



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,  
Algonquin Highlands, ON K0M 1S0  
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**Office Use Only**

**DATE RECEIVED:** \_\_\_\_\_

**FILE NO. AH-MV-** \_\_\_\_\_

**DATE DEEMED COMPLETE:** \_\_\_\_\_

**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 - \$ 900.00
2. Completed Application Form.
3. Survey or sketch showing the proposed buildings or structures, noting all lot dimensions, yards and Setbacks (see 19. for complete sketch details).

**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 2022-49.

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

**19. Drawings**

Please include a sketch showing **all** of the following:

- i) The boundaries and dimensions of the subject land;
- ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
- iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, roads, watercourses, drainage ditches, river or stream banks, wetlands, wood areas, wells and septic tanks
- iv) The current uses on land that are adjacent to the subject land;
- v) The location 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; and
- vi) The location and nature of any easements affecting the subject land.

**20. Payment of Fees**

As of the date of this application, the Owner/Applicant agrees to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Township of Algonquin Highlands during the processing of this application, in addition to any application fee set by the Township of Algonquin Highlands.

If an Ontario Land Tribunal Hearing is required, a deposit of Two Thousand Dollars (\$2,000.00) is required upon submission of the request for referral to the Ontario Land Tribunal. This amount shall be applied towards any costs incurred by the Township, to defend the decision of the Committee of Adjustment, during the preparation for this Hearing and during the presentation of the Township case at the Hearing. The Applicant acknowledges that this shall 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.

The Owner/Applicant agrees to reimburse and indemnify the Township for all fees and expenses incurred by the Township to defend the Committee of Adjustment decision including any fees and expenses attributable to proceedings before the Ontario Land Tribunal or any court or other administrative tribunal. If such fees and expenses exceed the deposit, the Owner/Applicant shall pay the difference forthwith upon being billed by the Township.

The Owner/Applicant further agrees that, upon request by the Township from time to time, the Owner/Applicant shall make such additional deposits as the Township considers necessary, and until such requests have been complied with, the Township will have no continuing obligation to attend or be represented at the Ontario Land Tribunal or any court or other administrative proceeding in connection with the application.

**Note:** All invoices for payment shall be sent to the person indicated in Section 1 of this application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**CONSENT OF THE OWNER(S)**

The owner must also complete the following or a similar authorization attached to the consent application:

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application for consent and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application. I/we also authorize and consent to representatives of committee of adjustment, municipal staff and/or any consultants/professional employed by the Township, for purposes of processing this application, entering upon the lands subject of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

For the purposes of the Freedom of Information and Protection of Privacy Act, I further authorize and consent to the use of my name in any Notices required under the authority of the Planning Act for the purpose of processing this application.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**OWNER'S AFFIDAVIT**

I, WE \_\_\_\_\_  
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 \_\_\_\_\_ )  
\_\_\_\_\_ )  
202\_\_ )

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent

\_\_\_\_\_  
A Commissioner for taking Oaths

**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