



# Application for Minor Variance or Permission

MV

(Under Sections 44 and 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, extension 3631

E-mail: [Planningservices@ajax.ca](mailto:Planningservices@ajax.ca)  
[www.ajax.ca](http://www.ajax.ca)

Alternative formats of this document can be made available upon request by contacting [Planning Services](#) by e-mail or 905-619-2529, extension 3631.

### For Town Use Only

File Number: \_\_\_\_\_ Date of Receipt: \_\_\_\_\_

## 1. Submission Requirements

### Materials and Fees

- Application Form (completed, signed, and commissioned)
- 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, extension 3631, or [planningservices@ajax.ca](mailto: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) Names: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address (with City and Postal Code):  
\_\_\_\_\_

**Applicant (if different from Owner)**

Organization Name (if applicable): \_\_\_\_\_

Applicant(s) Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address (with City and Postal Code):  
\_\_\_\_\_

**Agent/Primary Consultant**

Organization Name (if applicable): \_\_\_\_\_

Agent(s) Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address (with City and 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:

**Measurements must be in metric units and match the submitted concept plan**

**Existing Buildings / Structures**

**Proposed Buildings / Structures**

Setback(s) from Front Lot Line (m) \_\_\_\_\_

\_\_\_\_\_

Setback(s) from Side Lot Lines (m)  
(Interior and Exterior Side Lot Lines, where applicable)

\_\_\_\_\_

\_\_\_\_\_

Continued...

**Measurements must be in metric units and match the submitted concept plan**

**Existing Buildings / Structures**

**Proposed Buildings / Structures**

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 <sup>2</sup> )	_____	_____
Gross Floor Area(s) (m <sup>2</sup> )	_____	_____
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.

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**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