

Notice to all Applicants

- Prior to making a Planning Act Application, applicants may be required to have a Pre-Submission meeting and Preliminary Review completed. To determine if a Pre-Submission meeting or Preliminary Review is required, please contact the Planning Division at 519.44BRANT (519.442.7268) or 1.855.44BRANT or by email at planning@brant.ca.
- When submitting a complete application with all required submission materials, please schedule a submission meeting with the Planner on the file. Applications are to be submitted to Development Services at the Paris Office (66 Grand River Street North, Paris, ON, N3L 2M2).
- It is an offence under the Building Code Act to commence construction without a building permit. Any owner, contractor and subcontractor who contravene the Building Code Act may be charged with an offence and prosecuted by the County.

Pre-Submission Meeting

The Applicant or the County of Brant may request a Pre-Submission meeting. This would provide the Applicant and/or Agent with an opportunity to have additional discussions including identifying potential issues, share more information above the standard submission requirements and to determine the required information and materials to be submitted for a complete application. In addition to the Planning Division, additional departments may be present at the meeting if deemed necessary. A list of required submission materials will be provided after a Pre-Submission Meeting is held.

Preliminary Reviews

Preliminary Reviews are required for the following applications:

- Minor Variance Applications
- Consent Applications
- Building Permit Applications

The Preliminary Review will include an in-depth review of the Site Plan and other relevant drawings by Zoning and Grading. This review will confirm compliance with the County of Brant Zoning By-law and identify if a grading and drainage plan or subsequent application is required. Currently, there is no fee for a Preliminary Review.

Processing the Development Application

Once an application has been deemed complete by a Planner, it will be circulated to public agencies and County departments for review and comments. Notice of the application is also provided to adjacent land owners. The comments received assist the Planner with the review and in developing a recommendation for your application. The time involved in processing an application varies depending upon its complexity and its acceptability to the other agencies.



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Development Services
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Additional Fees

An additional fee will be required if a review by the Long Point Region Conservation Authority or by the Grand River Conservation Authority is deemed necessary by Planning staff and/or by the Authority. A separate cheque payable to the Long Point Region Conservation Authority or the Grand River Conservation Authority is required in accordance with their fee schedule at the same time your application is submitted. Additional studies required as part of the complete application shall be at the sole expense of the applicant. It should also be noted that in some instances peer reviews may be necessary to review studies and that the cost shall be at the expense of the applicant. The County shall select the company to complete the peer review.

Notification Sign Requirements

County of Brant staff will post a sign on the subject lands in advance of the public meeting. Planning staff will provide specific information regarding notice requirements during the process. Please keep this sign posted until you have received a notice in the mail indicating that no appeals were filed.

If you have questions, we can help. Contact us for additional information or assistance to complete this application. Please contact a Planner at 51944BRANT or planning@brant.ca.

This application form is to be used for the following:

- Consent Applications (creation of a new lot, boundary adjustment, easements, long term lease, or quit claim)
- Minor Variance Applications

Please submit complete submission packages to the County of Brant Paris Customer Service Office by appointment only or by email at planning@brant.ca. If the submission exceeds maximum size limitations, please contact the Planning Division and accommodations will be made. If submitting by email, payment can be couriered to the Paris Customer Service Office

**County of Brant
Paris Customer Service Office
66 Grand River Street N
Paris, Ontario
N3L 2M2**

Application Submission Requirements

1. Digital copies all submission materials via CD, thumb drive or email, unless otherwise noted in the application.
2. Planning Justification Cover Letter
 - Context, brief description of the proposal, and why an application is necessary.
 - Proposed and existing structures/features on the subject lands.
 - If a minor variance is required, please describe the relief request and how the four tests in the Planning Act Section 45(1) are being met. Why the County of Brant Official Plan and/or Zoning By-law cannot be satisfied (if applicable).
 - History of the site.
3. Application Form
 - With original signatures.
4. Application Fee – Payable to the Corporation of the County of Brant
Please refer to County of Brant Fee Schedule for confirmation of fees and any subsequent additional fees. The Fee Schedule can be found on www.brant.ca/Fees.
5. Site Plan and/or Survey (See drawing standards for reference)
6. Elevations (if applicable)
7. Agent Authorization Form (if applicable)

Drawing Standards

The following elements must be included in drawings.

