



TOWN OF WHITCHURCH-STOUFFVILLE
COMMITTEE OF ADJUSTMENT

APPLICATION FILE NO.
Office Use Only

111 Sandiford Drive

905-640-1900

Fax (905)640-7957

Stouffville, Ontario L4A 0Z8

1-855-642-8696

developmenthelp@townofws.ca

Pre-consultation is required:

File No. Date Pre-Con Package Issued:

APPLICATION FOR CONSENT
pursuant to Section 53 of the Planning Act

Pursuant to Section 53(2) of the Planning Act and Ontario Regulation 197/96, as amended, the applicant for a consent shall provide the prescribed information or material as follows.

- 1. Name of Owner
Address
Postal Code
Telephone Number
Alternate
Email Address

- Name of Authorized Agent (if any)
Address
Postal Code
Telephone Number
Alternate
Email Address

- Additional Authorized Agent (if any)
Address
Postal Code
Telephone Number
Alternate
Email Address

* Specify to whom all communications should be sent (check one box only):

Owner Authorized Agent(s)

- 2. Type and purpose of proposed transaction (check appropriate box)

Transfer (specify - e.g. new lot, lot addition)
Other (specify - e.g. easement, charge, lease, correction of title)

3. **Name of person(s) to whom land or interest in land is to be transferred, charged or leased, if known:**

.....

4. **Description of subject land**

Lot(s) No. Concession No.

Lot(s) No. Registered Plan No.

Part(s) No. Reference Plan No.

Street No. Name of Street

Former Township/Village

5. **Easements or restrictive covenants present?** (check appropriate box)

Yes No

If yes, provide the following:

Width Length Area

Purpose

6. **Information regarding the subject lands.**

For the creation of a new lot, please complete Section A.

For lot additions and lot line adjustments, please complete Sections A and B.

For easements, complete Section C.

A. *Information regarding the land to be severed and the land to be retained:*

	<u>SEVERED LAND</u>	<u>RETAINED LAND</u>
Frontage metres / feet metres / feet
Depth metres / feet metres / feet
Area m ² / ft ² m ² / ft ²
Number of existing buildings and structures
Use of existing buildings and structures
Number of proposed buildings and structures
Use of proposed buildings and structures

B. Information regarding the *recipient lands*:

	<u>SEVERED LAND</u>	<u>RETAINED LAND</u>
Frontagemetres /.....feetmetres /.....feet
Depthmetres /.....feetmetres /.....feet
Aream ² /.....ft ²m ² /.....ft ²
Number of existing buildings and structures
Use of existing buildings and structures
Number of proposed buildings and structures
Use of proposed buildings and structures

C. Information regarding *proposed easements*:

1. easement length width.....
parts on Ref. Plan.....purpose.....
2. easement length width.....
parts on Ref. Plan.....purpose.....

Add information for any additional easements:

.....
.....

D. Access to subject land (check appropriate box)

	Severed Land	Retained Land	Recipient Land <i>(if applicable)</i>
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Another Public Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Road maintenance (check appropriate box)

All year

Seasonally

F. Access to subject land by water only (check appropriate box)

Yes

No

If Yes, specify the parking and docking facilities to be used and the approximate distance of these facilities from both the subject land and the nearest public road:

.....

G. Water supply (check appropriate box)

	Severed Land	Retained Land
Publicly owned and operated piped system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated:	<input type="checkbox"/>	<input type="checkbox"/>
Individual Well	<input type="checkbox"/>	<input type="checkbox"/>
Communal Well	<input type="checkbox"/>	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>

Other: (please specify)

H. Sewage disposal (check appropriate box)

	Severed Land	Retained Land
Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated:	<input type="checkbox"/>	<input type="checkbox"/>
Individual Septic System	<input type="checkbox"/>	<input type="checkbox"/>
Communal Septic System	<input type="checkbox"/>	<input type="checkbox"/>
Privy	<input type="checkbox"/>	<input type="checkbox"/>

Other: (please specify)

7. **Official Plan and Zoning By-law** (specify current designations)

Official Plan:

Zoning By-law:

8. **Previous severances from the parcel originally acquired by the owner of the subject land** (check appropriate box)

Yes No

If Yes, provide the following information (for each severance)

Date of transfer

Name of transferee

Land use on the severed land

9. **Other applications under the *Planning Act* on the subject land**
(check appropriate box)

Official Plan Amendment	<input type="checkbox"/>	Minor Variance	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	Consent (Severance)	<input type="checkbox"/>
Minister's Zoning Order	<input type="checkbox"/>	Plan of Subdivision	<input type="checkbox"/>

10. **If you checked any boxes above, and if known, provide the following information** (for each application)

Application File No.

