

#### THE CITY OF WINDSOR PLANNING & BUILDING SERVICES DEPARTMENT Suite 210, 350 City Hall Sg. W., WINDSOR, ONTARIO N

Suite 210, 350 City Hall Sq. W., WINDSOR, ONTARIO N9A 6S1 Tel: 519-255-6543 ext. 6436 or ext. 6450 Fax: 519-255-6544

## APPLICATION FOR A MINOR VARIANCE OR PERMISSION FORM

The undersigned hereby applies to the Committee of Adjustment for the Corporation of The City of Windsor under Section 45 of the Planning Act, 1990, as amended, for relief, as described in this application, from

PLEASE INDICATE - By-Law No. 🛛 85-18 🔲 8600 🔲 3072 🔲 250-2004 🔲 170-2012

Please provide the name of the representatives you consulted and the date of your consultation.

#### STEP 1 - PRE - CONSULTATION WITH ZONING CORDINATOR (as required)

Conner O'Rourke – <u>Corourke@citywindsor.ca</u>

Stefan Pavlica – <u>Spavlica@citywindsor.ca</u>

] Other: \_\_\_

## STEP 2- PRE-CONSULTATION WITH PLANNER - (as required)

Simona Simion <u>ssimion@citywindsor.ca</u>
 Zaid Zwayeed <u>zzwayeed@citywindsor.ca</u>
 Other:

Secondary contacts (to be consulted in specific circumstances)

Development, Projects & Right-of-Way	Name	Date
Heritage Planner, Planning and Building	Name	Date
Transportation Planner	Name	Date
Windsor-Essex Health Unit	Name	Date
Essex Region Conservation Authority	Name	Date
Windsor Police Service (Barry Horrobin)	Name	Date

#### ACKNOWLEDGEMENTS REGARDING CONSULTATION PROCESS

I hereby acknowledge that consultation does not represent approval or denial of this application.

X Signature : \_\_\_\_\_ Date:\_\_\_\_\_

#### STEP 3 - SUBMIT APPLICATION

Applications and information for the Committee of Adjustment process may be found on the city of Windsor website:<u>https://www.citywindsor.ca/residents/planning/Plans-and-Community-Information/City-Council-and-Committees/Committees-Headed-by-Planning/Committee-of-Adjustment/Pages/Committee-of-Adjustment.aspx (MENU ON LEFT HAND SIDE – APPLICATIONS)</u>

Please be advised that your application **MUST** be fully complete (do not leave any unanswered questions) it MUST be commissioned prior to submission (page 4, Declaration). We review the application for completeness and clarity ONLY, any errors in your submission or incomplete applications, may result in a deferral or not move forward to the meeting due to insufficient or lack of information, and could result in re-submission fees on your behalf. **When submitting your digital application please provide the subject line with the following information :** *COA Submission – location address or Roll number (e.g. COA Submission 344 street name – Minor Variance OR Severance)* 

Please email your complete application to COADJUSTMENT@citywindsor.ca

Once our office is in receipt of your <u>complete application</u> (all drawings, and any related materials) and fee, you will be advised under separate email of the scheduled meeting date, time and information on how to join the hearing.

1	Application Information						
	Name of ALL Owners Contact No.			Business Telephone No.			
	Address	ddress					
	E-Mail Address:						
	Name of Contact Person/A	gent (if different than owner)	Contact No.	Business Telephone No.			
	Address		Postal Code	Fax No.			
	E-Mail Address:						
	PAYMENT CONTACT IN	FORMATION ONLY:					
	Name:		+				
2	Contact No: Date application submitte	d to the City of Windoor					
2		visions applying to the land:					
4		rovisions applying to the land:					
_							
5	Nature and extent of relie	f applied for: (you MUST list each	By-law Section etc. and re	lief requested)			
6	State why it is NOT possi	ble to comply with the provisions	of the by-law. ( Must be	complete)			
7	Legal Description of the S	Subject Land(s)					
'	Municipality	Street Name	Street Addres	ess			
	Concession Number(s)	Registered/reference Plan No.	Lot/Part No.(s)				
	Parcel No.						
8	Dimensions of Land Affe	cted: THIS SECTION MUST BE C	OMPLETE				
	Lot Frontage/Width	Depth		Lot Area			
9	Access (check appropriate space)	Provincial Highway Municipal road, maintained all year Municipal road, seasonally maintained Other public road Right of way Water only. If yes, the docking facilitie approximate distance of these facilitie	es to be used and the	Yes No			
		the nearest public road					
10	Water Supply	Publicly owned and operated piped wa Privately owned and operated Individual or communal well Lake or other water body Other	·····				
11	Sewage Disposal	Publicly owned and operated piped s system Privately owned and operated individ system Pit, privy, or other	ual or communal septic tank				

12	Storm Drainage	Municipal Sewers Ditches or Swales Other (specify)				
13	The existing uses of the s	subject land:				
	NOTE: legal non-conforming use applications <u>must</u> provide evidence to support its status to the Planning Department (Zoning Coordinator and Planner).					
14	The proposed uses of the subject land:					
15	Whether any buildings or structures are proposed to be built on the subject land.					
	□ Yes □ No □ Unknown					
	of building or structure, t	yes, for each building or structure please provide on the he setback from the front lot line, rear lot line, and side lot re and the dimensions or floor area of the building or struc	lines, the height			
16	Date the subject land was	acquired by the current owner.		Unknown		
17	_	dings or structures on the subject land were constructed.		Unknown		
18		e existing uses of the subject land have continued.		Unknown		
19		pject land has ever been the subject of an application unde	r section 45 of t	he Act?		
	□ Yes □ No □Unkı	nown				
20	If yes, describe briefly: Y If known, whether the sub subdivision or a consent?	pject land is the subject of an application under the Act for	approval of a pl	an of		
	□ Yes □ No □ U	nknown				
04	If yes, the status of the a			Nat		
21	Applications submitted w and will be returned.	ithout the noted requirements will be considered incomple	e <mark>te</mark> Included	Not Applicable		
	Minimum Standards for I	Drawings:				
	Ontario Regulations 200/9 showing the following: its	96 of the Planning Act provides the requirement of a sketc s:	n			
	a) The boundaries and	dimensions of the subject land.				
	the subject land, ind	nd type of all existing and proposed buildings and structures on icating the distance of the buildings or structures on the subject distance of the buildings or structures from the front yard lot line I side yard lot lines.	t			
	on land that is adjace affect the application	ation of all natural and artificial features on the subject land an ent to the subject land that, in the opinion of the applicant, may n. Examples include buildings, railways, roads, watercourses, er or stream bands, wetlands, wooded areas, wells and septic				
	tank.					
		land that is adjacent to the subject land.				
		and name of any roads withing or abutting the subject land, is an unopened road allowance, a public travelled road, a priva y.	ate			
	<li>f) If access to the subject facilities to be used.</li>	ect land is by water only, the location of the parking and dockir	g			
	g) The location and nat	ture of any easement affecting the subject land.				
	The required sketch map □ Yes □ No	has been included with this application form.				

Note:	Drawings	must be in	metric units.
11010.	Drumings	mast se m	metho amto.

Examples of acceptable drawings can be obtained upon request.

#### Administering Oaths Remotely as Per O.R. 431/20

DECLARATION:			
I/WE,		of the	(City/Town)
of	_ (name City/Town) in the	(County) Of	(name county) <b>ON</b>
thisday of application are true and I/WE m same force and effect as if mad (Sign) X (Sign) X	hake this solemn declaration co le under oath and by virtue of t	, <b>SOLEMNLY DECLARE</b> that all nscientiously believing it to be true he Canada Evidence Act.	statements contained in this e, and knowing that it is of the
DECLARED BEFORE ME at the _	of		<i>in the</i> , 20
*** THIS SECTION MUST B	E COMPLETE		

#### **RECEIPT OF APPLICATION/AUTHORIZATION TO PROCESS**

This application has been received and is accepted for processing, as the application is complete.

