

Corporation of the Township of Essa  
5786 Simcoe County Road #21  
Utopia, Essa Township  
Ontario L0M 1T0  
Telephone: (705) 424-9917  
Fax: (705) 424-2367



Planning & Development Department  
email: [planning@essatownship.on.ca](mailto:planning@essatownship.on.ca)  
Web: [www.essatownship.on.ca](http://www.essatownship.on.ca)

Application: A \_\_\_\_\_

Roll No.: \_\_\_\_\_

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

### MINOR VARIANCE APPLICATION

The undersigned hereby applies to the Committee of Adjustment for the Township of Essa under Section 45, of the **Planning Act, R.S.O. 1990 Chapter P. 13 as amended**, for relief, as described in this application from general Zoning By-law No. 2003-50 (as amended).

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

\_\_\_\_\_

2. **Owner(s) Address:** \_\_\_\_\_

\_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_

**Business Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

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

3. **Name of Agent (if applicable):** \_\_\_\_\_

4. **Agent's Address:** \_\_\_\_\_

\_\_\_\_\_

**Business Phone No.:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Phone No.:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

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

NOTE: Unless otherwise requested, all communications will be sent to the agent, if any.

5. **Nature and extent of relief applied for:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. **Why is it not possible to comply with the provisions of the by-law?**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. **Legal Description of Subject Land:**  
 Street address & name: \_\_\_\_\_  
 Township Lot: \_\_\_\_\_ Concession: \_\_\_\_\_  
 (If applicable) Registered or Reference Plan No.: \_\_\_\_\_  
 Part on Plan: \_\_\_\_\_

8. **Dimensions of land affected (metres/hectares):**

Frontage (metres/hectares):	Depth (metres/hectares):	Lot Area (metres/hectares):

9. **Particulars of all buildings and structures on and proposed for the subject land**  
 (specify area, width, length, height, etc., in metres):

<b><i>All Existing Buildings:</i></b>	Area (m)	# Storeys	Width (m)	Length (m)	Height (m)

<b>Proposed Buildings:</b>	<b>Area (m)</b>	<b># Storeys</b>	<b>Width (m)</b>	<b>Length (m)</b>	<b>Height (m)</b>

10. **Location of all building and structures on or proposed for the subject land**  
(specify distance from side, rear and front lot lines in **metres**):

<b>Existing Buildings:</b>	<b>Side (m)</b>	<b>Rear (m)</b>	<b>Front (m)</b>

<b>Proposed Buildings:</b>	<b>Side (m)</b>	<b>Rear (m)</b>	<b>Front (m)</b>

11. **Date of acquisition of subject lands:** \_\_\_\_\_  
(How long have you owned the lands)

12. **Date of Construction of all buildings and structures on subject land:**

<b>Building/Structure</b>	<b>Date</b>

13. **Existing uses of the subject property (e.g. residential, commercial, etc.):**  
\_\_\_\_\_

14. **Existing uses of abutting properties (e.g. residential, commercial, etc.):**  
\_\_\_\_\_

15. **Length of time the existing uses of the property have continued (i.e. how long has the property been used for residential purposes):**  
\_\_\_\_\_

16. **Municipal services available (check appropriate space(s)):**

Township Water \_\_\_\_\_  
Sanitary Sewers \_\_\_\_\_  
Storm Sewers \_\_\_\_\_

17. **Present Zoning By-law provisions applying to the land:** \_\_\_\_\_  
\_\_\_\_\_

18. **Present Official Plan provisions applying to the land:** \_\_\_\_\_  
\_\_\_\_\_

19. **Has the owner previously applied for relief in respect of the subject property?**

NO [ ] YES [ ] Previous Application No.: A \_\_\_\_\_ / \_\_\_\_\_

If the answer is yes, describe briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. **Is the subject property the subject of a current application for consent or severance under Section 53 of the Planning Act, R.S.O. 1990, Chapter P. 13 as amended?**

NO [ ] YES [ ]

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

I, \_\_\_\_\_  
of the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_

solemnly declare to the best of my knowledge 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.

Declared before me	)	
	)	
at the Township of Essa	)	_____
	)	Owner/Agent
in the County of Simcoe	)	
	)	
this _____ day of	)	_____
	)	Owner/Agent
_____, 20 . )	)	

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

**NOTES:**

1. Two (2) copies (signed originals) of this application must be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the plan referred to in Note 2, accompanied by a fee of \$900.00 in cash or cheque made payable to "The Corporation of the Township of Essa".
  