Status of Application:

11. **Permission to enter** (The Owner(s) must complete this authorization)

The applicant acknowledges that a site walk may be required in order to view the property and its relation to the surrounding lands, and in this regard authorizes members of Council (or a representative thereof), Town staff, Peer Review Consultants retained by the Town, and relevant External Agency Review Staff to enter onto the subject property for the purpose of evaluating the merits of the application.

Date: _____

Please print and sign name(s):

_____/_____
Signature Print

_____/_____
Signature Print

Note: Original signature(s) are required for the record. In the case of a corporation, the signature(s) must be that of an officer with authority to bind the corporation.

12. **Agent's Authorization** (If the declaration (Item 13) is made by an Agent, and/or an agent(s) will be acting on behalf of the owner on this application, the owner(s) must complete this authorization:

AUTHORIZATION

I/We, _____, hereby authorize
Owner(s)

_____, _____
Agent (1) Agent (2)

to submit the attached application for approval of a consent to the Committee of Adjustment, Town of Whitchurch-Stouffville, and to represent me/us in all matters with respect to the application.

Dated at the _____ of _____

this _____ day of _____ 20.....

Signature of Owner(s)

13. **Declaration** (Owner(s) or Authorized Agent to complete)

DECLARATION

I, of the

..... of in the

..... of solemnly declare that all the statements contained in this application are true and I 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

.....

A Commissioner, etc.

.....

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF THE *PLANNING ACT* AND WILL BE USED IN THE PROCESSING OF MINOR VARIANCE OR PERMISSION APPLICATIONS PURSUANT TO SECTION 53 OF THE *PLANNING ACT*. QUESTIONS CONCERNING THE USE OF PERSONAL INFORMATION REQUESTED SHOULD BE DIRECTED TO: CLERK, TOWN OF WHITCHURCH-STOUFFVILLE, 111 SANDIFORD DRIVE, STOUFFVILLE, ON, L4A 0Z8.

14. **Attach to this application a sketch showing:**

The following is a guide to the sketch required in item #14 in your application for Consent, as per O. Reg. 197/96 of the *Planning Act*. To avoid delays in processing your application, it is important that the sketch you provide is a clear, detailed, and accurate depiction of the proposed development, and consistent with the dimensions written in your application.

- i. The boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land**
 - a. The sketch should be to scale (1:100, 1:200, 1:250, 1:300, 1:400, 1:500)
- ii. The distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing**
 - a. A lake is also an acceptable landmark
- iii. The boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained**
 - a. Boundaries should be clearly delineated
 - b. Label the "LANDS TO BE RETAINED" and the "LANDS TO BE CONVEYED" and area of each
 - c. Dimensions must be provided for both the lands to be retained and lands to be conveyed
- iv. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land**
 - a. If applicable
- v. The approximate location of all natural and artificial features on the subject land and land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks**
 - a. Show the existing and proposed dimensions of the septic tank and bed, including its distance from the building foundations, lot lines and structures in metres
 - b. Indicate any utility lines crossing the property
 - c. Show existing and proposed grades at 5, 10, 15 m surrounding the property
 - d. Indicate whether any of the adjacent properties have livestock
- vi. The existing uses on adjacent lands such as residential, agricultural, and commercial uses**
- vii. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way**
- viii. If access to the subject land is by water only, the location of the parking and docking facilities to be used**
- ix. The location and nature of any easement affecting the subject land.**
 - a. If applicable

Pursuant to Subsection 53(3) of the *Planning Act*, please provide:

- a. Three (3) copies of the sketch plan required in application item 14
- b. Reduced copies of any plans larger than ledger size (11 x 17 inches). Letter (8 ½ x 11 inches), legal (8 ½ x 14 inches), or ledger (11 x 17 inches) are acceptable.

**** The sketch should be legible on a letter size (8.5 x 11”) sheet ****
**** Show dimensions in metres ****

Should you have any questions, contact developmenthelp@townofws.ca or call (905) 640-1900

It is strongly recommended to provide the following information, which is required for Minor Variance applications as well as for zoning compliance.

Location

- a. Measurements must be taken from the shortest distance between the closest point of a building wall (not including a deck) to the closest point of the lot line.
- b. For corner lots, the front lot line is the shortest lot line along a street. For through lots, the front lot line is the lot line abutting the street from which the main access (driveway) is taken
- c. Include the existing and proposed (if applicable) driveway location, width and length

Size

- d. **Lot Coverage** is the ground floor area (not the gross floor area) of each building on the property, including accessory buildings. It includes covered porches but not uncovered decks.
- e. **Building length** is measured from the main front wall to the main rear wall of livable space.
- f. **Building height** is taken from the average elevation to the midpoint of the peak of the roof and the ridge of the roof. Provide elevation drawings showing the height of the building in metres. Show the existing grade and the proposed grade.