- The legal boundaries and dimensions of the subject lands.
- The location, size, height and type of all existing and proposed buildings and structures on the subject lands. Please indicate the distance of the building/structures from all lot lines.
- The approximate location of all natural and artificial features on the subject lands and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (such as buildings, railways, roads, watercourses, drainage, wetlands, woodlands, wells, cisterns, septic tanks, etc.).
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is unopened road allowance, a public travelled road, private road or a right of way.
- Clearly delineate the severed and retained parcels (if applicable).
- The current uses of all existing/proposed structures on the subject lands.
- The current uses on lands adjacent to the subject lands.
- Clearly identify the location and nature of any easement affecting the subject land.

- The location and dimensions of all driveways/accesses.
- North arrow.
- Scale indicated on drawing.
- Legend.
- Legal description and municipal address.
- Development name.
- Drawing, title, number, original date and revision dates.
- Owners name, address and telephone number.
- Engineers name, address and telephone number.
- Professional engineers stamp.
- Existing and proposed easements and rights of ways.
- Zoning compliance table required versus proposed.
- Parking space totals required versus proposed
- All entrances to parking areas marked with directional arrows.
- Loading spaces, facilities and routes(for commercial developments).
- Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures.
- Gross ground and useable floor area.
- Lot coverage.
- Floor Area ratio.
- Daylight triangles.
- Driveways, curbs, drop curbs, pavement markings, widths, radius and traffic directional signs.
- All exterior stairways and ramps with dimensions and setbacks.
- Retaining walls, including materials to be used.
- Fire access and routes.
- Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles.
- Location of mechanical room and other building services (e.g. A/C, HRV).
- Refuse disposal and storage area, including any related screening (if interior to the building, notation on site plan required).
- Winter snow storage location.
- Bicycle Storage location.
- Landscape areas with dimensions.
- Fire hydrants and utility locations.
- Fencing, screening and buffering size, type and location.
- All hard-surfaced materials labeled.
- Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant).

- Signs (making sure these are not within sightlines).
- Sidewalks and walkways with dimensions.
- Pedestrian access into and around site
- Natural features, watercourses and trees.
- Architectural elevations of all building sides.

All other requirements as per the Pre-Submission Meeting

Please ensure that all measurements are in metric format for ease of reference concerning current policy formats. In addition, the following plans, studies, and reports, including but not limited to, may also be required as part of a complete submission:

- Zoning Deficiency Form
- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Architectural Plan
- Buildings Elevation Plan
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- Landscape Plan
- Photometric (Lighting) Plan
- Plan and Profile Drawings
- Site Servicing Plan
- Storm water Management Plan
- Street Sign and Traffic Plan
- Street Tree Planting Plan
- Tree Preservation Plan
- Archaeological Assessment
- Environmental Impact Study
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Noise or Vibration Study
- Record of Site Condition
- Storm water Management Report
- Traffic Impact Study – please contact the Planner to verify the scope required

Application for (check all that apply):

Minor Variance

Consent Application – new lot

Consent Application

Lot Line Adjustment



County of Brant
Development Services
Committee of Adjustment Application

County of Brant use only:

Date Received: _____

Received by: _____

File No: _____

Hearing Date: _____

Appeal Date: _____

Owner/Agent:

Registered Owner

Agent

Contact Name: _____

Company: _____

Mailing Address: _____

Phone: _____

Fax: _____

Names, addresses of mortgagees, encumbrances, etc.:

Purpose of application:

Is the intent of the official plan being met? If not, why?



Is the zoning by-law being met? If not, why?

Present use of property:

Property description:

Assessment Roll No.: _____	Lot(s): _____
Concession(s): _____	Former Township: _____
Registered Plan No.(s): _____	Lot(s)/ Block(s): _____
Reference Plan No.(s): _____	Part Number(s): _____

Municipal Address:

Area(ha): _____ Depth(m): _____ Frontage(m): _____

PIN No.: _____ Date Property Acquired: _____

Are there any easements or restrictive covenants affecting the subject or retained lands?

