



APPLICATION FOR MINOR VARIANCE OR PERMISSION

(Under Sections 44 & 45 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended)



Planning and Development Services
65 Harwood Avenue South
Ajax, ON L1S 2H9

Telephone: 905-619-2529, ext. 3631
E-mail: planningservices@ajax.ca
www.ajax.ca

FOR TOWN USE ONLY	
File Number:	Date of Receipt:

Alternative formats of this document can be made available upon request by contacting planningservices@ajax.ca or 905-619-2529, extension 3631.

1. Submission Requirements

Materials and Fees

- Application Form (*completed, signed, and commissioned*)
- Concept Plan (*see requirements below*)
- Proof of Ownership (*most recent tax bill or property deed*)
- Town of Ajax Application Fee (*in accordance with the Town's Fees and Charges By-law, as amended; any refunds will be processed according to the By-law*)
Fee Submitted: \$ _____
- Other Fees (*provide confirmation of payment for applicable reviewing authorities/agencies*)
 - Conservation Authorities (*Toronto and Region Conservation Authority or Central Lake Ontario Conservation Authority*)
 - Other Governmental Authorities or Agencies (*where applicable*)
- Have you provided all applicable supporting documents (*reports and/or studies, as deemed necessary by the Town and/or other governmental authorities/agencies*)?

- Have you completed a pre-consultation review with Town staff? If not, please contact staff at 905-619-2529, ext. 3631 or planningservices@ajax.ca. Please consult with staff prior to submitting an application. Incomplete applications will not be accepted.

Concept Plan Requirements

A concept plan is required for all Minor Variance Applications, unless otherwise indicated by the Town. The concept plan must include the following information:

- the boundaries and dimensions of the subject property;
- the boundaries and dimensions of any existing easement(s), right(s)-of-way, leases, mortgages, etc., affecting the subject property;
- the location of all natural and artificial features on the subject property and on adjacent properties which may affect the proposal (e.g. buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, slopes, wetlands, wooded areas, wells, and septic tanks, etc.);

- the location of all existing and proposed buildings and structures located on the subject property, illustrating setbacks from all lot lines;
- the use of adjacent properties (e.g. residential, commercial, industrial, agricultural, etc.); and
- the location, width, and names of all road allowances, rights-of-way, and highways within or abutting the subject property, indicating whether they are public travelled roads, private roads or rights-of-way, or unopened road allowances.

2. Contact Information

Correspondence relating to this application should be sent to (select ONE):

Registered Owner Applicant Agent/Primary Consultant

Registered Owner(s) (as shown on the property deed)

Organization Name (if applicable): _____

Owner(s) Name: _____

Telephone Number: _____ E-mail Address: _____

Full Mailing Address (with City & Postal Code): _____

Applicant (if different from Owner)

Organization Name (if applicable): _____

Applicant Name: _____

Telephone Number: _____ E-mail Address: _____

Full Mailing Address (with City & Postal Code): _____

Agent/Primary Consultant

Organization Name (if applicable): _____

Agent/Primary Consultant Name: _____

Telephone Number: _____ E-mail Address: _____

Full Mailing Address (with City & Postal Code): _____

3. Subject Property Information

Location Information

Municipal Address: _____

Legal Description (Lot, Part, Block, Plan, Concession, Township, etc.):

Assessment Roll Number (ARN): _____

Parcel Identification Number (PIN): _____

Location Description (closest major intersection, side of the street the property is located on):

When was the property acquired? _____

Servicing Information

Access Provided to the Property by:

- Town Road
- Regional Road
- Other (Provincial Highway, Right-of-Way, Unopened Road Allowance, etc. (please specify)):

How is water provided?

- Municipal Water
- Private Well
- Other (Communal Well, Lake, etc., describe in detail):

How is sewage disposal provided?

- Municipal Sanitary Sewer
- Private Septic System
- Other (describe in detail):

How is storm drainage provided?

- Municipal Storm Sewer
- Ditch or Swale
- Other (describe in detail):

Easements

Are there any easements or restrictive covenants affecting the subject property?

- No (explain how it was determined)
- Yes (describe and show on plan)

Area and Dimensions

Area (m² or hectares) _____

Frontage (m) _____ Average Depth (m) _____

4. Application Information

Purpose of Application

Please describe the variance and/or permission request(s) (please include reference to the applicable Zoning By-law sections):

Rationale for Request(s)

Please describe why the request(s) are necessary and why Zoning By-law compliance is not possible:

5. Details of the Application/Subject Property

Land Use Details

List the existing use(s) on the subject property: _____

When did the existing use(s) begin? _____

List any proposed use(s) on the subject property: _____

List the existing use(s) on adjacent properties: _____

Building / Structure Details

Please provide the details of the existing and proposed buildings and structures, where applicable:

<i>Measurements must be in metric units and match the submitted concept plan</i>	Existing Buildings / Structures	Proposed Buildings / Structures
Setback(s) from Front Lot Line (m)		
Setback(s) from Side Lot Lines (m) <i>(Interior and Exterior Side Lot Lines, where applicable)</i>		
Setback(s) from Rear Lot Line (m)		
Height(s) (no. of storeys and m)		
Length(s) and Width(s) (m)		
Ground Floor Area(s) (m ²)		
Gross Floor Area(s) (m ²)		
Date(s) of Construction		

6. Planning Information

Related Planning Applications

Has the subject property ever previously or currently been part of another application under the *Planning Act?* (*Regional Official Plan Amendment [ROPA], Local Official Plan Amendment [OPA], Zoning By-law Amendment [ZBA], Plan of Subdivision/Condominium, Site Plan/Site Plan Amendment, Consent, Minor Variance, etc.*)

No Yes; if yes, indicate file number and status.

Provincial Policies

Is the Minimum Distance Separation (MDS) formulae and guidelines applicable to the subject lands?

No Yes; if yes, please demonstrate compliance:

Official Plans and Zoning By-law

Please provide the plan/by-law information of the subject property, where applicable:

Land Use Designation in the Durham Regional Official Plan: _____

Land Use Designation in the Town of Ajax Official Plan: _____

Zoning in the Town of Ajax Zoning By-law 95-2003, as amended: _____

7. Additional Information

Is there any additional information that may be useful to the Town and/or other governmental authorities or agencies in reviewing this application? If so, please explain below and/or attach any supporting documentation, if applicable.

8. Authorization Of Owner

I/We,

the named registered owner(s) above

hereby authorize

the named applicant and/or agent above

to act as our agent to sign this application, to appear on my/our behalf at any hearing(s) in respect of the application, and to provide any information or material required by the Town in connection with this application. I/we authorize the Town to collect such information from my/our client.

Signature(s) of Owner(s)

Print Name(s)

Dated this _____ day of _____, 20 ____.

9. Affidavit and Sworn Declaration of Owner or Applicant/Agent

I agree that this application and all submission material submitted in support of this application may be made available for public review, pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

I agree to reimburse the Town of Ajax for any costs associated with the peer review of any studies or drawings submitted in support of this application and for any costs associated with the preparation of studies required to evaluate the application by qualified consultants. I further agree to reimburse the Town of Ajax for any costs associated with the Town appearing in support of the application at hearings of the Ontario Land Tribunal.

I hereby certify that all statements contained within this application are true and agree to allow Town staff, or their representatives, reasonable access to the subject property, to carry out any inspections, tests, and investigations as may be required.

Signature(s) of Owner(s)/Applicant/Agent

Print Name(s)

Dated this _____ day of _____, 20 ____.

Declared before me at the _____ of _____

in the _____ of _____

this _____ day of _____, 20 ____.

Commissioner of Oaths