



TOWN HALL

6311 Old Church Road, Caledon, ON L7C 1J6

905.584.2272 | 1.888.CALEDON | FAX 905.584.4325 | www.caledon.ca

COMMITTEE OF ADJUSTMENT – MINOR VARIANCE APPLICATION INSTRUCTIONS TO ALL APPLICANTS

PLEASE NOTE: *Prior to the submission of an application, it is strongly recommended that the applicant and/or their agent meet with staff from the Development Approval & Planning Policy Department. This meeting will ensure that all of the required variances have been identified and sections 2 and 3 of the application form are complete. This meeting will also eliminate any need to defer the application to a subsequent hearing. A site plan, drawn to scale (metric) should be submitted to Development Approval & Planning Policy Department staff before or at this preliminary meeting. If you wish to submit the application without meeting with Development Approval & Planning Policy Department staff, it is then the applicant and/or agent's responsibility to ensure that the application has all of the required variances listed in section 3 of the application form. This pre-consultation meeting will ensure that all other development applications are identified up front, such as a Site Plan Application.*

Documents to be Submitted with Application

1. Fees:
 - a) Residential/Agricultural \$800.00 or
Industrial/Commercial/Institutional \$1,600.

Payment can be made by cash, Pay Pass, Visa, Mastercard, Debit or cheque made payable to "Treasurer, Town of Caledon"
 - b) Conservation Authority Comment fee:
 - i) \$180 cheque payable to "Credit Valley Conservation Authority" or
 - ii) \$500 (minor) cheque payable to "Toronto & Region Conservation Authority"
2. If the application is completed by an agent or solicitor, an Authorization Form must accompany the application signed by the owner(s). If the applicant is a Corporation, the signing officer must place the Corporate seal over the signature(s).
3. Two (2) copies of a scaled site plan (metric), on 8 1/2" x 14" paper. If the plan is a larger size, please provide the large size as well.

For Industrial, Commercial, Institutional, and Recreational Applications please provide two (2) full-sized scaled Site Plan Drawings. The plan shall clearly indicate the following information (see attached example):

- The boundaries of the property which are subject of this application and the portion of the lot where the variance is required.
- 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, the height in metres of the building or structure and the dimensions or floor area of the building or structure.
- The location of all natural and artificial features on the property and on the properties that are adjacent 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.
- The current uses on land that is adjacent to the subject land.
- 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.
- The location and nature of any easement affecting the subject land.



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If the applicant fails or neglects to submit the above information, the Committee of Adjustment may proceed to consider the application and make a decision with respect to the application at the hearing without the foregoing information.

Sign Posting

Under the requirements of the *Planning Act*, the applicant must erect the sign indicating that a minor variance application has been filed with the Town for the subject property. This sign is provided by staff upon submission of the application form and must be posted by the applicant/agent on the property at a height of approximately 1- 1.5m in a conspicuous place. This sign/notice will enable the Committee Members, staff members and neighbours to locate the property. Failure to adequately mark the property a minimum of 10 days prior to the hearing date will result in a deferral of the application at a fee of \$207.00 to the applicant.

- ❖ THE APPLICANT IS RESPONSIBLE TO POST AND SUBMIT A PHOTO OF THE POSTED SIGN TO THE SECRETARY-TREASURER
- ❖ THE APPLICANT IS RESPONSIBLE TO CHANGE THE DATE ON THE SIGN TO REFLECT A REVISED MEETING DATE, IF REQUESTED TO DO SO BY THE SECRETARY-TREASURER
- ❖ DO NOT REMOVE THE POSTED SIGN UNTIL THE COMMITTEE HAS HEARD THE APPLICATION.