2. Each application must be accompanied with a completed "Site Plan" (see attached sample) drawn to scale showing the dimensions, in metric, of the subject land, all abutting lands, and the location, size and type of all building and structures on the subject property and abutting land.

Notwithstanding the foregoing, the Committee of Adjustment reserves the right to require the submission of a plan of survey prepared and certified by an Ontario Land Surveyor.

## **APPLICANT'S CONSENT (FREEDOM OF INFORMATION)**

In accordance with the provisions of the Planning Act, it is the policy of the Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation,

I, \_\_\_\_\_, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

---

Signature of Applicant

---

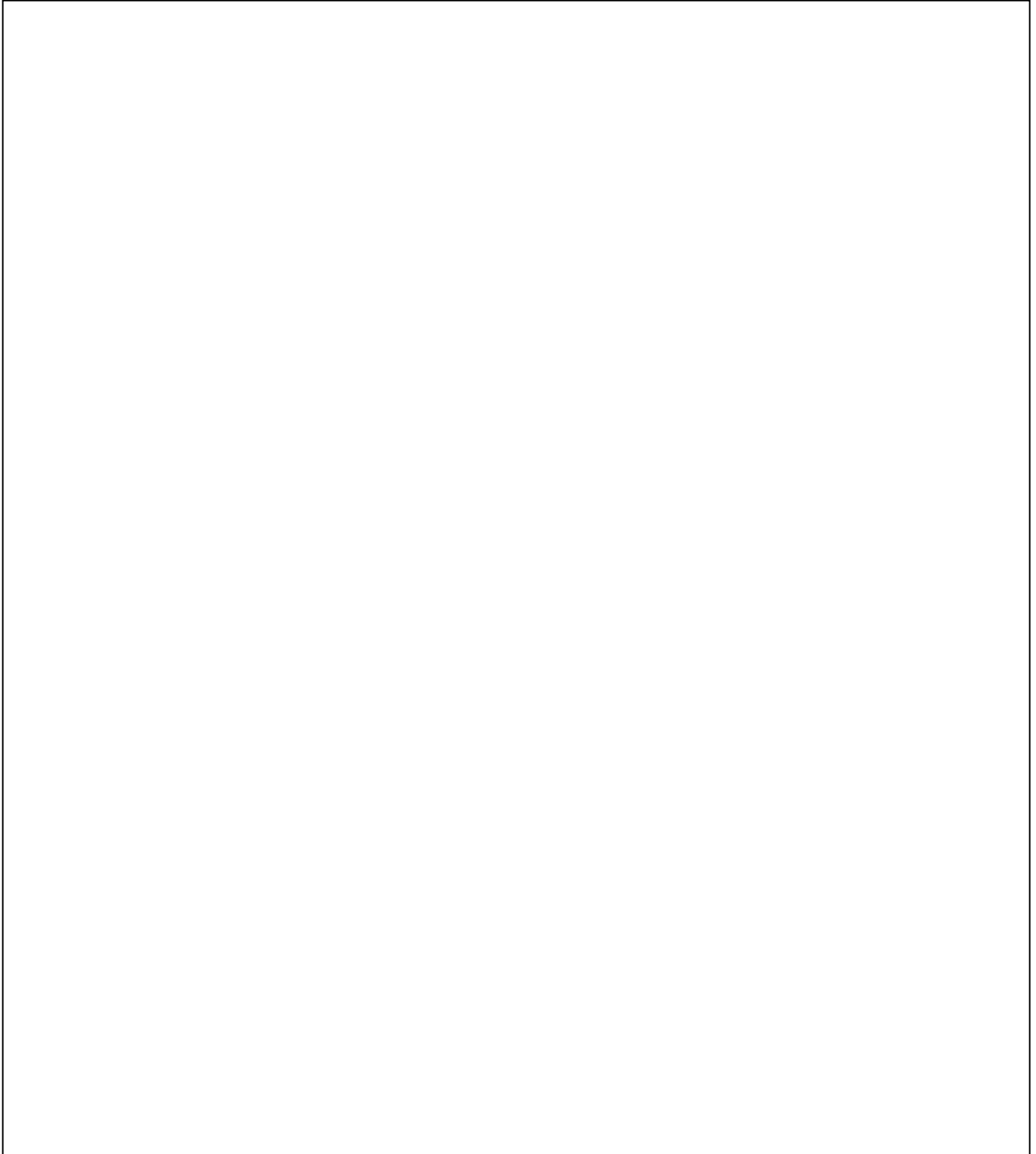
Date

# SITE PLAN

Application No.: A\_\_\_\_\_ / \_\_\_\_\_

Owner(s): \_\_\_\_\_

Scale: 1 cm = \_\_\_\_\_ m



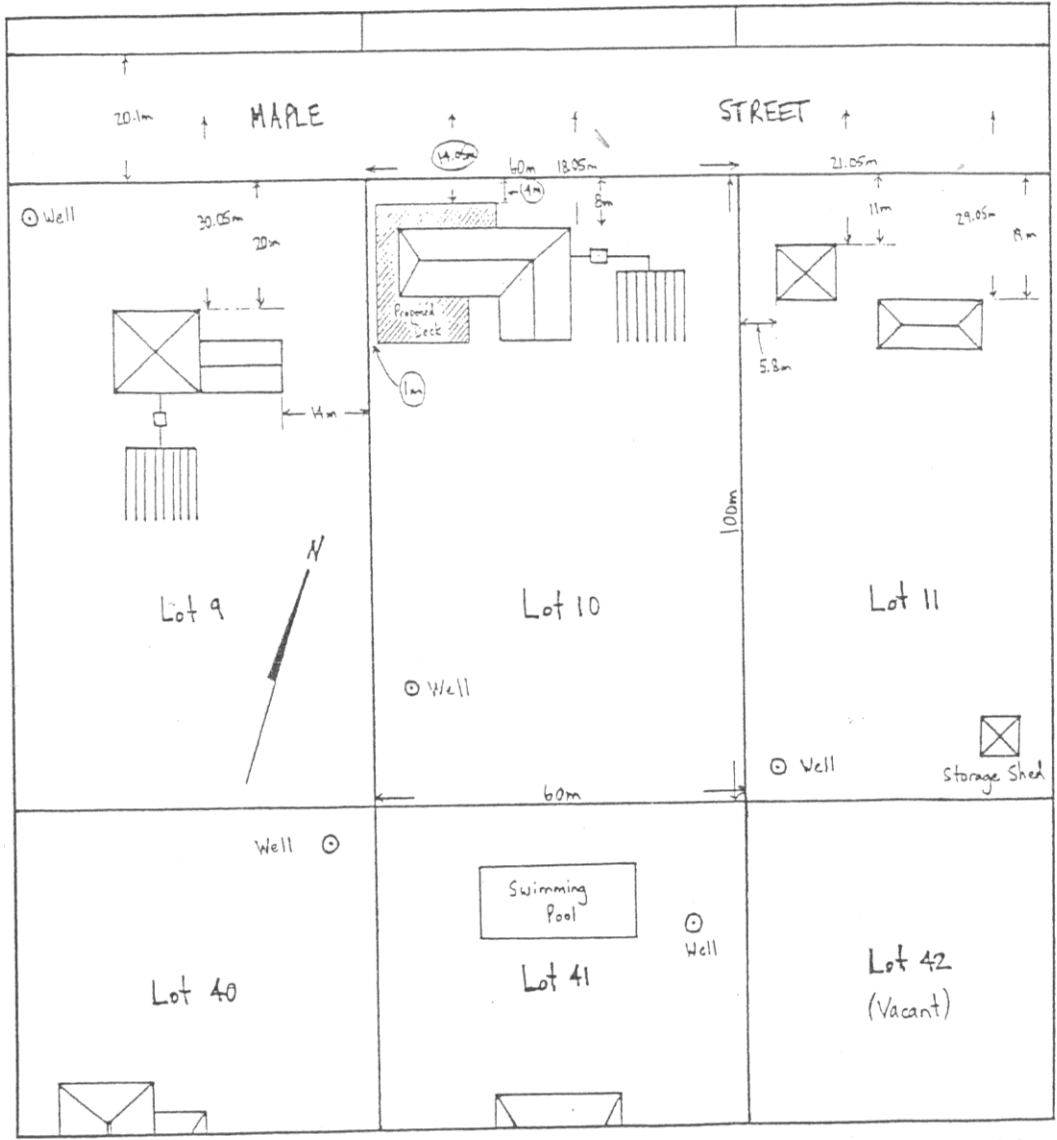
# SAMPLE SITE PLAN

Application No.: A 5 / 10

Owner: SMITH, James and Rhonda

Scale: 1 cm = 1 M

Note: Please use metric units  
 To convert feet to metres:  
 Multiply by 0.3046  
 To convert acres to hectares:  
 Multiply by 0.4046  
**Identify north with an arrow**



(Rev. 1/96)

Note: Proposed variances are circled.