



**MUNICIPALITY OF HIGHLANDS EAST  
APPLICATION FOR MINOR VARIANCE**

**Planning Act, 1990, R.S.O. C.P. 13  
0. Reg. 200/96**

The undersigned hereby applies to the Committee of Adjustment for the Municipality of Highlands East for a Minor Variance from By-law No. 2005-29, as amended, for lands described herein:

**SECTION "A" - APPLICANT AND OWNERSHIP INFORMATION**

1. Name of Owner(s): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

2. Name of Agent (if any): \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ Residence: \_\_\_\_\_ Office \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

**Note: Unless otherwise requested, all communications will be sent to the agent, if any.**

**SECTION "B" - DESCRIPTION OF SUBJECT LAND**

3. Legal Description of subject land:  
Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
Lot/Part \_\_\_\_\_ Plan \_\_\_\_\_  
Township of \_\_\_\_\_ Property Roll \_\_\_\_\_

4. Dimensions of land affected:  
(a) Area \_\_\_\_\_ Frontage \_\_\_\_\_  
(b) 9 -1-1 Address \_\_\_\_\_  
Is it a public travelled road? Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION "C" - PLANNING INFORMATION**

5. Official Plan Designation: \_\_\_\_\_  
6. Zoning By-law Designation: \_\_\_\_\_  
7. Variance Requested: \_\_\_\_\_

8. Reasons for the Variance: \_\_\_\_\_

\_\_\_\_\_

8(a) Building Already Constructed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

8(b) To Modify a Condition of the Committee of Adjustment: \_\_\_\_\_

\_\_\_\_\_

8(c) Reasons to Re-hear an Application: \_\_\_\_\_

\_\_\_\_\_

9. Dimensions of all buildings and structures on or proposed for the subject land (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.):

Existing: \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_

10. Location of all buildings and structures on or posed for the subject land (Specify distance from side, rear and front lot lines):

Existing: \_\_\_\_\_ Proposed \_\_\_\_\_

\_\_\_\_\_

11. Date of Acquisition of the property: \_\_\_\_\_ Date of Construction of all building: \_\_\_\_\_

12. Is this application a condition of consent of the Haliburton Land Division Committee:

Yes \_\_\_\_\_ No \_\_\_\_\_ File No. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant - or - Authorized Agent**

Dated at the \_\_\_\_\_ of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

***SECTION "D" - AUTHORIZED AGENT(S)***

I, WE \_\_\_\_\_ am/are the registered owner(s) of the property for which this application is to apply. I, WE hereby grant authorization to \_\_\_\_\_ to act on my/our behalf in all matters regarding this application.

Date: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_  
\_\_\_\_\_

**SECTION "E" - AFFIDAVIT**

I, WE \_\_\_\_\_ of the Township/Town/City of \_\_\_\_\_ in the **County**/District/Region of \_\_\_\_\_ solemnly declare that all of the above statements contained in this application are true and I, WE 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".

DECLARED before me at the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ in the \_\_\_\_\_ )  
\_\_\_\_\_ )  
of \_\_\_\_\_ this \_\_\_\_\_ )  
\_\_\_\_\_ )  
day of \_\_\_\_\_, 20 \_\_\_\_\_ )

\_\_\_\_\_  
Signature of Applicant - or Authorized Agent

\_\_\_\_\_  
Signature of Commissioner, etc.