Type

- g. Label the use of each structure. Distinguish between farm buildings and indicate any livestock. If there is more than 1 outbuilding on the property, label each differently: 'work shed,' 'garage,' 'frame shed 1,' 'frame shed 2,' etc.
- h. If the minor variance is for a unit within a condominium, provide a floor plan. Label uses in adjacent units, if known.

ADDENDUM - FEES

Planning Application Fees

Pursuant to the Fees and Charges By-law in effect on the date of submission of this application, all required application fees are due at the time of submission. Please see the current Fees and Charges By-law for all applicable fees. Please make cheque payable to the Town of Whitchurch-Stouffville.

Additional fees are required for:

- Properties with on-site sewage
- Properties requiring Site Plan Control (including exemption, Heritage Area)
- Agreements associated with applications
- Encroachments, as required

Please consult the Development Services staff for an estimate of fees on your project.

On Site Sewage Fee Exemption:

A fee is **not** payable under the following circumstances. If the new lot is:

1. Serviced by municipal sanitary sewers;
2. Comprises a public highway;
3. Designated for the purpose of an easement;
4. Larger than 4 hectares (10 acres);
5. Land on which the owner lives and from which he derives his chief source of income by farming, where no person other than the applicant and one or more members of his immediate family* are parties to the transaction for which the application is made.

*(immediate family means child, son-in-law, daughter-in-law, parent, stepchild, grandchild, grandparent, legal guardian)

If an exemption is to be claimed, please **IDENTIFY** the appropriate number in the box.

Additional Fees

If your Application for Consent is approved, a number of conditions will be imposed by the Committee that will have to be satisfied in order for this transaction to be completed. One of the conditions will involve payment to the Town of an Administrative Fee. In addition, if the application results in the creation of a new lot, a cash-in-lieu of parkland fee amounting to 2% of the appraised value of the lot for industrial and commercial zoned lands and 5% for all other lands, will also be payable to the Town. Please check with the Secretary-Treasurer of the Committee of Adjustment, for further information regarding these fees.

Notice Signs

Pursuant to the Planning Act, Ontario Regulation 197/96 as amended by O.Reg. 176/16, O.Reg. 505/98 and O.Reg. 547/06, it is required that Notice of Hearing be given by personal service, ordinary mail, fax, or email to every Owner of land within 60 metres of the subject land, **and that a Notice (sign) is posted on the subject property.**

The posting of a sign at least 14 days before the day of the Hearing constitutes part of the legal notice. Failure to fulfil the posting requirements by the specified date will result in the Public Hearing being rescheduled to a later date and at additional expense.

The Secretary-Treasurer of the Committee of Adjustment will prepare an 11" X 17" laminated notice sign. At least 14 days before the day of the Hearing, the Owner or Authorized Agent will be contacted and advised to pick up the sign. The Owner or Authorized Agent will be provided with the date by which the sign must be posted and a Statutory Declaration confirming the date of posting will also be provided. This Declaration must be completed by the person who posted the sign (Owner or Authorized Agent) and filed with the Secretary-Treasurer by the due date.

Staff may conduct a site visit to ensure that the sign was posted by the specified date. The cost of each sign is \$20.00, payable on pick-up, which includes preparation, lamination and site visit.

GUIDELINES FOR CONSENT APPLICATIONS

To assist you in making your presentation at the Hearing before the Committee of Adjustment, the following guidelines are provided:

- A Pre-Submission Consultation meeting is required prior to the submission of the application. You will receive a checklist outlining all required materials to be submitted, following the Consultation.
- IN ORDER TO AVOID DEFERRAL of your application, it is essential that ALL SECTIONS of the application be completed
- The Owner or Agent must complete the Declaration in **Section 13** confirming that all statements in the application are true and have the Declaration sworn before a Commissioner of Oaths. A Commissioner of Oaths will be available in the Town offices
- In accordance with **Section 14**, please ensure that all applicable documentation and plans as outlined are filed with your application
- Photographs of the land or structure are generally very helpful
- You are invited to bring to the Hearing any of your neighbours who are in support of your proposal or, as an alternative, they may write to the Committee
- If there are questions or concerns regarding comments received from Agencies (e.g. MTO, Conservation Authorities, etc.), please contact the Secretary-Treasurer at your earliest convenience to discuss them
- Should you have any questions with respect to these Guidelines, they should be addressed to the Secretary-Treasurer of the Committee of Adjustment.