To All Applicants:

1. Incomplete applications will not be accepted for submission and will be returned to the applicant and/or agent for completion.
2. Applicants/agents/witnesses are provided an opportunity to attend the hearing and may be required to give evidence under oath if the Committee requests. If you decide not to attend the hearing the Committee may make a decision on the application in your absence.
3. If you have copies of drawings showing the elevation, construction and exterior design of proposals applied for (example – location of doors, windows, type of exterior materials proposed – brick, wood cladding, aluminum, etc.) they should be submitted with the application or brought to the hearing and presented to the Committee when the application is heard.
4. If an application is deferred by an applicant and/or agent or the Committee of Adjustment, a Deferral Fee of \$207.00 must be paid in accordance with the Town's Fee By-law.

FOR FURTHER INFORMATION CONTACT:

Cindy Pillsworth, Council/Committee Co-ordinator
Phone: 905-584-2272 Extension 4265 Fax: 905-584-4325
E-mail: COFA.Agenda@caledon.ca

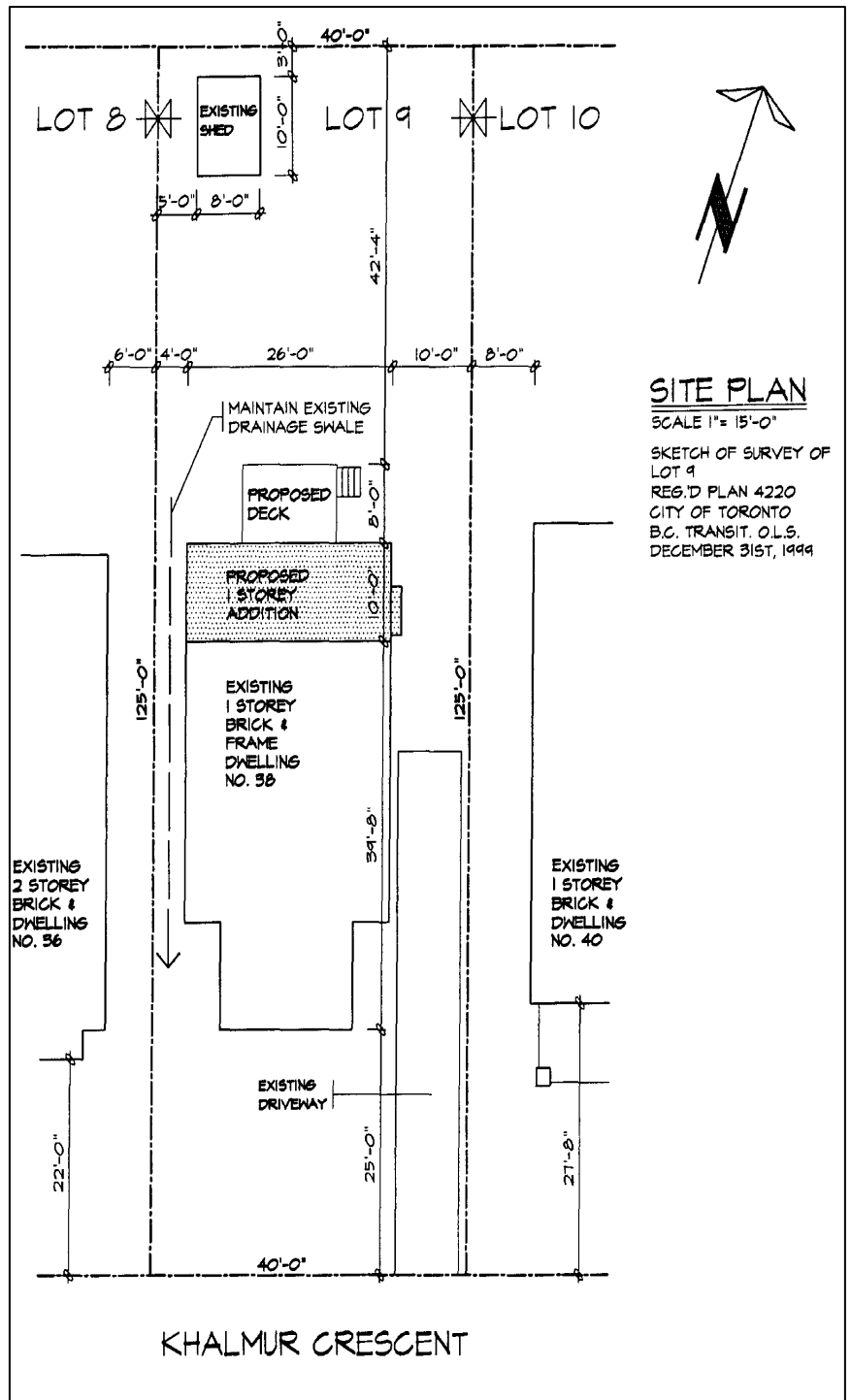
Site Plan Example

A site plan identifies buildings and other structures or features in relation to property boundaries. The site plan should identify your existing house and any proposed changes.

Most or all of the information required for a site plan can be found on your property survey. You may have received one when you bought the property. If not you may have to hire a surveyor.

The following information should be shown on a site plan:

- 1) Title and scale (metric)
- 2) Legal description
- 3) Street name
- 4) North arrow
- 5) Property lines with dimensions
- 6) Setbacks to all property lines from existing and proposed structure(s)
- 7) Proposed construction (shaded)
- 8) Overall building dimensions
- 9) Right-of-way(s) and easements
- 10) Driveway
- 11) Septic, well, etc.
- 12) Natural topographical features or other descriptions of land, watercourses, swamps, or wooded areas





