

# The Corporation Of The Township Of Stone Mills

4504 County Road 4  
Centreville, Ontario, K0K 1N0  
Tel. 613 378 2475 -- Fax. 613 378 0033



## **Planning Act Section 45 Application**

All requests for information (boxes) contained within this application form must be completed to the best ability of the applicant. If a particular box is not applicable, please indicate this in the box.

File Number	Date Submitted
-------------	----------------

### **PART 1 – APPLICANT(S)**

The undersigned hereby applies to the Committee of Adjustment for the Township of Stone Mills pursuant to Section 45 of the Planning Act, RSO 1990, c.P.13, as amended.

#### **Owner(s)**

Identify the legal owner(s) of the lands as it appears on your deed of land, assessment notice or tax bill. If the Owner has recently purchased the lands, a copy of the transfer/deed must be included with the application. If this application is being submitted pursuant to a condition of an agreement of purchase and sale, the application must be submitted in the name of the current owner.

Name	Name	Name
Civic Address	Mailing Address	City/Town
Province	Postal Code	Residence Telephone
Business Telephone	Cell Telephone	Email

#### **Agent**

The owner may allocate the responsibility of an application to any responsible person or corporation. When assigned, the agent assumes all responsibility for the management of the application including the receipt of notices and any correspondence with the municipality. An Agent Authorization form must be completed and included with the application when an agent is assigned.

Corporation Name	Person's Name	
Mailing Address		
Business Telephone	Residence Telephone	Cell Telephone
Email		

## **PART 2 - PURPOSE OF APPLICATION**

A situation exists that prevents an owner from complying with particular requirements of the zoning bylaw of the municipality. The approval of a minor variance application would provide relief from these requirements thereby allowing the proposed development to proceed.

	Minor Variance Application
--	----------------------------

A situation exists where the prior use of the land does not conform with the permitted uses identified in the current zoning bylaw. In these instances an application may be submitted to obtain permission to:

	Extend or Enlarge A Legal Non-Conforming Use
	Change The Existing Use To A Similar Or More Compatible Use

A situation exists when the use of land, buildings or structures that are allowed in a municipal bylaw are defined in general terms. In these instances, an application may be submitted to obtain an interpretation to determine if an existing or proposed use is consistent with that municipal bylaw.

	By-Law Interpretation Application
--	-----------------------------------

### **Proposed Development Or Use**

Provide a brief description of the development that would proceed if this application is approved.

### **Nature And Extent Of Relief**

Provide a thorough description of the relief that is being sought. This could include relief from requirements relating to setbacks, lot coverage, building height or any of the requirements of a municipal bylaw.

Requirement Description	Requirement	Relief Requested

**Reason(s) Why Proposed Use Cannot Comply With Requirements**

While having regard to the purpose of the application herein, provide the reason(s) why this application is being submitted. This could include legal, physical features or other constraints to development or why an existing non-conforming use is being expanded.

**PART 3 – LANDS AND SERVICES**

**Date Acquired**

Indicate the date the lands were acquired by the current owner

**Assessment Roll Number**

Each parcel of land is assigned an individual number by the Municipal Property Assessment Corporation (MPAC). This 19 digit number which starts with "1124" can be found on your property tax bill or on any notice of assessment from MPAC.

**1124-**

**Civic Address**

Include the civic address (911 number) assigned to the lands. If no civic address has been assigned, identify the closest civic address to the lands and the location of that civic address from the subject lands.

**Directions**

Township Officials as well as others will attend at the lands subject to this application to obtain first-hand knowledge of the lands, buildings and structures and the need for the approval of this application. Detailed directions are required to describe how to find the lands from the nearest major intersection or the nearest community. A map should be included on a separate page should the written description be insufficient.

**Legal Description Of Lands**

The legal description of the lands that are the subject of this application can be found on your deed/transfer, assessment notice or tax bill. A copy of your deed/transfer may be required should the information contained in Township records be different from that provided herein.

--

**Easements and Restrictive Covenants**

Describe any easements or restrictive covenants affecting the lands and its effect on the lands

--

**Land Description**

Provide the dimensions and area of the lands to which this application applies

	Frontage - the distance between the side lot lines measured at the road in meters
	Depth – the average depth measured between the front and the rear lot lines in meters
	Area – the calculated or indicated area in hectares or square meters

**Access**

Indicate how access is obtained to the land

	Provincial Highway
	Municipal road that is maintained all year
	Municipal road that is maintained seasonally
	Another public road or right of way
	Water

**Water Access**

If access to the land is by water only, indicate the parking and docking facilities to be used and the approximate distance of these facilities from the land and the nearest public road.

--

**Water Supply**

Identify how potable water is or will be made available.

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

**Sewage Disposal**

Identify how sewage disposal is or will be made available.

