



Planning, Building & Development Services
 1593 Four Mile Creek Road
 P.O. Box 100, Virgil, ON L0S 1T0
 905-468-3266 • Fax: 905-468-0301

www.notl.com

File No: A-08/26	Date of Receipt:
Town Fee (\$):	Regional Fee (\$):
NPCA Fee (\$):	Other Fee (\$):

(Office Use Only)

Application for Minor Variance, Fence Variance, Sign Variance or Legal Non-Conforming Use Permission

Under the *Planning Act, R.S.O. 1990 c. P.13, as amended*

A pre-consultation meeting with Community & Development Services Staff is required prior to applying for Minor Variance, Fence Variance, Sign Variance, or Legal Non-Conforming Use Permission.

Please complete all applicable sections of this application. All measurements are to be provided in metric units. The information requested on this application is required to review the proposal. An incomplete application will be returned to the Registered Owner/Authorized Agent. If you have questions regarding the information requested on this application, please contact the Community & Development Services Department.

All information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, c. P.13, as amended, and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56. The requested information on this application and all accompanying plans, reports, and information is required in order to process this application and will form part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information. Questions about the collection of information can be made to the Town Clerk.

1. Type of Application

Minor Variance Fence Variance Sign Variance Legal Non-Conforming Use Permission

2. Details of the Subject Lands

Municipal Address 28 Nelles Street		Assessment Roll Number	
Legal Description LOT 20, REG. PLAN 237			
Date the subject lands were acquired	Lot Area (metric) 463.8 sq.m	Lot Frontage (metric) 15.24	Lot Depth (metric) 30.43
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable): None we are aware of			

3. Registered Owner (as shown on the deed and title of the property)

Name ESTATE OF ANNA SARTOR TRUSTEES: GREGORY AND JOSEPH PATRICK	Company Name N/A	Municipality NIAGARA-ON-THE-LAKE
Mailing Address 3 UPPER CANADA DR. NIAGARA-ON-THE-LAKE	Unit Number	Postal Code L0S 1J0
Province ON	Email aabpx5@gmail.com	Telephone 289 668 7732

4. Authorized Agent (if one has been authorized)

Name Adam Moote	Company Name A.D. Moote Consulting	Municipality City of Welland
Mailing Address 154 Bridlewood Dr.	Unit Number	Postal Code L3C 6L2
Province Ontario	Email adam@admconsultants.ca	Telephone 905-734-0056

Contact for all future correspondence (select one): Registered Owner Authorized Agent

5. Official Plan and Zoning Information

Existing Niagara Regional Official Plan designation(s) of the subject lands:

Built up area

Existing Town of Niagara-on-the-Lake Official Plan designation(s) of the subject lands:

Low density residential

Existing Town of Niagara-on-the-Lake Zoning of the subject lands:

Established Residential Zone

6. Details of the Proposal

Identify the nature and extent of relief from the Zoning By-law, Fence By-law, or Sign By-law:

1. To permit an interior side yard setback of 0.88 m, where 1.22 m is required.
2. To permit a driveway setback from the interior property line of 0.31 m, where 1m is required.
3. To permit a front yard setback of 4.12 m to the building face, where 7.5 m is required.
4. To permit a front yard setback of 6.3 m, where 7.5 m is required, in compliance with Section 6.33 of the zoning

Explain why the proposed use cannot comply with the provisions of the Zoning By-law, Fence By-law, or Sign By-law:

Proposed addition and renovation to built form of the property.

7. Existing Buildings, Structures, and Uses

Identify the existing use(s) of the subject lands and the length of time the existing use(s) have continued:

Residential use circa 1949.

Type of building or structure	Dwelling	Detached garage		
Construction date	Circa 1949	unknown		
Existing use(s)	Residential dwelling	Detached garage		
Time the existing use(s) have continued	Circa 1949	unknown		
Front yard setback (m)	6 m	6 m		
Rear yard setback (m)	16.92 m	16.92 m		
Side yard setback (m)	3.1 m	3.1 m		
Side yard setback (m)	4.61 m	4.61 m		
Height (m)	6.5 m	6.5 m		
Gross floor area (sq m)	57.4 sq.m	25.1 sq.m		
Lot coverage (sq m)	17.53% (combined)	17.53% (combined)		

8. Proposed Buildings, Structures, and Uses (if applicable)

Identify the proposed use(s) of the subject lands:

Residential

Detached garage to be demolished and not replaced.

