

**Minor Variances - Instructions for Consultation and Processing**

County Of Brant - Planning Division of the Community and Development Services Department  
 66 Grand River Street North, Paris, ON, N3L 2M2  
 Telephone: (519) 442-6324 Fax: (519) 442-3461

1. This process pertains to the Minor Variances involving complicated land use issues.
2. There are different fees for each type of application (See County Fee Schedule).
3. Other related applications can be processed concurrently and within the process for Minor Variances involving complicated land use issues.
4. See other types of application forms and process if related application forms are not filed concurrently.
5. Detach and retain this page for future reference.

<b>STEPS IN THE CONSULTATION MEETING PROCESS</b>	
Step 1	Applicants who are not familiar with the County process or who require input into the process are encouraged to meet with the County's Planning Division member prior to submitting an application.
Step 2	Five (5) copies of the Application Form, five (5) full size (11x17) copies of the site plan or development concept, and three (3) copies of any technical studies or engineering reports in support of the proposal, are submitted to the County.
Step 3	A Preconsultation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required and as time permits, within two weeks of submission.  The purpose of the preconsultation meeting is to: <ol style="list-style-type: none"> <li>i) Review application and information submitted;</li> <li>ii) Identify key Departmental and Agency issues in processing;</li> <li>iii) Identify any concurrent applications required;</li> <li>iv) Identify any additional plans, reports and/or studies required to be completed prior to acceptance of an application; and,</li> <li>v) Identify staff contact assigned to the file.</li> </ol>
Step 4	Application is deemed complete and accepted; meeting date is determined.
Step 5	Application circulated to Public, Agencies and Departments.
Step 6	A Post Circulation Meeting, chaired by a member of the Planning Division and a member of Public Works, will be scheduled, if required, and as time permits: <ul style="list-style-type: none"> <li>➤ To discuss agency or public issues raised during circulation</li> <li>➤ Review conditions of approval</li> <li>➤ Review municipal requirements for inclusion in an agreement, etc.</li> </ul>
Step 7	Finalize Planning Report.
Step 8	Public Meeting of the Committee of Adjustment.
Step 9	Decision of the Committee of Adjustment, as Approval Authority.
Step 10	Notice of Decision circulated within 15 days of the Committee meeting).
Step 11	Appeal Period (20 days following the Date of Notice of Decision).

Application complete (30 Day - Decision Date: \_\_\_\_\_)

Application incomplete (missing information flagged: \_\_\_\_\_)

\_\_\_\_\_  
Committee Secretary or Planner

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Date Applicant/Agent

Informed  in person  by phone  by letter/email



Application For Minor Variance (S2010)
Application No. \_\_\_\_\_

To: The Secretary-Treasurer of the Committee of Adjustment, County Of Brant

Pursuant to Section 45 of the Planning Act, RSO.1990, as amended, an application for relief, as described below from By-Law No. 110-01, as amended, is hereby submitted, and enclosed is the Prescribed Information, as per Ontario Regulations 200/96 & 508/98, and the Fee of \$1,000.00.

Minor Variances may be considered when they are desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the Zoning By-law and the Official Plan are maintained (see Item 5 and Item 6). Where a request for relief from the Zoning By-Law results in a significant impact or where a request to change the permitted uses is desired, a Zoning By-law Amendment will be required.

- 1) a. Name of Applicant Phone No. Fax No. Email Address Address Postal Code
b. Name of Authorized Agent Phone No. Fax No. Email Address Address Postal Code
c. Name of Owner Phone No. Fax No. Email Address Address Postal Code

- 2) Legal description of subject lands: Civic Address (No., Unit & Street Name) Township Lot Subdivision Lot Concession/Range/Tract Former Municipality Registered Plan No. Lot No. Block No. Reference Plan No. Part No. Roll Number(s) \_ 2920 -

3) Official Plan designation(s) of the subject lands:

4) Current Zoning of the subject lands:

5) Nature and extent of relief requested from Zoning By-Law:

6) Reason(s) why the proposed use cannot comply with the regulations of the Zoning By-law:

## 7) Dimensions of subject lands:

Frontage (m) \_\_\_\_\_ Depth (m) \_\_\_\_\_

Area (ha) \_\_\_\_\_ Street Width (m) \_\_\_\_\_.

## 8) Access to subject lands:

 Provincial Highway \_\_\_\_\_  Municipal Road \_\_\_\_\_ Right-of-Way \_\_\_\_\_  Private Lane \_\_\_\_\_ Water Access \_\_\_\_\_.

## 9) If access is via a water access, describe the nature and location of:

on-shore parking \_\_\_\_\_, docking facilities \_\_\_\_\_

and distance to the public roadway \_\_\_\_\_.

## 10) Existing uses of the subject lands: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.11) Are there existing buildings or structures on the subject lands:  yes or  no.

## 12) If there are existing buildings or structures on the subject lands, describe and illustrate the number and type of buildings or structures:

a) Principal Building/Structure: \_\_\_\_\_

ground floor area (sq.m) \_\_\_\_\_, gross floor area (sq.m) \_\_\_\_\_, no. of storeys \_\_\_\_\_,

width (m) \_\_\_\_\_, length (m) \_\_\_\_\_, height (m) \_\_\_\_\_.

b) Accessory Building/Structure: \_\_\_\_\_

ground floor area (sq.m) \_\_\_\_\_, gross floor area (sq.m) \_\_\_\_\_, no. of storeys \_\_\_\_\_,

width (m) \_\_\_\_\_, length (m) \_\_\_\_\_, height (m) \_\_\_\_\_.

## 13) Describe the proposed land uses: \_\_\_\_\_

\_\_\_\_\_.