Secretary-Treasurer (or Designate)
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<u>Minor variance for new construction</u>: An approved variance is valid and must be acted upon within one (1) year. If a granted variance is not used within required timeline, the application is deemed to be <u>null and void</u>. A new Committee of Adjustment application will be required for any expired application. \_\_\_\_\_ (Please Initial)

Date: \_\_\_

#### <u>FOR AGENTS – The owner must complete and sign this authorization if you have been assigned to act on</u> <u>their behalf</u>

#### **AUTHORIZATION:**

TO: The Secretary-Treasurer of The Committee of Adj	ustment for the City of Windsor.
DATE:	_, 20
I (We) (Owners of the subject lands)	
of the (municipality where you reside)	, hereby authorize
and instruct (agent(s)	to submit an application to the
Committee of Adjustment in respect to (municipal address	or legal description)
Which I (we) am (are) the registered owner(s), and this sha	all be my (our) good and sufficient authority to act on my (our) behalf.
X(	(Sign) Note: if the owner is a Corporation, affix seal (if any)
X (	(Sign)

#### ALL SECTIONS MUST BE COMPLETED AND SIGNED

#### PERMISSION TO ENTER:

TO: The Secretary-Treasurer of The Committee of Adjustment for the City of Windsor.

DATE: \_\_\_\_\_, 20\_\_\_\_.

I hereby authorize the members of the Committee of Adjustment and/or members of the staff of The City of Windsor to enter upon the subject lands and premises for the purpose of evaluating the merits of this application. This is their authority for doing so.

Address of Lands: \_\_\_\_

# X Signed: \_\_\_\_

## NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I/We also acknowledge that the information requested on this form is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application to the Committee of Adjustment. The name and business address of the applicant and/or authorized agent is public information. The address of the property, which is the subject of the application, is also public information. Please be advised that any personal information i.e. name and address may become part of a public record in an electronic form, i.e. web site and/or paper format, i.e. agenda or minutes.

Dated: \_\_\_\_\_

Signed: \_\_\_\_

Signature of Applicant and/or Agent

#### SPECIES AT RISK ACKNOWLEDGEMENT

Ontario's *Endangered Species Act* protects endangered and threatened species — animals and plants in decline and at risk of disappearing from the province by restricting activities that may affect these plants, animals or their habitats.

I acknowledged that it is my sole responsibility as the Applicant to comply with the provisions of the *Endangered Species Act*, 2007, S. O. c.6. This could require me to register an activity, get a permit or other authorization from the Ministry of Natural Resources and Forestry (MNRF) prior to conducting an activity that could impact an endangered or threatened plant or animal or its habitat. I further acknowledge that any *Planning Act*, *R.S.O. 1990, c.P.13* approval given by the City of Windsor does not constitute an approval under the *Endangered Species Act*, nor does it absolve me from seeking the necessary authorization, approvals or permits from the MNRF prior to conducting any activity that may affect endangered or threatened plant or animal or its habitat. Additional information can be found at the following website <u>https://www.ontario.ca/page/development-and-infrastructure-projects-and-endangered-or-threatened-species</u> or by contacting MNRF at the following:

MNRF.Ayl.Planners@ontario.ca Ontario Ministry of Natural Resources and Forestry Aylmer District 615 John Street North Aylmer, ON N5H 2S8 Tel: 519-773-9241

Dated: \_\_\_\_\_

Signed:

Signature of Applicant and/or Agent

## \*\*DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION IT IS FOR YOUR REFERENCE\*\*

# USER FEE SCHEDULE

## Minor Variance/Permission Applications Only:

a) Residential – Base Fee GIS	\$2 \$	2,449.00 50.00	) ) =	<u>\$2,499.00</u>
b) Commercial, Institutional or Industrial Uses – Base Fee GIS				<u>\$2,499.00</u>
c) Signs – Base Fee GIS	\$2 \$	2,345.00 50.00	) ) =	<u>\$2,395.00</u>
d) Fences – Base Fee GIS				<u>\$2,395.00</u>
Legal Non-Conforming Uses – PROVIDE PROOF OF CURRENT USE				
	**		-	
a) All Application Changes – Base Fee				<u>\$2,584.75</u>
a) All Application Changes – Base Fee	\$ \$2	50.00 2,449.00	) =	
<ul> <li>a) All Application Changes – Base Fee</li></ul>	\$ \$2 \$	50.00 2,449.00 50.00	) = ) ) =	\$2,584.75