

# Committee of Adjustment Application for Minor Variance Submission Checklist



**This is your application – please make sure that you know the exact details of why you are applying. It is your responsibility to provide a complete and accurate application. Staff are not permitted to complete the form for you. Failure to provide all of the information included below may result in a deferral of your application.**

A complete minor variance application package requires the submission of:

- a completed application form;
- the required fee; and
- sketch(es) (drawings) of the subject property.

## **Before You Submit:**

If you are unsure what variance(s) are required for your application, complete and submit the Preliminary Zoning Review form to identify the type and extent of variance(s) required. This form is available online at [guelph.ca](http://guelph.ca) or City Hall and can be submitted online or in person to Zoning Services (3<sup>rd</sup> floor of City Hall) or emailed to [zoning@guelph.ca](mailto:zoning@guelph.ca). It is highly recommended that a zoning review and pre-consultation be completed prior to submitting your application to the Committee of Adjustment. Failure to do so may result in your application being deferred, denied or deemed incomplete.

**Fee:** \$1,093.00 (cash, debit, credit or cheque payable to the City of Guelph)

Should the lands be within an area of interest to the Grand River Conservation Authority (GRCA), a further fee may be required for GRCA comments. Any municipal agreement required as a condition of minor variance approval will be subject to a fee of \$412.00 plus HST and applicable search and registration costs.

## **Application:**

- ☐ One (1) original copy of the completed application form is required.
- ☐ The nature and extent of relief applied for (on page 2 of application form) must include the applicable sections of the City of Guelph Zoning By-law.
- ☐ Written authorization by the owner(s) is required if the application is signed by an agent or solicitor on the owner's behalf. If the applicant is a corporation acting without an agent the application must be signed by an officer that has the authority to bind the corporation.
- ☐ 2 copies of the sketch are required:
  - 1 full size copy (maximum size of 11 inches x 17 inches) **drawn to scale**
  - 1 copy reduced to legal size (8.5 inches x 14 inches)
  - In some cases, it may be preferable that this sketch be prepared by a qualified professional
  - The sketch must contain **all** the information noted below

## **Sketch:**

**The Planning Act requires that sketches, drawings, or surveys show all of the following information. Should deficiencies be found, you may be required to re-apply.**

- ☐ All measurements must be shown in **metric** (metres) and **drawn to scale**.
- ☐ The boundaries and **accurate** dimensions of the subject land
- ☐ The size, location, and type of all existing and proposed buildings, structures or additions on the subject land, measured from the front, rear, and side lot lines
- ☐ The location of all driveways, lanes, loading areas, and parking spaces
- ☐ The location, width and name of any roads within or abutting the subject land, indicating whether it is a public travelled road, unopened road allowance, private road, or a right-of-way
- ☐ The location and nature of any easement affecting the subject land
- ☐ The location of any natural or artificial features on the subject land and on land adjacent to the subject land (examples: trees, roads, watercourses, river or stream banks, wetlands, wooded areas, drainage ditches, wells, septic tanks, buildings, and railways)
- ☐ The current uses on land that is adjacent to the subject land

**Note:**

- **All application forms must be submitted in person by scheduling a time to meet with Committee of Adjustment staff.** This will allow the application to be reviewed with staff to identify any possible issues or further information required; therefore avoiding unnecessary delays during processing. Contact information for staff is listed at the bottom of this page.
- An application will not be accepted as complete unless all legislated requirements have been met, and will not be processed until all necessary information has been received.
- Please read the Committee of Adjustment brochure which outlines the process, hearing dates, and application deadlines. This brochure is available online at [www.guelph.ca](http://www.guelph.ca) or at City Hall. Submission deadlines are subject to change at the discretion of the Secretary-Treasurer. Applications will not be added to the next agenda until they are determined complete.
- Depending on the volume of applications received, submitting an application on or before the application deadline does not guarantee the application will be heard at the next hearing. Applicants are encouraged to submit applications prior to the last submission day and to confirm a hearing date with the Secretary-Treasurer.
- In addition to the submission requirements found on the application form, the applicant should provide all the planning evidence necessary in support of the request being made. **This will assist the Committee in making an informed decision regarding your application.** Depending on the nature of the application, this evidence may be in the form of:
  - photographs showing the existing streetscapes;
  - contextual plans (in context with adjacent structures); and
  - historical information and/or detailed location plans (windows, openings, accessory structures) of the abutting properties.
- **The Committee of Adjustment application process is a public process.** Applications will be circulated to public agencies for comment. Notice of the hearing will be circulated to neighbouring property owners and a sign will be posted on the subject property. All parties are given the opportunity to provide written comment or attend the hearing, either in support or opposition of the application, or to appeal a subsequent decision of the Committee of Adjustment. The comments and opinions submitted on an application, including the name and address on the submission, become part of the public record and may be viewed by the general public.
- The owner, applicant, or authorized agent **must** attend the public hearing. It is in the applicant's best interest to ensure they are represented at the hearing. Failure to attend could result in the Committee of Adjustment making a decision in your absence or deferring your application. A deferral fee of \$342.00 will apply to deferred applications or applications requiring re-circulation for failure to attend the hearing.