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File Number
A /

COMMITTEE OF ADJUSTMENT APPLICATION FOR MINOR VARIANCE

(Under section 45 of the *Planning Act*, R.S.O. 1990 for relief from the Town's Comprehensive Zoning By-law)

<p>PRE-CONSULTATION MEETING:</p> <p>If you have met with or spoken with staff from the Town's Development Approvals Section regarding this application, please provide the date and the name of the staff member you consulted with:</p> <p>DATE: _____, 20__ STAFF MEMBER: _____</p>
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		TAX ASSESSMENT ROLL NUMBER:	
1. NAME OF OWNER		NAME OF AUTHORIZED AGENT	
STREET & NUMBER		STREET & NUMBER	
CITY	POSTAL CODE	CITY	POSTAL CODE
TELEPHONE	FAX/E-MAIL	TELEPHONE	FAX/E-MAIL

2. ZONING (current zoning of subject land)	OFFICIAL PLAN (current designation of subject land)

3. PROPOSED RELIEF - list variances required
a)

4. EXPLANATION AND DESCRIPTION OF PROPOSAL - describe why zoning provisions cannot be met:

5. LEGAL DESCRIPTION -
Lot _____ Concession _____ Former Township _____
OR
Lot _____ Registered Plan _____



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6. MUNICIPAL ADDRESS - of subject property

Number _____ Street or Road Name _____

7. DIMENSIONS OF LAND AFFECTED (metric units):

Frontage: _____ Depth: _____ Area: _____

8. Date of acquisition by current owner(s): _____

9. ACCESS to subject property is by: (please check one)

Provincial Highway _____ Regional Road _____ Municipal Road _____

Right-of-Way _____ Other: _____

10. EXISTING USES ON THE SUBJECT PROPERTY	YEAR ESTABLISHED	PROPOSED USES (if different)

11. EXISTING BUILDINGS/STRUCTURES:

DATE CONSTRUCTED: _____

TYPE _____ front lot line setback _____ height _____
 rear lot line setback _____ dimensions _____
 side lot line setback _____ floor area _____
 side lot line setback _____

DATE CONSTRUCTED: _____

TYPE _____ front lot line setback _____ height _____
 rear lot line setback _____ dimensions _____
 side lot line setback _____ floor area _____
 side lot line setback _____