Type of building or structure	Dwelling			
Construction date	TBD			
Proposed use(s)	Residential dwelling			
Front yard setback (m)	4.12 m & 6.3 m			
Rear yard setback (m)	10.47 m			
Side yard setback (m)	1.72 m			
Side yard setback (m)	0.88 m			
Height (m)	8.13 m			
Gross floor area (sq m)	157.2 sq.m			
Lot coverage (sq m)	36%			

9. Access (select all that apply)

Identify how the subject lands will be accessed:

Public road maintained all year
 Niagara River Parkway
 Provincial highway
 Public road maintained seasonally
 Private easement/Right-of-way
 Waterway

If the subject lands will be accessed by a waterway only, identify the parking and docking facilities to be used and the approximate distance of these facilities from the subject lands to the nearest public road:

10. Servicing (select all that apply)

Identify how the subject lands will be serviced:

<p>Water</p> <input checked="" type="checkbox"/> Publicly owned and operated piped water system <input type="checkbox"/> Privately owned and operated individual well <input type="checkbox"/> Privately owned and operated communal well <input type="checkbox"/> Lake or other water body <input type="checkbox"/> Other: _____	<p>Sewage Disposal</p> <input checked="" type="checkbox"/> Publicly owned and operated sanitary sewage system <input type="checkbox"/> Privately owned and operated individual septic system <input type="checkbox"/> Privately owned and operated communal septic system <input type="checkbox"/> Privy <input type="checkbox"/> Other: _____	<p>Storm Drainage</p> <input checked="" type="checkbox"/> Sewers <input type="checkbox"/> Ditches/swales <input type="checkbox"/> Other: _____
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11. Sign Details (for Sign Variance only)

Identify the type of work being proposed:

Erect new sign
 Alter existing sign
 Repair existing sign
 Relocate existing sign
 Add electrical component to existing sign

Identify the material or finish of the proposed sign:

Length of proposed sign (m)	Minimum height above grade (m)	
Height of proposed sign (m)	Maximum height of proposed sign (m)	
Depth of proposed sign (m)	Projection of proposed sign, if applicable (m)	

Identify the type and number of signs to be erected:

Type	No.	Type	No.	Type	No.
<input type="checkbox"/> Awning		<input type="checkbox"/> Banner		<input type="checkbox"/> Canopy	
<input type="checkbox"/> Construction		<input type="checkbox"/> Directional		<input type="checkbox"/> Directory	
<input type="checkbox"/> Ground		<input type="checkbox"/> Mobile		<input type="checkbox"/> Neon (No Flashing)	
<input type="checkbox"/> Pole		<input type="checkbox"/> Projecting		<input type="checkbox"/> Sandwich	
<input type="checkbox"/> Subdivision		<input type="checkbox"/> Window		<input type="checkbox"/> Wall	

12. Previous Applications

Have the subject lands ever been the subject of an application under the *Planning Act, R.S.O. 1990, c. P.13, as amended* for approval of a plan of subdivision or condominium, a consent, a minor variance, a site plan, an official plan amendment, or a zoning by-law amendment?
 Yes
 No
 Unknown

If yes, provide the information requested below for each previous application:

Application Type	File Number	Status of the Application

13. Concurrent Applications

Application Type	File Number	Status of the Application

14. Checklist of Requirements for a Complete Application (all boxes must be checked)

The following plans, reports and, information must accompany this application in a digital format (pdf):

- One copy of the Pre-Consultation Agreement;
- All applicable application fees (payable by cheque, cash, or debit);
- A sketch of the subject lands;
- A sketch of the proposed fence/sign, (Fence and Sign Variances only);
- All required plans, reports and, information identified on the Pre-Consultation Agreement;

This application will be circulated to various agencies for review and comment. Where the scope or nature of the application requires input from a large number of agencies, additional copies of this application and accompanying plans, reports, and information may be required.

15. Checklist of Drawing Requirements (all applicable boxes must be checked)

Plans and drawings accompanying this application must show the following information, in metric units:

- North arrow;
- Metric scale;
- The boundaries and dimensions of the subject lands;
- The location, size, type, and setbacks of all existing and proposed buildings and structures on the subject lands;
- Natural and artificial features located within or adjacent to the subject lands, such as buildings, railways, roads/highways, pipelines, watercourses, drainage ditches, top of banks, wetlands, wooded areas, wells, septic tanks, and parking and docking facilities (if access to the subject lands is by waterway only), or any other features that may affect this application in the opinion of the Registered Owner/Authorized Agent;
- The existing use(s) of adjacent lands (for example, residential, agricultural, or commercial);
- The location, width and name any road/highway within or abutting the subject lands, and indicating whether it is an unopened road allowance, a public road, a private road, or a right-of-way; and
- The location and nature of any easement affecting the subject lands (if applicable).

Community & Development Services Staff may request that additional information be provided in the plans and drawings that accompany this application, based on the scope and nature of the proposal.

16. Plans, Reports, and Information Submitted with this Application

Identify all plans, reports, and information submitted with this application:

No.	Title	Date	Author
1	Planning Justification Report	April 1, 2026	Adam Moote, RPP
2	Conceptual Site Plan	April 1, 2026	Sabrina Mable, Designer - Jordan Statc
3			
4			
5			
6			

17. Acknowledgement and Agreement of Registered Owner

I, ESTATE OF ANNA SARTOR AM THE REGISTERED OWNER OF THE SUBJECT LANDS AND
(Name of Registered Owner/Company)

I ACKNOWLEDGE AND AGREE that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

I ACKNOWLEDGE AND AGREE that the Town of Niagara-on-the-Lake, its employees and agents may enter onto my property to view, photograph and survey my property as necessary for this application.

I ACKNOWLEDGE AND AGREE that all costs of processing this application shall be paid for by the Registered Owner. The Registered Owner shall reimburse the Town of Niagara-on-the-Lake, upon demand, for all costs incurred by the Town of Niagara-on-the-Lake in respect of this application. Without limiting the foregoing, the Registered Owner acknowledges and agrees to pay such expenses regardless of whether or not this application is approved or proceeded with and are not refundable. If costs are not paid by the due date imposed by the Town of Niagara-on-the-Lake, the Registered Owner understands and acknowledges that the costs will be added to the tax bill of the subject lands and collected in like manner as property taxes.

TRUSTEE:

[Signature]
(Signature of Registered Owner)

MARCH 16 / 2026
(Date)

18. Authorization of Registered Owner

If this application is being submitted by an Authorized Agent, the Registered Owner of the subject lands must complete this section. If there is more than one Registered Owner, a separate authorization from each individual or corporation is required. An additional copy of this page must be attached for each Registered Owner.

I, ESTATE OF ANNA SARTOR AM THE REGISTERED OWNER OF THE SUBJECT LANDS
(Name of Registered Owner/Company)

AND HEREBY AUTHORIZE Adam Moote
(Name of Authorized Agent/Company)

TO SUBMIT THIS APPLICATION to the Town of Niagara-on-the-Lake, appear on my behalf at any hearing(s) of this application, and provide any information or material required by the Town of Niagara-on-the-Lake relevant to this application.

I UNDERSTAND that all information requested on this form is collected under the authority of the *Planning Act, R.S.O. 1990, c. P.13, as amended*, and the provisions of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56*. The information is required in order to process this application and forms part of the public record which may be published on the Town of Niagara-on-the-Lake website or by other means. The name and business address of the Registered Owner and/or Authorized Agent is public information.

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[Signature]
(Signature of Registered Owner)

MARCH 16 2026
(Date)

19. Sworn Declaration

I, Adam Moote OF THE City of Welland
(Name of Registered Owner/Company or Authorized Agent/Company) (Name of City, Town, Township, etc.)
IN THE Regional Municipality of Niagara
(Name of Regional Municipality or Province)

DO SOLEMNLY DECLARE that the information contained in this application and that the information contained in the documents that accompany this application is true and complete.

Declared before me in Niagara-on-the-Lake in the Regional Municipality of Niagara
(Name of City, Town, Township, etc.) (Name of Regional Municipality or Province)

on this 2 day of April, 202026
(Month) (Year)

Adam Moote

(Signature of Registered Owner/Authorized Agent)

Nicole Cripps

(Signature of Commissioner of Oath)

**Nicole Charlotte Cripps, a Commissioner, etc.,
Province of Ontario, for the Corporation of the
Town of Niagara-on-the-Lake.
Expires December 31, 2027.**

THIS APPLICATION MUST BE SUBMITTED TO:

Town of Niagara-on-the-Lake
Planning, Building & Development Services
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Virgil, ON L0S 1T0

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