

**Committee of Adjustment**

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[www.thunderbay.ca/planning](http://www.thunderbay.ca/planning)

Office use only

Received\*:

Planning application fee:

Pre-consultation application no.:

LRCA fee:

Subject application no.:

Total application fee:

Paid ☐ Payment type:

*\*Received date does not imply acknowledgement of complete application*

**1. Application type (check all that apply)**

Minor variance

Consent to sever (additional application form required)

Permission to expand or change a legal non-conforming use

**2. Pre-consultation**

*Please note that an application for pre-consultation is not required before submitting this application, but is strongly recommended.*

If applicable, how have you addressed the matters identified during pre-consultation in your submission? What applications or supporting studies are included in your submission? Please attach a separate summary if needed.

**3. Property information**

Street address:

Land registry PIN(s):

Roll number:

Legal description:

(e.g. Registered Plan, Lot,  
Part, Concession, etc.)

When did the owner acquire the property?

Does the owner own abutting land?

Yes

No

If yes, please describe the lands:

Official Plan designation:

Zoning:

What is the property used for today?

How long has this use continued?

Do any easements, rights of way, or restrictive covenants affect the property?

Yes

No

If yes, please describe below and identify on your sketch the easements, rights of way, or restrictive covenants:

Describe the current property dimensions in **metric** units.

Lot frontage (m):

Lot depth (m):

Lot area (m<sup>2</sup>):

How is the property currently accessed?

Provincial Highway

Municipal road, maintained all year

Municipal road, seasonally maintained

Other public road

Right-of-way

Water access

Is the property currently serviced?

Yes

No

If yes, how is the property serviced?

Water:

City water

Private well

Communal well

Water body

Sewage:

City sanitary sewer

Private septic system

Communal septic system

Other

Storm drainage:

City storm sewer

Ditches

Swales

Other

Describe any buildings or structures that exist on the property today.

## 4. Proposal information

What is the proposed use for the property?

Are any existing structures to be removed from the retained parcel?  
If yes, which ones?

Yes

No

Describe any buildings or structures that are proposed to be built on the property.

Does this application seek **permission** to enlarge or expand a legal non-conforming use?

Yes

No

Does this application seek **permission** to change a legal non-conforming use to a different legal non-conforming use?

Yes

No

Does this application seek a **minor variance** from one or more Zoning By-law regulations?

Yes

No

If yes, why is it not possible or desirable to comply with the Zoning By-law regulation(s)?

Please describe the nature of the variance(s) that you are requesting, e.g. decrease the minimum lot frontage from 10.0 metres to 9.5 metres for a detached house.

Identify which regulation(s) of the Zoning By-law you are seeking relief from, the existing and the proposed requirement.

Section(s) and/or table(s) of By-law e.g. Table 3.1.2a	Regulation name e.g. Minimum lot area	Existing requirement e.g. 625 square metres	Proposed requirement e.g. 550 square metres
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Please explain how your request meets the four tests for a minor variance.

1. How does the requested variance(s) maintain the general intent and purpose of the official plan?

2. How does the requested variance(s) maintain the general intent and purpose of the zoning by-law?

3. How is the requested variance(s) desirable for the appropriate development or use of the land, building or structure?

4. How is the requested variance(s) minor in nature?

## 5. Policy framework

### 1. Planning Act

*The Planning Act is provincial legislation that sets out the ground rules for land use planning in Ontario. It describes how land uses may be influenced and regulated.*

Have the subject lands or lands within 120 metres ever been or currently are part of a Planning Act application i.e. a Plan of Subdivision or Condominium, Consent, Minor Variance, Amendment to the Official Plan and/or Zoning By-law, or Site Plan Approval application?

Yes

No

Don't know

If yes, please provide the following details: application type, approval authority, lands affected, the purpose of the application, the status of the application, and the effect on the proposed amendment.

### 2. Provincial Policy Statement

*The Provincial Policy Statement is issued under the Planning Act and establishes land use policies related to matters of Provincial interest. All Planning Act applications must be consistent with the Provincial Policy Statement.*

Describe how the application is consistent with the Provincial Policy Statement.

### 3. Growth Plan For Northern Ontario

*All Planning Act applications in Northern Ontario must be consistent with or must not conflict with the Growth Plan for Northern Ontario.*

Describe how the application is consistent with or does not conflict with the Growth Plan for Northern Ontario.