14) Are there any new additions, buildings or structures proposed for the site:  yes or  no

## 15) If yes to Entry No. 14, describe and illustrate the number and type of new additions, buildings and/or structures:

a) New Addition to a Building/Structure: \_\_\_\_\_

Proposed ground floor area (sq.m) \_\_\_\_\_, proposed gross floor area (sq.m) \_\_\_\_\_,

proposed no. of storeys \_\_\_\_\_, width (m) \_\_\_\_\_, length (m) \_\_\_\_\_, height (m) \_\_\_\_\_.

b) New Building/Structure: \_\_\_\_\_

Proposed ground floor area (sq.m) \_\_\_\_\_, proposed gross floor area (sq.m) \_\_\_\_\_,

Proposed no. of storeys \_\_\_\_\_, width (m) \_\_\_\_\_, length (m) \_\_\_\_\_, height (m) \_\_\_\_\_.

- 16) Date of acquisition of subject lands: \_\_\_\_\_.
- 17) Date of construction of all the buildings and structures on the subject lands (if known):
- a) Principal Building/Structure: \_\_\_\_\_
- b) Accessory Building/Structure: \_\_\_\_\_.
- 18) Date of establishment/length of time the existing uses have continued on the subject lands (if known): \_\_\_\_\_.
- 19) Type of Water Supply:  municipal watermain  communal source  well  cistern  
 other \_\_\_\_\_.
- 20) Type of Sewage Disposal System:  municipal sewer  communal system  
 septic system  holding tank  other \_\_\_\_\_.
- 21) Type of Storm Water Drainage System:
- municipal sewer  municipal ditch  overland swale  infiltration gallery  
 dry well or by  other (please describe) \_\_\_\_\_.
- 22) Are these lands the subject of a current application under the Planning Act?  
(e.g. Consent, Plan of Subdivision, Official Plan Amendment, etc.)  yes or  no.
- 23) If yes and known, list File No. \_\_\_\_\_ and  
Status (e.g. in process, approved) \_\_\_\_\_.
- 24) Has the subject lands ever been the subject of a previous Minor Variance application?  
 yes (list File No. \_\_\_\_\_, if known) or  no.
- 25) In association with Entry No. 12 and Entry No. 15 of this application, please also include a detailed plan accurately illustrating the following:
- ❖  boundaries and  dimensions of subject lands
  - ❖  location,  size and  type of all **existing** buildings and structures and their  setbacks from  front lot lines  rear lot lines  side lot lines  existing accesses,  driveways,  parking and  loading spaces,  existing wells,  septic systems and  utilities.
  - ❖  location,  size and  type of all **proposed** buildings and structures and their  setbacks from  front lot lines  rear lot lines  side lot lines  proposed accesses,  driveways,  parking and  loading spaces,  proposed wells,  septic systems and  utilities.
  - ❖  location of natural & artificial features on this lot & abutting lands (e.g. structures, wells, septic systems, roads, signage, utilities, trails, fences, trees and shrubs, retaining walls, valleys, watercourses, wetlands, woodlots etc.)
  - ❖  existing uses on adjacent lands (e.g. residential, agricultural, commercial, industrial, aggregate, institutional, etc.)
  - ❖  location,  width and  name of roads whether private, open, unopened
  - ❖  water access (  dock and/or  parking area)
  - ❖  location and description of easements.

26) An affidavit or sworn declaration that the above described Prescribed Information has been provided and is complete and true.  yes or  no

\_\_\_\_\_  
Signature of Applicant                      Signature of Agent                      Signature of Owner(s)

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

***Sworn Declaration as per Entry No. 26 of the County of Brant's Minor Variance application***

I, \_\_\_\_\_ of the \_\_\_\_\_

of \_\_\_\_\_ in the Province of Ontario, 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.

Sworn before me at the

\_\_\_\_\_ of \_\_\_\_\_)

in the Province of Ontario

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

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

\_\_\_\_\_ a Commissioner, etc.

Stamp

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NOTE

All correspondence, notices, etc. in regard to this application will be directed to the Applicant, Owner and Agent as noted.

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## **Grand River Conservation Authority (GRCA) Planning Fees County of Brant Fact Sheet**

### **Contact Information**

Any questions regarding GRCA fees should be directed to the **GRCA, Resource Planning Section** at **(519) 621-2761**. The GRCA will respond to inquiries regarding the fee, and can provide advice on proposals being considered.

### **Background Information**

The Province of Ontario has encouraged conservation authorities to make programs and services more self-sufficient by applying the user-pay principle. The Grand River Conservation Authority is one of the last Conservation Authorities in Ontario to charge plan review fees.

Service fees will allow the Conservation Authority to improve the efficiency and effectiveness of the delivery of our service. A user fee principle will ensure that the individual using the service is the person paying for the service. This will ensure that the broader tax base does not incur an increase in their taxes to cover these costs. The GRCA will continue to provide Plan Input services to our municipal partners to implement the objectives of watershed planning.

The major & minor fees have been established in order to provide fair cost for the review time for complex applications vs. applications with minimal impact on the environment.

### **Authority to charge fees**

The Province has amended the Conservation Authorities Act to give a conservation authority power to “charge fees for services approved by the Minister” (Section 21.m.1) The Ministry of Natural Resources Policies and Procedures for the Charging of Conservation Authority Fees identifies “Plan Review” as an approved service for charging fees.

### **Process**

When a landowner discusses or submits a Planning Act application, municipal staff will screen the application to determine whether it is within an area of interest to the conservation authority. If the site or land holdings are within an area of concern to the conservation authority it is suggested that the GRCA participate in a preconsultation discussion and/or meeting with the applicant and the municipality before the application is formally submitted.

### **Implementation Date**

The Grand River Conservation Authority Planning Fees have been implemented for the County of Brant. Payment of fees should accompany the application when submitted to the County if the application falls within an area of interest of the Conservation Authority.