



Corporation of the  
**Township of Tay**

450 PARK STREET  
P.O. BOX 100  
VICTORIA HARBOUR  
ONTARIO L0K 2A0

(705) 534-7248 PHONE  
(705) 534-4493 FAX

**Fee: \$800.00**

**FOR OFFICE USE ONLY**

Date complete application received: \_\_\_\_\_

File No.: \_\_\_\_\_

Comments: \_\_\_\_\_

**PLANNING MATTER APPLICATION**

**MINOR VARIANCE /PERMISSION**

**File No.** \_\_\_\_\_

**Roll No.** \_\_\_\_\_

Pursuant to Section 45 of the Planning Act, R.S.O. 1990, as amended, I/We hereby submit an application to the Township of Tay in respect of the lands hereinafter described.

**A. OWNERSHIP/APPLICANT DETAILS**

**1. Name of Owner(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Date subject lands acquired by owners: \_\_\_\_\_

**2. Name of Authorized Agent (if any):**

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

**NOTE:** It is requested that all communications be sent to (check box):

**Owner:**  and/or **Agent:**

**3. Names and addresses of Mortgagee, Lessee, etc, if known:**

\_\_\_\_\_

\_\_\_\_\_

**B. PROPERTY DETAILS**

**4. Description of Subject Land:**

Concession \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Registered Plan \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Reference Plan \_\_\_\_\_ Part(s) \_\_\_\_\_

Name of Fronting Street and Street No. \_\_\_\_\_  
\_\_\_\_\_

Roll Number (on tax bill or assessment notice) \_\_\_\_\_

Does the owner have an interest in, or own any adjoining lands which are not to be included in this amendment? If so, detail the location(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Dimensions of Subject Land (metres/hectare):**

a) Frontage (metres) \_\_\_\_\_  
b) Depth (metres) \_\_\_\_\_  
c) Area (hectares) \_\_\_\_\_

**6. Access to Subject Land:**

a) Access to subject land is via:

- \_\_\_\_\_ Provincial Highway
- \_\_\_\_\_ County Road
- \_\_\_\_\_ Municipal Road
- \_\_\_\_\_ Private Road
- \_\_\_\_\_ Water Access

b) Is road maintained:

\_\_\_\_\_ Seasonally?

\_\_\_\_\_ All Year?

c) If access to the subject land is by water, please indicate location of parking and docking facilities to be used and the distance between these and the nearest public road.

\_\_\_\_\_  
\_\_\_\_\_

**7. Buildings and Structures Details:**

a) Dimensions of buildings and structures EXISTING on the subject land (attach a separate page if necessary).

Type of Building	Ground Floor Area	Total Floor Area	No. of Storeys	Length	Width	Height	Date Built

b) Location of all buildings and structures EXISTING on the subject land (attach a separate page if necessary).

Type of Building	Front Setback	Side Setbacks	Rear Setback

c) Describe PRESENT use of subject land and EXISTING buildings and the length of time the use has continued:

\_\_\_\_\_  
\_\_\_\_\_

**8. Services:**

a) Please indicate how potable water (drinking water) is provided to subject land:

- \_\_\_\_\_ Municipal water system
  - \_\_\_\_\_ Private communal water system
  - \_\_\_\_\_ Well
  - \_\_\_\_\_ Lake or other surface water source
  - \_\_\_\_\_ Other (please specify):
- 

b) Please indicate how sewage disposal is provided to subject land:

- \_\_\_\_\_ Municipal sewage treatment system
  - \_\_\_\_\_ Private communal sewage disposal system
  - \_\_\_\_\_ Private septic system
  - \_\_\_\_\_ Other (please specify):
- 

c) Please indicate how storm drainage is provided to subject land:

- \_\_\_\_\_ Storm sewers
  - \_\_\_\_\_ Ditches and swales
  - \_\_\_\_\_ Other (please specify):
- 

**C. PROPOSAL DETAILS**

**9. Explanation and Basis of application:**

a) Current Official Plan Designation of Subject Land:

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b) Current Zoning of Subject Land:

\_\_\_\_\_

c) Statement of Proposal, including nature and extent of relief requested from the Zoning by-law. and reason for request:

\_\_\_\_\_  
\_\_\_\_\_

d) Reasons for variance(s) requested (attach separate page if necessary)

\_\_\_\_\_  
\_\_\_\_\_

**10.** a) Proposed uses of the subject land:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Dimensions of buildings and structures PROPOSED to be erected on the subject land.

Type of Building	Ground Floor Area	Total Floor Area	No. of Storeys	Length	Width	Height

c) Location of all buildings and structures PROPOSED to be erected on the subject land.

Type of Building	Front Setback	Side Setbacks	Rear Setback

**11.** a) Is the subject land the subject of an Application for a Consent or for approval of a Plan of Subdivision?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

b) If Yes Application File Number and Status:

\_\_\_\_\_

**12.** Has the subject land ever been the subject of any of the following Planning Applications:

- \_\_\_\_\_ Minor Variance, Section 45 (1), Planning Act, R.S.O. 1990, c.P.13
- \_\_\_\_\_ Permission, Section 45 (2), Planning Act, R.S.O. 1990, c.P.13
- \_\_\_\_\_ Not known

**D. DRAWING DETAILS**

**13.** A sketch signed by an Ontario Land Surveyor showing the following, in **metric units**:

- a) The boundaries of the subject land with dimensions.
- b) The location, widths and names of the existing streets or highways which abut the subject lands and the current uses of adjacent lands.
- c) The location, size and use of all proposed and/or existing buildings, with dimensions and relationship to the lot boundaries clearly marked thereon.
- d) Natural and artificial features (existing and proposed) on the subject lands and adjacent lands that the Applicant feels may affect the Application, such as buildings, railways, pipelines, watercourses, drainage ditches, river or streams, swamps and wooded areas within or adjacent to the subject land, as well as the location of any septic tank, tile bed or well.
- e) Any right-of-way or other easements on or abutting the subject lands.
- f) Location of parking and docking facilities where access to subject land is by water only.

