

Committee of Adjustment Application for Consent 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 consent application package requires the submission of:

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

Before You Submit:

Pre-consultation with Planning, Engineering and Zoning Services staff is recommended before you submit an application. Pre-consultation can help identify which type of consent is involved, whether or not a related minor variance application is necessary, if there are servicing requirements/limitations or land dedications involved with the proposal, and whether the proposal is beyond the scope of the consent process (for example, a Plan of Subdivision process).

To schedule a pre-consultation meeting, please contact Planning Services at 519-837-5616 or planning@guelph.ca. Failure to consult with staff prior to application submission may result in your application being deferred, possibly denied or deemed incomplete.

Fee: \$2,180.00 per lot/block created (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 consent 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.
- 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) or smaller
 - **The sketch must be prepared by a qualified professional (i.e. a surveyor or engineer)**

Sketch:

The Planning Act requires that sketches, drawings, or surveys show 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 proposed severed and retained lands
- 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 any land previously severed from the subject property
- 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

Committee of Adjustment Application for Consent Submission Checklist



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 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.
- **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
W guelph.ca/cofa

Committee of Adjustment Application for Consent



Consultation with City staff is encouraged prior to submission of this application.	OFFICE USE ONLY	
	Date Received: _____	Application #: _____
	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 53 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):

Are there any easements, rights-of-ways or restrictive covenants affecting the subject land? No Yes
If yes, describe: _____

Are the lands subject to any mortgages, easements, right-of-ways or other charges: No Yes
If yes, explain: _____

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)

Name: _____

Company: _____

Mailing Address: _____

City: _____ Postal Code: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

PURPOSE OF APPLICATION (please check appropriate space):

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Creation of a New Lot | <input type="checkbox"/> Easement | <input type="checkbox"/> Right-of-Way |
| <input type="checkbox"/> Charge / Discharge | <input type="checkbox"/> Correction of Title | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Addition to a Lot (submit deed for the lands to which the parcel will be added) | <input type="checkbox"/> Other: Explain | |

Name of person(s) [purchaser, lessee, mortgagee etc.] to whom land or interest in land is intended to be conveyed, leased or mortgaged:

DESCRIPTION OF LAND INTENDED TO BE SEVERED

Frontage / Width: (m)	Depth (m)	Area: (m ²)	Existing Use:	Proposed Use:
Existing Buildings/Structures:			Proposed Buildings / Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

DESCRIPTION OF LAND INTENDED TO BE RETAINED

Frontage / Width: (m)	Depth (m)	Area: (m ²)	Existing Use:	Proposed Use:
Existing Buildings/Structures:			Proposed Buildings / Structures:	
Use of Existing Buildings/Structures (specify):			Proposed Use of Buildings/Structures (specify):	

TYPE OF ACCESS TO THE RETAINED LANDS

- Provincial Highway Municipal Road
- Private Road Right-of-Way
- Other (Specify)

TYPE OF ACCESS TO THE SEVERED LANDS

- Provincial Highway Municipal Road
- Private Road Right-of-Way
- Other (Specify)

TYPE OF WATER SUPPLY TO THE RETAINED LANDS

- Municipally owned and operated Privately Owned Well
- Other (Specify)

TYPE OF WATER SUPPLY TO THE SEVERED LANDS

- Municipally owned and operated Privately Owned Well
- Other (Specify)

TYPE OF SEWAGE DISPOSAL PROPOSED TO THE RETAINED LANDS

- Municipally owned and operated Septic Tank
- Other (Explain)

TYPE OF SEWAGE DISPOSAL PROPOSED TO THE SEVERED LANDS

- Municipally owned and operated Septic Tank
- Other (Explain)

Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the subject lands?

No Yes

Is any portion of the land to be severed or retained located within a floodplain?

No Yes

LAND USE

What is the current official plan designation of the subject lands:

Does the proposal conform with the City of Guelph Official Plan? YES NO

If yes, provide an explanation of how the application conforms with the City of Guelph Official Plan:

If no, has an application for an Official Plan Amendment been submitted? YES NO

File No.: _____ Status: _____

What is the current zoning designation of the subject lands:

Does the proposal for the subject lands conform to the existing zoning? YES NO

If no, has an application for a minor variance or rezoning been submitted? YES NO

File No.: _____ Status: _____

PROVINCIAL POLICY

Is this application consistent with the Provincial Policy Statement issued under subsection 3(1) of the *Planning Act*? YES NO

Provide explanation:

Does this application conform to the Growth Plan for the Greater Golden Horseshoe? YES NO

Provide explanation:

Is the subject land within an area of land designated under any other provincial plan or plans? YES NO

If yes, indicate which plan(s) and provide explanation:

HISTORY OF SUBJECT LAND

Has the subject land ever been the subject of:

a) An application for approval of a Plan of Subdivision under section 51 of the *Planning Act*? YES NO

If yes, provide the following:

File No.: _____ Status: _____

b) An application for Consent under section 53 of the *Planning Act*? YES NO

If yes, provide the following:

File No.: _____ Status: _____

Is this application a resubmission of a previous application? YES NO

If yes, please provide previous file number and describe how this application has changed from the original application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? YES NO

If yes, provide transferee's name(s), date of transfer, and uses of the severed land:

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"/>	_____
Minor Variance	<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 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 fourteen (14) 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 (14) DAYS BEFORE THE SCHEDULED HEARING OF MY APPLICATION AND BE REPLACED, IF NECESSARY, UNTIL THE DAY FOLLOWING THE HEARING.

Signature of Owner or Authorized Agent

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 _____ of _____ in the County/Regional Municipality of
(city or town)
_____ this _____ day of _____, 20_____.

Commissioner of Oaths

(official stamp of Commissioner of Oaths)

APPOINTMENT AND AUTHORIZATION

I / We, the undersigned,

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

being the registered property owner(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.