



## 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: \$1000.00**

### **APPLICATION FOR MINOR VARIANCE**

The undersigned hereby applies to the Development Services Committee for the Township of Tay under Section 45 of the Planning Act; RSO, 1990 for relief (as described in this application) from Zoning By-law 2000-57, as amended.

**Please read the following before completing and filing this application:**

1. Only complete applications, which include the appropriate sketches, will be processed.
2. One (1) copy of this application must be filed with the Township together with the required, **non-refundable** application fee of **\$1000.00**, in cash or by cheque made payable to the Township of Tay.
3. If the application is signed by an agent or solicitor on behalf of the applicant, the owner's written authorization (contained herein) must be completed. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal must be affixed **and** copy of Articles of Incorporation provided.
4. Any amendments/deferrals/recirculation to the application will require a **\$250.00** fee.
5. **Each copy of the application must be accompanied by a sketch completed on blank paper in black ink.** The sketch(s) will be the primary means of showing staff, Committee members and neighbouring land owners what is being requested through this application. The sketch(s) must be clear and concise and must include the following (where applicable):

The land owned by the applicant including the boundaries of the subject and abutting lands;

- a. The location<sup>1</sup>, size and type of all current and/or proposed buildings

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<sup>1</sup> The location of all current and/or proposed buildings and structures, including septic systems, must be shown by displaying their setbacks to the front, side(s), and rear property lines (if applicable)

and structures, including septic systems, on the subject and abutting lands;

- b. The location of all physical features on the subject and abutting lands including septic tank and tile field areas, wells, rivers, streams and watercourses, wooded areas and other vegetation, wet areas, driveways, culverts, banks, slopes, unstable soils and the high water mark of shoreline
  - c. The location, width and names of all road allowances, rights-of-way, streets or highways within 60 metres of the property, indicating whether they are public traveled roads, private roads or right-of-way, or unopened road allowances;
  - d. The location and nature of any restrictive covenant or easement affecting the subject lands;
  - e. Where required by the Township, due to complexities in the application or sensitive land uses, the sketch required shall be a plan of survey prepared by an Ontario Land Surveyor;
  - f. Sketches are required to use metric units of measure.
  - g. Where possible, the applicant should provide "before and after" sketches and elevation drawings of proposed building to assist staff, Committee and neighbouring landowners in understanding the intent of the application.
6. If the minor variance(s) requested relates to the construction of a building or structure, the proposed location of the building or structure must be clearly identified on the subject property, by staking the outer perimeter of its proposed location. Further, if the minor variance requested is for a reduction in a required setback, the nearest point from which the reduced setback is being requested (for example, a lot line) must also be identified by stake(s).
7. The owner/applicant must post the provided sign in a location that is clearly visible from the road and approachable to be read by the public, and provide photos to the Township by e-mail to [planning@tay.ca](mailto:planning@tay.ca) to verify that the sign posting has been completed by the date noted on the attached 2026 Committee of Adjustments Committee Schedule (see attached).
- 8. The applicant or a representative is required to attend the scheduled hearing.**
9. Alternative formats are available upon request.

**OWNERSHIP/APPLICANT DETAILS**

**File No. 2026-A-**\_\_\_\_\_

**Roll No. 4353**\_\_\_\_\_

**1. Location of Subject Lands(s):**

Concession #: \_\_\_\_\_ Reg'd. Plan No. \_\_\_\_\_

Lot(s) No.: \_\_\_\_\_ Municipal Address \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

**3. Name of Solicitor or Agent:** \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

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

**Owner:**

**Agent:**

**Solicitor:**

**4. Nature of relief being requested (ie: interior side yard to be reduced from 4.5 to 3.8 metres) (attach separate page if necessary):**

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**5. Reasons for variance(s) requested (attach separate page if necessary):**

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**6. Dimensions of lands affected: (attach survey if available)**

Street Frontage \_\_\_\_\_ Area \_\_\_\_\_

Lot Depth \_\_\_\_\_ Shoreline Frontage \_\_\_\_\_

**7. Particulars of all building and structures on or proposed for the subject lands: (Specify ground floor area, gross floor area, number of storeys, width, length, height, etc.) (attach separate page if necessary):**

Existing

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Proposed

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**8. Location of all buildings and structures on or proposed for the subject lands: (Specify distance from side, rear and front lot lines and/or from the high water mark of the shoreline) (attach separate page if necessary):**

Existing

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Proposed

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**9. Date of acquisition of the subject lands:** \_\_\_\_\_

**10. Dates of construction of all buildings and structures on subject lands:**

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**11. Existing use of the subject property:** \_\_\_\_\_