Yes No

If Yes, please describe:

Property Description:

	Existing Buildings			Proposed
	Building 1	Building 2	Building 3	
Uses:				
Structure: (as shown on site plan)				
Date uses/structures Commenced				
Setbacks – front				
Setbacks – rear				



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	Existing Buildings			Proposed
	Building 1	Building 2	Building 3	
Setbacks – side	_____	_____	_____	_____
Setbacks – side	_____	_____	_____	_____
Floor Area	_____	_____	_____	_____
Building Height	_____	_____	_____	_____

Abutting Uses:

North: _____

South: _____

East: _____

West: _____

Planning Information:

Official Plan Designation: _____ Present Zoning: _____

Existing Connected Services:

Municipal Services

Municipal Water

Storm Water

Septic System

Wells

Ditches / Swales



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Access to Property:

Unopened Road Allowance	Yes	No
Opened Municipal Road	Yes	No
County Road	Yes	No
Provincial Highway	Yes	No
Right-of-way	Yes	No
Other	Yes	No

Name of Road(s):

Agricultural Setback:

Are there one or more livestock barns or manure storage facilities located within 500 metres (1,640 feet) of the boundary of the subject lands?

Yes No

If **Yes**, please contact the Planning Services Department for a **"DATA SHEET – MDS"** and return it with your application.

Other Applications:

Committee of Adjustment	Yes	No
Planning Advisory Committee	Yes	No

If **Yes**, date of application: _____ File No.: _____

Application type and description:

Identify all current and previous use of the subject lands:

Has there been an industrial, commercial use or gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?

Yes No

If yes, please be specific:



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If yes, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant. Is the report attached?

Yes No

Are there subsurface rights and the surface rights to the property held by the same owner?

Yes No

Please have the owner complete the following Subsurface Rights Declaration.

I, _____, owner of the Subsurface Rights for the subject property, am aware of this application and consent to it.

Signature & Date

If the plan would permit development on a publicly owned and operated piped water system, have the following reports submitted with the Plan:

Functional Servicing Report: Yes No

Date/ Author of Report: _____

Water Distribution System Analysis Report: Yes No

Date/ Author of Report: _____

If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, have the following reports been submitted with the Plan:

Servicing Options Report: Yes No

Date/ Author of Report: _____

Hydrological Report: Yes No

Date/ Author of Report: _____



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Has an Archaeological Potential Report stating whether the subject lands contain any areas of archaeological potential been submitted with the Plan:

Yes No

Date/ Author of Report: _____

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential as per the Report identified in (22), have the following reports been submitted with the Plan

Archaeological Report: Yes No

Date/ Author of Report: _____

A conservation plan for any archaeological resources identified in the assessment:

Yes No

Date/ Author of Report: _____

Type of proposed Storm Water Drainage System:

Municipal Sewer Municipal Ditch Overland Swale Infiltration Gallery

Dry Well with description: _____

Drainage Easement with description: _____

Other: _____

If the plan proposed the development of a new stormwater facility or proposes that stormwater will be conveyed to a publicly owned and operated stormwater systems and/or over adjoining private property, have the following reports been submitted with the Plan:

Stormwater Management Report Yes No

Date/Author of Report: _____

Confirmation of legal outlet Yes No

Date/ Author of Report: _____



CONSENT APPLICATION

(Only complete this section of the Application if applicable)

Type and purpose of the proposed Consent Transaction:

Creation of a new lot

Addition to a lot

With this, identify the parcel to which the severed lands will be added to:

Easement: _____

Right Of Way: _____

Mortgage/ Charge Lease: _____

Correction of Title: _____

Name of the recipient to whom land or interest is to be transferred, leased, or charged to:

Description of existing easement(s) or restrictive covenants on the subject lands:

Please note any previous Consents (i.e. severance history) of the subject lands acquired by the owners:

If these lands have been the subject of a previous severance by the owner, please note:

The File No.(s) and date of the Consent:



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The name of recipient(s) of the severed lands:

List all other planning applications relevant to the subject lands:

If yes to entry, list their File No's:

Identify how the Application is consistent with the Provincial Policy Statement:

Identify how the Application is consistent with the Growth Plan for the Greater Golden Horseshoe:

Identify how the Application is in keeping with the intent of the County of Brant Official Plan:

Identify how the Application is in keeping with the intent of the County of Brant Zoning By-law:



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	Severed Lands or Lot	Retained Lands or Lot
Frontage (m):	_____	_____
Depth (m):	_____	_____
Area (sq. m or ha):	_____	_____
Existing Land Uses	Primary: _____ Secondary: _____	Primary: _____ Secondary: _____
Existing buildings/structures	Principal: _____ Accessory: _____	Principal: _____ Accessory: _____
Proposed Land uses	Primary: _____ Secondary: _____	Primary: _____ Secondary: _____
Proposed Buildings/structures	Principal: _____ Accessory: _____	Principal: _____ Accessory: _____
Vehicle Access	Provincial Highway Municipal Road Right-of-way Water Access	Provincial Highway Municipal Road Right-of-way Water Access
Water Service	Municipal Watermain Communal Source Well Cistern Other	Municipal Watermain Communal Source Well Cistern Other
Sanitary Service	Municipal Sewer Communal System Septic System Holding Tank Other	Municipal Sewer Communal System Septic System Holding Tank Other