**Committee of Adjustment**

City Hall, 1 Carden Street

Guelph, Ontario N1H 3A1

T 519-822-1260 ext. 2524

TTY 519-826-9771

E [cofa@guelph.ca](mailto:cofa@guelph.ca)

W [guelph.ca/cofa](http://guelph.ca/cofa)

# Committee of Adjustment Application for Minor Variance



Consultation with City staff is encouraged prior to submission of this application.	OFFICE USE ONLY	
	Date Received:	Folder #:
	Application deemed complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## TO BE COMPLETED BY APPLICANT

Was there pre-consultation with Planning Services staff?      Yes ☐      No ☐

*THE UNDERSIGNED HEREBY APPLIES TO THE COMMITTEE OF ADJUSTMENT FOR THE CITY OF GUELPH UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990, C.P.13, AS DESCRIBED IN THIS APPLICATION, FROM BY-LAW NO. (1995)-14864, AS AMENDED.*

### PROPERTY INFORMATION:

Address of Property: \_\_\_\_\_

Legal description of property (registered plan number and lot number or other legal description):  
\_\_\_\_\_

### REGISTERED OWNER(S) INFORMATION: (Please indicate name(s) exactly as shown on Transfer/Deed of Land)

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### AGENT INFORMATION (If Any)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Official Plan Designation:	Current Zoning Designation:
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<b>NATURE AND EXTENT OF RELIEF APPLIED FOR</b> (variances required):

<b>Why is it not possible to comply with the provision of the by-law? (your explanation)</b>

<b>PROPERTY INFORMATION</b>			
Date property was purchased:		Date property was first built on:	
Date of proposed construction on property:		Length of time the existing uses of the subject property have continued:	
<b>EXISTING USE OF THE SUBJECT PROPERTY (Residential/Commercial/Industrial etc.):</b>			
<b>PROPOSED USE OF LAND (Residential/Commercial/Industrial etc.):</b>			

<b>DIMENSIONS OF PROPERTY:</b> (please refer to your survey plan or site plan)		
Frontage:	Depth:	Area:

PARTICULARS OF ALL BUILDINGS AND STRUCTURES ON THE PROPERTY (in metric)					
EXISTING (DWELLINGS & BUILDINGS)			PROPOSED		
<b>Main Building</b>			<b>Main Building</b>		
Gross Floor Area:			Gross Floor Area:		
Height of building:			Height of building:		
<b>Garage/Carport (if applicable)</b>			<b>Garage/Carport (if applicable)</b>		
Attached <input type="checkbox"/> Detached <input type="checkbox"/>			Attached <input type="checkbox"/> Detached <input type="checkbox"/>		
Width:			Width:		
Length:			Length:		
Driveway Width:			Driveway Width:		
<b>Accessory Structures (Shed, Gazebo, Pool, Deck)</b>			<b>Accessory Structures (Shed, Gazebo, Pool, Deck)</b>		
Describe details, including height:			Describe details, including height:		

LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND							
EXISTING			PROPOSED				
Front Yard Setback:			M	Front Yard Setback:		M	
Exterior Side Yard (corner lots only)			M	Exterior Side Yard (corner lots only)			M
Side Yard Setback:	Left: M	Right: M		Side Yard Setback:	Left: M	Right: M	
Rear Yard Setback			M	Rear Yard Setback			M