**E. SIGNATURES**

**14. Affidavit/Declaration:**

I, \_\_\_\_\_ of \_\_\_\_\_  
in \_\_\_\_\_ solemnly declare that:

ALL of the above statements and the statements contained in all of the exhibits submitted herewith, 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".

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

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

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

**15. Owners Statement:**

As of the date of this application, I/we are the registered owner(s) of the lands described in this application. I/We have examined the contents of this application and certify as to the correctness of the information submitted with the application insofar as I/we have knowledge of these facts. I/We concur with the submission of this application to the Township of Tay.

Signed

Date:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

Note: If the owner is a Corporation, the application shall be signed by an officer of the Corporation and the Corporations Seal shall be affixed.

**16. Authorization for Agent:**

I/We \_\_\_\_\_ hereby authorize and direct \_\_\_\_\_ to act as agent on my/our behalf with respect to an application for Minor Variance involving the subject lands and this is his/her good and sufficient authority for so doing.

Signed:

Date:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**17. Additional Fees**

If Planning, Engineering, Legal or any other fees are incurred by the Township pertaining to this Application, or an appeal to the Local Planning Appeal Tribunal in defense of an approval by the Township of this Application, the Applicant by endorsing below, hereby agrees to pay all such reasonable costs specific to the Application as incurred by the Township, upon receipt of an invoice for same.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
.....

**15.** The applicant acknowledges that the Township considered the application forms and all supporting material, including studies and drawings, filed with this application are considered to be public information and form part of the public record.

In making or authorizing submission of this development application and supporting documentation, I/we, the owner or agent acting with authority on behalf of the owner hereby acknowledge the above-noted and provide my/our full consent in accordance with the provisions of applicable Provincial and Federal legislation that the information on this application and any and all supporting documentation provided by myself/ourselves, the applicant, agents, consultants and solicitors, as well as commenting letters or reports issued by the Corporation of the Township of Tay (hereinafter the "**Municipality**") and other review agencies, will be part of the public record, may be published and distributed by the municipality in any form, and will also be fully available to the general public.

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

*Personal information contained on this application is collected pursuant to the Planning Act and will be used for the purpose for which it was collected. Questions about this collection or its disclosure should be directed to the Clerk of the Township of Tay*





**TOWNSHIP OF TAY  
POSTING OF PLANNING ACT APPLICATION ADVISORY  
SIGN – MINOR VARIANCE APPLICATIONS**

Applicants must post an advisory sign on each property under application.

A sign will be made available to applicants upon submission of an application. Applicants will be required to pay a **\$50.00** deposit per sign, which will be refunded upon the return of the sign. The deposit will automatically be **forfeited** if the sign is lost, damaged or not returned within 1 month of the date of decision for the application.

The sign should be placed so that it is legible from the roadway. In most cases the sign should be posted in the same manner as a “real estate” type sign. For commercial or industrial buildings it may be appropriate to post the sign on the front wall of the building at its entrance.

The sign must remain posted beginning **10 days** prior to the Hearing until the day of the Hearing, after which time the sign is to be returned for a refund of the deposit. Please fill in the form below indicating your agreement to post the sign as required. This form must be submitted with the submission of your application. Failure to post the sign as required may result in the deferral of the application.

Thank you for your co-operation.

Planning and Development Department  
Corporation of the Township of Tay

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**OWNER/AGENT:** \_\_\_\_\_

**PROPERTY:** \_\_\_\_\_

I understand that each sign must be posted at least **10 days** before the Hearing, and must remain posted and be replaced if necessary, until the day of the Hearing.

I acknowledge that the Planning and Development Department has confirmed these requirements with me.

\_\_\_\_\_  
Signature (Owner/Agent) \_\_\_\_\_  
Date

Office Use Only

Date deposit paid: \_\_\_\_\_

Receipt No.: \_\_\_\_\_



**Corporation of the  
Township of Tay**

450 PARK ST.  
P.O. BOX 100  
VICTORIA HARBOUR  
ONTARIO L0K 2A0

(705) 534-7248 PHONE  
(705) 534-4493 FAX

**PERMISSION TO ENTER**

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

Township of Tay  
Planning & Development Department  
450 Park Street  
P. O. Box 100  
Victoria Harbour, ON LOK 2A0

Dear Sir/Madam:

**Re: Submission of Planning Application**

Address of Subject Property: \_\_\_\_\_

I hereby authorize the members of the Committee and members of the staff of the Township of Tay to enter onto the above-noted property for the limited purposes of evaluating the merits of this application and to permit the placement of a notice sign on the above noted property.

\_\_\_\_\_  
Signature of owner or authorized agent

\_\_\_\_\_  
Please print name

Personal information contained on this form/document/application is collected pursuant to the Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.