**12. Length of time the existing use of the property has continued:**

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**13. Existing use of abutting properties:** \_\_\_\_\_

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**14. Water and Sewage Information:**

- well & private sewage system                       municipal water & sewage  
 municipal water & private sewage system    other (specify)\_\_\_\_\_

**15. If the owner previously applied for a minor variance on the subject property, please provide details (Application number and purpose):**

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**16. If the subject property is currently subject to another application under the Planning Act, please provide details (Application number and purpose):**

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**17. Present Official Plan designation applicable to subject lands:**

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**18. Present Zoning By-law category applicable to subject lands:**

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**19. Southern Georgian Bay Lake Simcoe Source Protection Plan**

**a)** Is the subject land within a Wellhead Protection Area (WHPA) or an Issue Contributing Area (ICA)?

Yes

No

Unknown

**b)** If yes, please identify the WHPA/ICA?

**c)** If yes, do you have an Approved Risk Management Plan (RMP) and/or a Section 59 Notice to Proceed from the Risk Management Official (RMO)? (Please attach the document you have).

Yes

No

Unknown

**PERMISSION TO ENTER**

I/We \_\_\_\_\_  
(Print Name of Owner(s))

Authorize the Development Services Committee and The Township of Tay staff to enter the subject lands for the limited purposes of evaluating the merits of this application.

\_\_\_\_\_

\_\_\_\_\_  
Signature of owner(s)

**AUTHORIZATION**

Declaration of an Authorized Agent (to be completed where an agent is acting on behalf of the owner(s):

I/We \_\_\_\_\_ as the owner(s)  
of \_\_\_\_\_ in the Township of Tay,  
County of Simcoe, hereby authorize \_\_\_\_\_  
to act as my/our agent with respect to this application.

Dated at the \_\_\_\_\_ of \_\_\_\_\_,  
(Township/Town/City)

this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
\_\_\_\_\_  
Signatures of owner(s)

**DECLARATION OF OWNER OR AUTHORIZED AGENT**

I/We \_\_\_\_\_ of \_\_\_\_\_  
(Township/Town/City)

in the \_\_\_\_\_,  
(Region/County)

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.

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

DECLARED before me at the  
\_\_\_\_\_, in the  
\_\_\_\_\_ this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

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

**FREEDOM OF INFORMATION AND PRIVACY**

Personal information contained in this form, collected and maintained pursuant to Section 53 of the *Planning Act*, will be used for the purpose of responding to the Application and creating a public record. The Owner's Signature acknowledges that "personal information [is] collected and maintained specifically for the purpose of creating a record available to the general public;" per Section 14(1)(c) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

The applicant acknowledges that the Township considers the application forms and all supporting materials, including studies and drawings, filed with this application to be all public information and to form part of the public record. With the filing of an application, the applicant consents to the Township photocopying and releasing the application and any supporting material either for its own use in processing the application, or at the request of the third party, without further notification to or permission from the applicant. The applicant also hereby states that it has authority to bind its consultants to the terms of this acknowledgement. Questions regarding the collection of information should be directed to the Manager of Planning at the Township of Tay at (705) 534-2548 ext. 225.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

<b>LIST OF STANDARD MINOR VARIANCE CONDITIONS</b>
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1. That the setbacks be in conformity with the dimensions as set out in the application, as submitted;
2. That the proposed buildings/structures and landscaping on the property be substantially and proportionally in conformity with the dimensions as set out on the application and approved by the Committee;
3. That an Ontario Land Surveyor verify by pinning the foundation wall and verifying in writing by way of survey/real property report, prior to the pouring of the footing and if no footing, the foundation, that the detached accessory building is located no closer than \_\_\_\_\_ from the \_\_\_\_\_ property line;
4. That the appropriate Building Permit is obtained from the Township, which may include Engineered Lot Grading approval only after the Committee's decision becomes final and binding, as provided for within the Planning Act R.S.O. 1990, C.P. 13.

<b>COMMITTEE OF ADJUSTMENTS 2026 SCHEDULE</b>
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Agendas including reports will be posted the Friday before the hearing date.

Last Day for Applications	Hearing
December 10, 2025	January 21, 2026
January 21, 2026	February 18, 2026
February 18, 2026	March 18, 2026
March 18, 2026	April 15, 2026
April 15, 2026	May 20, 2026
May 20, 2026	June 17, 2026
June 17, 2026	July 15, 2026
July 15, 2026	August 19, 2026
August 19, 2026	September 16, 2026
September 16, 2026	October 21, 2026
October 21, 2026	November 18, 2026
November 18, 2026	December 16, 2026
December 9, 2026	January 20, 2027