TYPE OF ACCESS TO THE SUBJECT LANDS (please check the appropriate boxes)	
Provincial Highway <input type="checkbox"/>	Municipal Road <input type="checkbox"/> Private Road <input type="checkbox"/> Water <input type="checkbox"/> Other (Specify) _____

MUNICIPAL SERVICES PROVIDED (please check the appropriate boxes)	
Water <input type="checkbox"/>	Sanitary Sewer <input type="checkbox"/> Storm Sewer <input type="checkbox"/>
If not available, by what means is it provided: _____	

### IS THE SUBJECT LAND THE SUBJECT OF ANY OF THE FOLLOWING DEVELOPMENT TYPE APPLICATIONS?

	No	Yes	File Number and File Status
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	_____
Consent	<input type="checkbox"/>	<input type="checkbox"/>	_____
Previous Minor Variance Application	<input type="checkbox"/>	<input type="checkbox"/>	_____

**MUNICIPAL FREEDOM OF INFORMATION DECLARATION:**

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Guelph will provide public access to all development applications and supporting documentation, and provide my consent, that personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at [privacy@guelph.ca](mailto:privacy@guelph.ca) or 519-822-1260 ext. 2349.

**PERMISSION TO ENTER**

The owner or authorized agent hereby authorizes the Committee of Adjustment members and City of Guelph staff to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

**POSTING OF ADVISORY SIGN**

This will confirm the requirement of the Committee of Adjustment for a sign to be posted by all applicants or authorized agents on each property under application.

A sign will be made available to you upon once the application has been processed and hearing time set. You are directed to post the sign in a prominent location that will enable the public to observe the sign. The location of each sign will depend on the lot and location of structures on it; however, the sign should be placed so as to be legible from the roadway in order that the public can see the sign and make note of the telephone number should they wish to make inquiries. In most cases, please post the sign on a stake as you would a real estate sign.

Each sign must be posted a minimum of ten (10) days prior to the scheduled hearing, until the day following the hearing. Please fill in the information below indicating your agreement to post the sign(s) as required. This form must be submitted with the application in order that it may be placed in the file as evidence that you have met with the Planning Act requirements. Failure to post the sign as required may result in a deferral of the application.

I, THE UNDERSIGNED, UNDERSTAND THAT EACH SIGN MUST BE POSTED AT LEAST TEN (10) DAYS BEFORE THE SCHEDULED HEARING OF MY APPLICATION AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

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Signature of Owner or Authorized Agent

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Signature of Owner or Authorized Agent

**AFFIDAVIT**

I/We, \_\_\_\_\_, of the City/Town of \_\_\_\_\_  
\_\_\_\_\_ in County/Regional Municipality of \_\_\_\_\_, solemnly  
declare that all of the above 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.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

**NOTE: The signature of applicant or authorized agent must be witnessed by a Commissioner. A  
Commissioner is available when submitting the application to Committee of Adjustment staff.**

Declared before me at the

City/Town of \_\_\_\_\_ in the County/Regional Municipality of \_\_\_\_\_

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

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

(official stamp of Commissioner of Oaths)

**APPOINTMENT AND AUTHORIZATION**

I / We, the undersigned, being the registered property owner(s)

\_\_\_\_\_  
[Organization name / property owner's name(s)]

of

\_\_\_\_\_  
(Legal description and/or municipal address)

hereby authorize

\_\_\_\_\_  
(Authorized agent's name)

as my/our agent for the purpose of submitting an application(s) to the Committee of Adjustment and acting on my/our behalf in relation to the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(Signature of the property owner)

\_\_\_\_\_  
(Signature of the property owner)

**NOTES:**

1. If the owner is a corporation, this appointment and authorization shall include the statement that the person signing this appointment and authorization has authority to bind the corporation (or alternatively, the corporate seal shall be affixed hereto).
2. If the agent or representative is a firm or corporation, specify whether all members of the firm or corporation are appointed or, if not, specify by name(s) the person(s) of the firm or corporation that are appointed.