12. PROPOSED BUILDINGS/STRUCTURES:

TYPE _____

front lot line setback _____ height _____

rear lot line setback _____ dimensions _____

side lot line setback _____ floor area _____

side lot line setback _____

**** NOTE: A SKETCH PLAN DRAWN TO SCALE (METRIC) MUST ACCOMPANY THIS APPLICATION.**



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13. MUNICIPAL SERVICES AVAILABLE (check applicable items):

Water Supply ___ Private Well ___ Sanitary Sewers ___
 Private Septic System ___ Drainage ___ Storm Sewers ___
 Ditches ___ Swales ___

Other: _____

14. OTHER APPLICATIONS - indicate if subject lands are the subject of the following planning applications:

___ Zoning By-law Amendment	File Number _____	Status _____
___ Plan of Subdivision	File Number _____	Status _____
___ Consent/Land Division	File Number _____	Status _____
___ Previous Minor Variances	File Number _____	Status _____
___ Site Plan Application	File Number _____	Status _____

15. REGISTERED PROPERTY OWNER(S) APPOINTMENT AND AUTHORIZATION TO AN AGENT:

I / We, the undersigned, being the registered property owner(s) of the subject property, hereby authorize _____ to act on
 (authorized agent's name)

my / our behalf with respect to making a minor variance application to the Town of Caledon.

 OWNER / SIGNING OFFICER

 OWNER / SIGNING OFFICER

___ I have authority to bind the Corporation.

 NAME OF CORPORATION

 Print – FULL NAME AND POSITION

- NOTE: i) If the owner(s) 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 is affixed over the signature.
- ii) If there is more than one owner, all owners shall complete and sign this or affix an additional appointment authorization form.
- iii) If the agent is a corporation, please specify the name of the person(s) who is appointed on its behalf.

16. PERMISSION TO ENTER PROPERTY:

By completing the Declaration of Owner or Authorized Agent, I / we hereby acknowledge and authorize the members of the Town of Caledon Committee of Adjustment and staff as well as any other government body or agency, to enter upon the lands subject to this application for the purpose of conducting a site inspection and agree that no discussion shall take place with the Committee members or staff during the site inspection.

 Initials

 Initials



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17. SIGN POSTING AND PROPERTY STAKING AGREEMENT:

I / We hereby acknowledge receipt of the Notice Sign from Town staff and agree that such Notice Sign shall be erected by the Applicant and/or Agent and maintained in a structurally sound condition and posted in a visible location along the frontage of the subject lands at least 10 days prior to the scheduled hearing date and shall be removed after the hearing date by the Applicant and/or Agent; and

I / we hereby acknowledge that failure to adequately post and maintain such sign may result in the deferral of the hearing of the application by the Committee of Adjustment and a deferral fee may be required to be paid to the Town by the Applicant at a cost established by By-law by the municipality.

_____ Initials _____ Initials

DECLARATION OF OWNER OR AUTHORIZED AGENT

I, _____ of the _____ of _____ in the _____

of _____:

Solemnly declare that all above statements and the statements contained in all exhibits transmitted herewith 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.

For the purpose of the *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF 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 and correspondence purposes. Questions about this collection should be directed to the FOI Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, ON L7C 1J6, telephone 905-584-2272 ext. 4168.

Note: The signature of an applicant or authorized agent must be witnessed by a Commissioner, etc. A Commissioner is available at Town Hall, if needed.

DECLARED before me at the

_____ of _____
 in the _____ of _____
 this _____ day of _____ 20__.

 Signature of Commissioner, etc.

 Signature of Applicant/Agent/Owner



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2012 HEARING DATES AND DEADLINES
FOR COMMITTEE OF ADJUSTMENT

MEETING DATE	DEADLINE FOR SUBMISSION
January 11, 2012	December 9, 2011
February 8	January 13, 2012
March 7	February 10
April 4	March 9
May 2	March 30
May 30	April 27
June 20	May 18
July 18	June 15
August 8	July 6
August 29	July 27
September 19	August 17
October 17	September 14
November 14	October 5
December 12	November 2