



The Corporation of the  
**Township of Algonquin Highlands**  
**APPLICATION FOR MINOR VARIANCE**  
*Planning Act (R.S.O.), 1990, O. Reg. 200/96*

1123 North Shore Road, R.R. #2  
 Minden, ON K0M 2K0  
**Phone:** (705) 489-2379 **Fax:** (705) 489-3491  
**Web:** www.algonquinhighlands.ca  
**Email:** abird@algonquinhighlands.ca

<b>Office Use Only</b> <b>DATE RECEIVED:</b> _____	<b>FILE NO. AH-MV-</b> _____
---	------------------------------

**COMPLETENESS OF THE APPLICATION:** *This application forms sets out the information that must be provided by the applicant, as prescribed in the various Ontario Regulations made under the Planning Act. It also sets out other information that will assist the Township and others in their planning evaluation of the proposal. To ensure the quickest and most complete review, this information should be submitted at the time of application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. If the requested information, including the plans and fee is not provided, the Township will return the application or refuse to further consider the application until the information, plans and fee have been provided.*

**Application Fee Schedule:**

The applicant is responsible for all costs incurred by the municipality in processing the Minor Variance Application.

**Please Include ALL of the Following Documents:**

1. Application Fee - \$ 600.00
2. Completed Application Form.
3. Survey showing the proposed buildings or structures, noting all lot dimensions, yards and setbacks.

**APPLICATION FORM:**

The undersigned hereby applies to the Committee of Adjustment for the Township of Algonquin Highlands under Section 45 of the Planning Act, for relief, as described in this application from By-Law 03-22.

1. OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE NO. \_\_\_\_\_

2. AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

3. Names & Addresses of any mortgagees, holders of charges or other encumbrances:  
 \_\_\_\_\_

4. **Legal Description of Subject Land:**

Roll # \_\_\_\_\_

Lot: \_\_\_\_\_ Concession: \_\_\_\_\_ Plan: \_\_\_\_\_ Part(s): \_\_\_\_\_

Geographic Township: \_\_\_\_\_

911/Civic Address of Property: \_\_\_\_\_

5. **Dimensions of Land Affected:**

Frontage: \_\_\_\_\_ Avg. Depth: \_\_\_\_\_ Area: \_\_\_\_\_

6. Nature and extent of relief applied for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Why is it not possible to comply with the provisions of the By-Law?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Particulars of buildings and structures on or proposed for the subject land:  
(specify: ground floor area, gross floor area, number of stories, etc.)

EXISTING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED: \_\_\_\_\_  
\_\_\_\_\_

9. The location of all buildings and structures including all yards and setbacks must be shown accurately on the survey illustrating existing locations of all buildings and structures and proposed locations of buildings and structures (please specify distance from side, rear and front lot lines).

10. Date of acquisition of land: \_\_\_\_\_

11. Date of construction of all buildings and structures on subject land: \_\_\_\_\_

12. Existing uses of subject land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Existing uses of abutting land: \_\_\_\_\_

14. Length of time the existing uses of the subject land have continued: \_\_\_\_\_

15. Present Official Plan Designation: \_\_\_\_\_

16. Present Zoning Designation: \_\_\_\_\_

17. Previous Minor Variance Application:  
Yes  No

18. Is the property the subject of a current Application for Consent under Section 53 of the Planning Act?  
Yes  No

The Applicant/Agent agrees to allow the Planning Department and/or Committee Members to site inspect the property in consideration of this application.

**OWNER'S AFFIDAVIT**

I, \_\_\_\_\_  
of the \_\_\_\_\_ of \_\_\_\_\_ in the  
\_\_\_\_\_ of \_\_\_\_\_ solemnly declare that  
all the statements contained in the 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 \_\_\_\_\_ )  
200\_\_.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
A Commissioner etc.

**Authorization of Owner for Agent**

As dated, I/We are the registered owners of the lands described herein. I/We have examined the contents of this application, and certify it's correctness insofar as I/We have knowledge of the facts, and concur with the submission to the Committee of Adjustment for the Township of Algonquin Highlands, by my/our agent.

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
Date