MINOR VARIANCE APPLICATION (Only complete this section of the Application if applicable)

Nature and extent of relief request from the Zoning By-law:

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

Existing uses of the subject lands:

Are there existing buildings or structure on the subject lands?

	Existing Buildings			Proposed
	Building 1	Building 2	Building 3	
Uses:	_____	_____	_____	_____
Structure:	_____	_____	_____	_____
Date uses/structures Commenced	_____	_____	_____	_____
Setbacks – front	_____	_____	_____	_____
Setbacks – rear	_____	_____	_____	_____
Setbacks – side	_____	_____	_____	_____
Setbacks – side	_____	_____	_____	_____
Floor Area	_____	_____	_____	_____
Building Height	_____	_____	_____	_____



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Affidavit:

The following affidavit must be completed prior to submitting this application.

I _____ of the _____ in the County of Brant solemnly declare that the information contained in this application, attachments and accompanying reports are true, and I make this solemn declaration consciously believing it to be true and knowing that it is the same force and effect as it made under oath, and by virtue of "The Canada Evidence Act".

Declared before me at the:
Of Brant this _____ day of _____, 20____

Commissioner of Oaths

Applicant

Owners authorization:

If multiple owners, authorization letter from each owner is required.

I _____ am the registered owner of the land that is the subject of this planning document hereby authorize _____ to prepare and submit this application for approval.

Date

Signature of Owner

Consent of owner:

Complete the consent of the owner concerning personal information set out below (or the written authorization of each owner in the case of shared ownership)

I _____ am the registered owner of the land that is subject of this application for approval of this planning document and, for the purpose of the **Freedom of Information and Protection 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. I also agree to allow the County of Brant, its employees, and agents to enter upon the subject property for the purposes of conducting survey, inspection and tests that may be necessary to the application.

Date

Signature of Owner



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Acknowledgement of the owner for the local planning appeal tribunal appeals:

The Owner acknowledges and agrees, in that this application for Minor Variance is appealed to the Local Planning Appeal Tribunal (LPAT) by a third party, that Owner agrees to assume 100% of the financial responsibility for the County of Brant legal fees and professional consultant fees to defend the decision of Council.

Date

Signature of Owner

Permission to enter site:

I/we hereby authorize representatives of the County of Brant and those persons identified under the Planning act R.S.O., 1990 c. P13 to enter upon or above the subject lands to this application for the purpose of conducting any site inspections and take pictures/video as may be necessary for the evaluation of this application

Signature Applicant

Signature of Owner(s)

Signature Applicant

Signature of Owner(s)

Signature of Owners(s)

Dated this _____ day of _____, 20 _____

Complete application check:

Application Complete [180 Day – Decision Date: _____]

Application incomplete (missing information)



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Date Applicant/ Owner/ Agent Informed

Method Informed by: _____

Detailed description of the proposed land use if it is a land use other than residential, institutional, or other:

This Application will not be accepted or processed unless:

1. All applicable sections of the application form are completed.
2. Two digital copies of plans and/or drawings, 8 ½" X 14", are attached. The plan and/or drawings must show the location, size and type of all buildings and structures, and Planning staff may require such plan or drawing to be signed by an Ontario Land Surveyor.
3. A non-refundable application fee (see Fee Schedule) in cheque/cash or money order made payable to the County of Brant is enclosed. A fee will be charged to have the application commissioned by Municipal staff. **If the application is processed, circulated, and report prepared then there will not be a refund as the majority of the work has been completed.**
4. The applicant is required to produce and provide alternate formats of all plans, drawings and reports, if necessary, in a timely manner at no additional cost, as per the *"Accessibility for Ontarians with Disability Act 2015, Ont. Reg. 429/07"*

Application must be submitted to:

**County of Brant
Planning Division
66 Grand River Street N,
Paris, Ontario
N3L 2M2
T: 519.44BRANT
TF: 1.855.44BRANT
F: 519.442.3461**