

It is the responsibility of the owner or authorized agent to provide complete and accurate information. This form will not be accepted as an application until such time as all questions have been answered and all requirements have been met in the manner requested herein. Please read the following carefully:

- APPLICATION:** One copy of the application is to be submitted to the Office of the Municipal Planner/Secretary-Treasurer of the Committee of Adjustment. Information to be provided is as set out in Ontario Regulation #200/96 of the Planning Act, R.S.O. 1990 (as revised). Therefore all questions must be answered in full detail or the application will not be accepted for processing.
- FEE:** The fee as set out in section 2.18 of User Fee By-Law # 48/14 is \$309.10 Payment is accepted in cash, cheque or debit and are payable to the Town of Fort Frances.
- OWNERSHIP:** Proof of Ownership is to accompany each application. Acceptable proof includes copy of current tax bill, deed or parcel register, etc. If more than one person own the subject lands, the application must be submitted under all names, and all parties are required to sign either the application form or an Authorization Form.
- AUTHORIZATION:** All agents must file an Authorization Form signed by all registered owners when filing on their behalf. All owners and/or agents must sign the Declaration as well. Failure to comply with this requirement will result in a delay.
- COMMISSIONERS' SIGNATURE** All applications MUST be signed before a Commissioner for taking Oaths. If more than one owner, all owners or the authorized agent must sign before the Commissioner. The Clerk, Deputy-Clerk and Treasurer are Commissioners for Taking Oaths.
- PLANS:** All drawings submitted must be clear and legible and must show the following:
- a. The boundaries and dimensions of the subject land
 - b. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from all lot lines, as well from each other.
 - c. The approximate location of all natural and artificial features on the subject land and on the 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, etc.
 - d. The current uses on the land that is adjacent to the subject land.
 - e. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way.
 - f. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
 - g. The location and nature of any easement affecting the subject land.

If full size drawings are submitted, a copy reduced to no less than 8½" x 14" is also required and must be suitable for reproduction. Completed applications will also be accepted in PDF format.

Applicant shall be present or have representation during the meeting to allow for any questions by the Committee of Adjustment to be answered. Conference call will be made available if needed.

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FOR OFFICE USE ONLY	
FEE	FILE NO.
\$ _____	A__ /20__
PAYMENT RECEIPT STAMP	

PROPERTY INFORMATION	
Property Address	_____
Tax Roll No.	59 - 12 - _____ - _____ - _____
Legal Description	_____

OWNER/APPLICANT INFORMATION	
Registered Owner(s)	_____
Application Contact	_____
Full Mailing Address	_____
Telephone	_____
Email	_____

AGENT INFORMATION (if applicable)	
Company Name	_____
Application Contact	_____
Full Mailing Address	_____
Telephone	_____
Email	_____

Note – All communication will be sent to Application Contact unless otherwise requested

MORTGAGEES, HOLDERS OF CHARGES OR OTHER ENCUMBRANCES	
Institution	_____
Contact/Reference	_____
Full Mailing Address	_____
Telephone	_____
Email	_____

1. Describe the nature and extent of relief applied for (indicate what the by-law requirement is, the relevant section of the by-law, and what you are proposing):

Section _____ of Zoning by-law – to permit

2. Why is it not possible to comply with the provisions of the by-law? (Provide an explanation of the circumstances that hinder or restrict your ability to comply)

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3. When did the current owner acquire the Property?

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4. Provide the date of construction for all buildings and structures on the Property.

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5. What is the existing use of the Property?

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6. How long has the existing use of the Property continued?

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7. What is the existing use of the abutting properties?

North	South	East	West

8. Dimensions of the Property:

Property Dimensions	Metric	Imperial
Frontage:		
Depth:		
Area:		

9. Building/Structure Particulars			
Describe the particulars (in metric) of all buildings and/or structures existing and proposed for the Property.			
Main Building:	Existing	Proposed	
Ground Floor Area:			
Width:			
Length:			
# of Storeys:			
Location of Building/Structure – Check geographic direction of Side Yard Setbacks			
Front Yard:			
Rear Yard:			
North <input type="checkbox"/> or East <input type="checkbox"/> - Side Yard:			
South <input type="checkbox"/> or West <input type="checkbox"/> - Side Yard:			
Accessory Building:	Existing	Proposed	
Ground Floor Area:			
Width:			
Length:			
# of Storeys:			
Height:			
Distance to Main Building:			
Location of Building/Structure - Check geographic direction of Side Yard Setbacks			
Front Yard:			
Rear Yard:			
North <input type="checkbox"/> or East <input type="checkbox"/> - Side Yard:			
South <input type="checkbox"/> or West <input type="checkbox"/> - Side Yard:			

Note – Above information to match Site Plan

10. Check the appropriate box to Indicate connected or available services to the Property:		
Source of Service:	Municipal	Private
Water		
Sanitary Sewer		
Storm Sewer		

11. Check the appropriate box to indicate access to the Property:

Source of Access:	Yes	No
Municipal Road		
Other Public Road		
Water Access Only		

12. What is the Official Plan designation of the Property?

13. What is the Zoning of the Property?

14. Has the Owner ever applied for a minor variance or permission regarding the Property?
 Yes No If Yes, provide details, including file number, date, decision, etc.

15. Is the Property the subject of a current application for consent under section 53 of the Planning Act, 1990, as revised? Yes No If Yes, provide details, including file number, date, etc.

16. **DECLARATION**

I/We, _____ solemnly declare that all the statements contained in this application are true and 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 Town of Fort
 Frances, in the District of Rainy River this
 ____ day of _____, 20__.

 (Signature of Owner or Agent)

 (Signature of Owner or Agent)

 A Commissioner, etc.

17. A sketch showing 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 buildings or structures from the front yard lot line, rear yard lot line and the 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, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv. The current uses on land that is adjacent to the subject land.
- v. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- vi. If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- vii. the location and nature of any easement affecting the subject land.

OWNER’S AUTHORIZATION, ACKNOWLEDGMENT & CONSENT

(Must be signed by **each Owner** – print more copies as required)

I, _____, am an Owner of the property known as _____. in the Town of Fort Frances, that is the subject of this Application, and hereby

Authorize Agent to Act (if applicable):

1. Authorize and instruct _____ to act as my Agent and make this application on my behalf.

Freedom of Information:

2. Acknowledge that the information collected in this application is collected under the authority of The Planning Act, R.S.O. 1990, Chapter P13, as amended to assist in the processing of the application and will become part of a public record and, for the purposes of the Freedom of Information and Protection of Privacy Act, authorize and consent to the use by or the disclosure to, any person or public body of any personal information.
3. Acknowledge that full copies of the application are provided to the members of the Committee of Adjustment and as a result, **any information contained in it** is made public.

Right to Enter Premises:

4. Authorize the members of the Committee of Adjustment and/or staff of The Town of Fort Frances as may be required, to enter upon the lands and premises identified in section 5 that are the subject of this application for the purpose of evaluating the merits of this application and for so doing, this shall be good and sufficient authority; and

Consent re Meeting:

5. Consent to the application herein being considered at the next regular meeting of the Committee of Adjustment notwithstanding that section 45 of the Planning Act requires they be heard within thirty days after the secretary-treasurer receives the completed application.

Owner Signature

Date

Owner Signature