**The following acknowledgement must be signed by the registered owner(s), witnessed and dated:**

**SECTION "F" – PLANNING SERVICES ACKNOWLEDGEMENT**

The filing of this application is considered as an undertaking by the registered owner(s) to accept all terms and conditions as set forth herein:

**APPLICANT'S RESPONSIBILITY:**

*(Applicant place his/her initials beside section 2, 3, & 4)*

1. The Applicant agrees to provide the Municipality with the following:
  - (a) Any information in the Applicant's possession concerning all planning matters with respect to this application.
  - (b) All surveys, drawings, sketches or plans as required to process this application.
  - (c) The required application fee as follows:
 

Deposit	<b>\$2,000.00</b>	- Official Plan Amendment (\$350.00 non-refundable)
Deposit	<b>\$1,200.00</b>	- Zoning By-law Amendment (\$350.00 non-refundable)
Deposit	<b>\$1,200.00</b>	- Minor Variance (\$750.00 retained for administration and committee fees, balance for Planning Consultant's fee) plus - Building Already Constructed (\$200.00 non-refundable)
	<b>\$ 175.00</b>	- Minor Variance – Modify a Condition of the Committee of Adjustment
	<b>\$ 550.00</b>	- Minor Variance – To Rehear an Application
Deposit	<b>\$ 300.00</b>	- Site Plan on Residential Lot
Deposit	<b>\$1,000.00</b>	- Site Plan – other (\$350.00 non-refundable)
Deposit	<b>\$2,000.00</b>	- Subdivision Agreement (\$350.00 non-fundable)
  
2. The Applicant understands and agrees that where the services of the Municipal Planner and or Municipal Solicitor are required to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of the invoice. *Applicant's initial* \_\_\_\_\_

**ALL APPLICATIONS FOR MINOR VARIANCES WILL BE FORWARDED TO A PLANNING CONSULTANT FOR COMMENTS.** *Applicant's initial* \_\_\_\_\_

3. The Applicant understands and agrees that where the Municipality is required to engage the services of any other professional, including but not limited to, a surveyor, a hydrologist, a limnologist, etc. to process this application, the Applicant shall reimburse the Municipality for all such costs immediately upon receipt of an invoice. *Applicant's initial* \_\_\_\_\_
  
4. If an Ontario Municipal Board Hearing is required, a deposit of One Thousand Dollars (\$1,000.00) is required upon submission of the request for referral to the Ontario Municipal Board. This amount shall be applied towards any costs incurred by the Municipality during the preparation for this Hearing and during the presentation of the Municipality's case at the Hearing. The Applicant acknowledges that this may include, but may not be limited to:
  - all fees and disbursements paid to the Municipal Solicitor and the Municipal Planner;
  - all fees and disbursements paid to any expert witness; and
  - all disbursements incurred by the Municipality.*Applicant's initial* \_\_\_\_\_

**MUNICIPALITY'S RESPONSIBILITY:**

5. The Municipality agrees to process the application in accordance with the provision of the Planning Act, R.S.O. 1990,c.P.13, as amended.

**SITE VISITS:**

6. The Applicant acknowledges that Municipal staff, Councillors or Committee members may be required to visit the property which is the subject of this application in order to process this application. The Applicant consents to such site visits as may be required.

7. The Applicant acknowledges that the processing of this application may require the taking of pictures, either still or video, of the subject property. The Applicant consents to such pictures as may be required.

**INTERIM BILLING:**

8. Where the Municipality finds it necessary to make extensive use of professional assistance in the processing of this application, the Municipality may submit to the Applicant, and the Applicant agrees to pay promptly, interim accounts from time to time in respect of all reasonable expenses incurred by the Municipality, payment for which have been made by the Municipality or invoices for which have been received by the Municipality.

**WITNESSED BY:**

\_\_\_\_\_

Per: \_\_\_\_\_  
Owner's Signature

\_\_\_\_\_

Per: \_\_\_\_\_  
Owner's Signature

DATE: \_\_\_\_\_ 20\_\_\_\_

**Minor Variance Site Plan Information:**

## REFERENCE PLAN

<b>a. Applicant</b> <input type="checkbox"/> Owner   or <input type="checkbox"/> Authorized agent of owner				
<b>Applicant is:</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Property Roll Number	Postal code	Province	E-mail	
Telephone number (     )	Fax (     )	Cell number (     )		

**Attach Reference Plan showing location of building(s), septic system on lot, driveway(s), hydro lines, distances to property lines showing front, side and rear yard measurements**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant