

File No:	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		Assessment Roll Number	
Legal Description			
Date the subject lands were acquired	Lot Area (metric)	Lot Frontage (metric)	Lot Depth (metric)
Description of easements, rights-of-way, or restrictive covenants applicable to the subject lands (if applicable):			

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

Name		Company Name		Municipality	
Mailing Address				Unit Number	Postal Code
Province	Email			Telephone	

4. Authorized Agent (if one has been authorized)

Name		Company Name		Municipality	
Mailing Address				Unit Number	Postal Code
Province	Email			Telephone	

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:

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

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

6. Details of the Proposal

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

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

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:

Type of building or structure				
Construction date				
Existing use(s)				
Time the existing use(s) have continued				
Front yard setback (m)				
Rear yard setback (m)				
Side yard setback (m)				
Side yard setback (m)				
Height (m)				
Gross floor area (sq m)				
Lot coverage (sq m)				

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

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

Type of building or structure				
Construction date				
Proposed use(s)				
Front yard setback (m)				
Rear yard setback (m)				
Side yard setback (m)				
Side yard setback (m)				
Height (m)				
Gross floor area (sq m)				
Lot coverage (sq m)				

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:

Water

- ☐ Publicly owned and operated piped water system
☐ Privately owned and operated individual well
☐ Privately owned and operated communal well
☐ Lake or other water body
☐ Other: _____

Sewage Disposal

- ☐ Publicly owned and operated sanitary sewage system
☐ Privately owned and operated individual septic system
☐ Privately owned and operated communal septic system
☐ Privy
☐ Other: _____

Storm Drainage

- ☐ Sewers
☐ Ditches/swales
☐ Other: _____

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.
☐ Awning		☐ Banner		☐ Canopy	
☐ Construction		☐ Directional		☐ Directory	
☐ Ground		☐ Mobile		☐ Neon (No Flashing)	
☐ Pole		☐ Projecting		☐ Sandwich	
☐ Subdivision		☐ Window		☐ 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			
2			
3			
4			
5			
6			

19. Sworn Declaration

I, _____ OF THE _____
(Name of Registered Owner/Company or Authorized Agent/Company) (Name of City, Town, Township, etc.)

IN THE _____
(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 _____ in the _____
(Name of City, Town, Township, etc.) (Name of Regional Municipality or Province)

on this _____ day of _____, 20_____.
(Month) (Year)

(Signature of Registered Owner/Authorized Agent)

(Signature of Commissioner of Oath)

THIS APPLICATION MUST BE SUBMITTED TO:

Town of Niagara-on-the-Lake
Planning, Building & Development Services
1593 Four Mile Creek Road
PO Box 100
Virgil, ON L0S 1T0

Phone: (905) 468-3266
Fax: (905) 468-0301
Website: www.notl.org