	Publicly owned and operated sanitary sewage system
	Privately owned and operated individual or communal septic system
	Privy
	Other means

**Storm Drainage**

Identify which storm drainage facility is or will be available to help drain surface water from the lands.

	Municipally installed and maintained sewers
	Open ditches
	Swales
	None
	Other

## **PART 4 – BUILDINGS AND STRUCTURES**

### **Existing Buildings And Structures**

Identify all buildings or structures, existing at the time of the application. The existing use might be a dwelling, barn, shed, etc. This information must be consistent with the required sketch.

	Building 1	Building 2	Building 3	Building 4
Existing Use				
Date Constructed				
Length				
Width				
Height				
Floor Area				
Front Yard Setback				
Rear Yard Setback				
Interior Side Yard Setback				
Interior Side Yard Setback				
Exterior Side Yard Setback				
Water/Wetland Setback				

### **Proposed Buildings And Structures**

Identify all buildings or structures that will be erected if this application is approved. The proposed use might be a dwelling, barn, shed, etc. This information must be consistent with the required sketch.

	Building 1	Building 2	Building 3	Building 4
Existing Use				
Date Constructed				
Length				
Width				
Height				
Floor Area				
Front Yard Setback				

Rear Yard Setback				
Interior Side Yard Setback				
Interior Side Yard Setback				
Exterior Side Yard Setback				
Water/Wetland Setback				

## **PART 5 – LAND USE PLANNING**

### **Existing Uses Of The Land**

Provide a brief description of the existing use of the lands subject to this application. This could include a residential, commercial or industrial type use. If the lands are vacant, please indicate this as well.

Indicate the length of time the existing uses of this land have continued

### **Proposed Uses Of The Land**

Provide a brief but specific description of the proposed use of the lands subject to this application. This could include a residential, commercial or industrial type use.

### **Official Plan**

The Official Plan provides policy level designations for all lands within the Township. The intent of these land use designations is to guide development in an orderly manner with minimal conflict between existing or proposed uses of land. Identify all land use designations that apply to the lands

### **Zoning Bylaw**

The zoning bylaw implements the policies of the official plan by establishing zones in which certain specific uses are permitted together with regulations that affect that use of land. Identify all land use zones that apply to the lands.

**Subdivision Of Land**

If known, are the lands the subject of an application for a plan of subdivision or a consent (severance) application. If known, identify the following information for each application.

Application Type	Status	File Number

**Other Minor Variance Applications**

Have the lands previously been the subject of an application under Section 45 of the Planning Act. If known, identify the following information for each application.

Purpose	Relief	File Number



## **PART 6 – DECLARATION AND ACCEPTANCE**

### **Declaration Of Applicant**

A Commissioner Of Oaths must witness the actual signing of this application form. Failure to have all signatures witnessed could result in this application not being accepted or declined.

The applicant upon signing this application is declaring that the information contained in this application is accurate and true and acknowledges this is a legal document submitted pursuant to the Planning Act.

The applicant further acknowledges that notwithstanding the acceptance of this application by the Township of Stone Mills, failure to disclose, identify or include information that may subsequently be deemed of relevance to the Township of Stone Mills, could result in the application being denied or deferred until such time as the information is available.

The applicant further acknowledges that representatives of the Township Of Stone Mills as well as representatives from other levels of government or any agency thereof who have been deemed to have an interest in a matter arising from this application, are authorized to enter upon the lands and to conduct any inspection necessary that may have an impact on a decision relating to this application.

The applicant makes this 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	Signature Of Applicant
------------------------	------------------------

Declared before me at .....this ..... day of ....., .....

.....  
Signature Of Commissioner

## **PART 7 - REVIEW AND ACCEPTANCE**

The undersigned having reviewed this application hereby deems this application to be complete and accepts this application on behalf of the Township of Stone Mills.

Date	Name	Signature
------	------	-----------

## **PART 8 - SUPPLEMENTAL INFORMATION**

### **Land Identification**

Pursuant to Ontario Regulation 200-96 and the Planning Act, a **NOTICE OF APPLICATION** is required to be posted on the lands subject to this application. The applicant shall ensure that a post or other structure is available to provide for the placing of this notice, in a location that is readily visible and available to the public.

### **Sketch**

A sketch that accurately depicts the proposal must be submitted with the application. The sketch shall be prepared by an **ONTARIO LAND SURVEYOR** and reflects the dimensions in metric units indicated in this application. The minimum requirements of this sketch shall include:

1. Name of the owner
2. Purpose of the sketch
3. Civic and legal description of the lands
4. The boundaries and dimensions of the subject land
5. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines
6. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks
7. The current uses on land that is adjacent to the subject land
8. The 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
9. If access to the subject land is by water only, the location of the parking and docking facilities to be used
10. The location and nature of any easement affecting the subject land
11. A north directional arrow
12. Any existing or proposed entrance
13. Such other information that may be of relevance to this application