the subject land, unless otherwise specified? Please check the appropriate boxes **if any apply:**

Use or Feature	On the subject lands?	Within 500m of subject land, unless otherwise specified (indicate approximate distance)
An agricultural operation including livestock facility or stockyard	<input type="checkbox"/>	
A landfill	<input type="checkbox"/>	
A sewage treatment plant or waste stabilisation plant	<input type="checkbox"/>	
A provincially significant wetland (Class 1, 2, or 3 wetland)	<input type="checkbox"/>	
A provincially significant wetland within 120 meters of the subject land	<input type="checkbox"/>	
Flood Plain	<input type="checkbox"/>	
A rehabilitated mine site	<input type="checkbox"/>	
A non-operating mine site within 1 kilometre of the subject land	<input type="checkbox"/>	
An active railway line	<input type="checkbox"/>	
A municipal or federal airport	<input type="checkbox"/>	
Utility corridors (TransCanada Pipeline, Bell, Hydro)	<input type="checkbox"/>	
Heritage Buildings, Structures, Sites	<input type="checkbox"/>	

**Section 8 – History of The Subject Land**

**8.1 Historical Planning Act Applications:**

Has the subject land ever been the subject of an application for approval of a plan of subdivision, consent or minor variance under the Planning Act?

No       Yes       Unknown

If yes and if known, provide the application file number, the decision made on the application:

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**Section 9 – Current Application**

**9.1 Is the subject land currently the subject of a proposed Official Plan or Official Plan amendment?**

No     Yes

If yes, indicate status of the application:

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**9.2 Is the subject land the subject of an application for zoning By-law amendment, minor variance, consent or approval of a plan of subdivision?**

Yes     No  
the application

If yes and if known specify the appropriate file number and status of

**Section 10 – Affidavit or Sworn Declaration**

I, \_\_\_\_\_, of the \_\_\_\_\_, in  
the District of \_\_\_\_\_ 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 is true.

Sworn (or declared) before me

at the \_\_\_\_\_

in the District of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

\_\_\_\_\_  
Applicant



**Section 11 – Authorization**

**If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.**

Authorization of Owner for Agent to Make the Application

I, \_\_\_\_\_, am the owner of the land that is subject of this application and I authorize \_\_\_\_\_ to make this application on my behalf.

\_\_\_\_\_  
Date

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

**If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below:**

Authorization of Owner for Agent to Provide Personal Information

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purpose of the Freedom of Information and Protection of Privacy Act,

I authorize \_\_\_\_\_ as my agent for this application, to provide any of my personal information that will be included in this application or collected during the processing of the application.

\_\_\_\_\_  
Date

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

**To be Completed by the Owner:**

**CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION**

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, 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 Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Date

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

**Section 12 – Permission to Enter**

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

Secretary-Treasurer  
Committee of Adjustment  
City of North Bay  
P.O. Box 360  
200 McIntyre Street East  
North Bay, ON P1B 8H8

Dear Secretary-Treasurer:

Re: Application to Committee of Adjustment

Location of Land: \_\_\_\_\_

I hereby authorize the members of the Committee of Adjustment and members of the staff of the City of North Bay and the North Bay-Mattawa Conservation Authority to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Please print name.

Note: The Committee of Adjustment requires that all properties that are subject to an application be properly identified with the municipal address clearly visible from the street. The front of the subject property to be marked using wooden stakes with bright paint in order to assist the Committee of Adjustment Members and Staff with the inspections.

Failure to properly identify the subject property may result in the deferral of the application.

**Section 13 – Municipal Acceptance**

**TO BE COMPLETED BY MUNICIPALITY**

**Date received by Planning Services:**

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**Additional Information:**

In addition to the information contained within all other sections of this application, the following information/studies are required to satisfy the requirements of a complete application under the Planning Act:

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**Review:**

I have reviewed the information contained in this application and have deemed it to satisfy the requirements of a complete application under the Planning Act.

Date:
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