### 4. Official Plan

*The Official Plan is our City's key land-use document. It sets goals, objectives, and policies which guide our land-use planning decisions. All consent applications must conform with the Official Plan.*

Describe how the application conforms with the City of Thunder Bay Official Plan.

## 6. Applicant information

### Contact information

Name(s):

Street address:

Postal code:

Email address:

Preferred phone number:

Alternate phone number:

Are you the registered owner of the subject property?

Yes

No

*If no, you are not the registered property owner, you must complete the following section of this application and have the registered owner(s) authorize your application by signing the Authorization for applicant(s) section.*

## 7. Owner information & authorization (if different than applicant)

*This section must be completed if the applicant is not the registered property owner. If the registered owner is a corporation, please include documentation demonstrating signing authority. Unless otherwise requested all communications will be sent to the applicant.*

### Contact information

Name(s):

Street address:

Postal code:

Email address:

Preferred phone number:

Alternate phone number:

### Authorization for applicant(s)

I/We appoint and authorize the Applicant(s) described in the Applicant information section of this application form to act as my/our agent with regard to this application to the City of Thunder Bay, including but not limited to receiving all correspondence, attending at any hearings, fulfilling any conditions and providing any approvals or consents and ratify, confirm and adopt as my/our own, the acts, representations, replies and commitments made by them on my/our behalf.

Owner (print)

Signature

Date

Owner (print)

Signature

Date

Owner (print)

Signature

Date

## 8. Acknowledgement & sworn declaration (for applicants only)

*Please review the acknowledgement below. Please do not sign below, except in the presence of a commissioner. Applications can be printed and commissioned at the Planning Services service counter in the Victoriaville Civic Centre.*

I/We acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1990, c.P.13 for the purpose of processing this planning application.

I/We acknowledge that it is the practice of the City of Thunder Bay, in accordance with section 1.0.1 of the Planning Act, R.S.O. 1990, c.P.13, to provide public access to all planning applications and documents, including but not limited to reports, studies and drawings, required by the City of Thunder Bay in support of this application ("Supporting Documentation") and provided to the City by me, my agents, my consultants and my solicitors.

I/We, in accordance with the Municipal Freedom of Information and Protection of Privacy Act, consent to the use and disclosure of this application and any Supporting Documentation, inclusive of any personal information, to any person or entity, in any manner chosen by the City, including copying, posting on the City's website, advertising in a newspaper, routine distribution to members of council and in staff reports, or releasing to a third party upon third party request.

I/We grant the City permission to reproduce, in whole or in part, the application and Supporting Documentation for internal use, inclusion in staff reports, distribution to the public for the purpose of public consultation or any other use associated with the purpose of review and implementation of the application.

I/We grant the City permission to attend, photograph and conduct inspections of the lands subject to this application as part of the City's review and processing of this application.

I/We solemnly declare that all the statements contained in this application are true and I/we 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 City of Thunder Bay in the Province of Ontario this

day of

*Applicant's signature*

*Commissioner's signature*

*Applicant's name (print)*

*Commissioner's stamp*

## Appendix A: Complete application checklist

Only complete applications will be processed. Please ensure your application submission meets all of the following criteria:

All questions on this application form are answered fully.

The authorization on page 5 is completed and signed by all registered owners (if someone other than the registered owner(s) is representing the application).

The sworn declaration on page 6 is sworn by the applicant and commissioned or you have arranged for a date and time to have it commissioned at the Planning Services office.

A cover letter is attached summarising the minor variance request and reasons for the application.

Proof of ownership is attached (i.e. copy of deed, tax bill, Land Registry transfer, PIN Parcel Abstract not older than 60 days) and, if the owner is a corporation, a Form 1 Initial Return / Notice of Change is also attached.

The required fee is paid in full.

A site sketch with all the required information described in Appendix B of this application form (following page) is attached.

A floor plan is attached showing the layout of each unit and how it functions (if applying for an additional dwelling unit(s) within an existing building).

An elevation drawing is attached showing all sides where new construction is proposed; including but not limited to height, grade, and window and door openings (if applying for an increase to maximum building height).



## Appendix B: Site sketch checklist

Please ensure your site sketch provides all of the following information:

All dimensions in metric units.

North arrow, scale, and legend.

The boundaries and dimensions, including the area, of the subject land.

The location, size and type of all existing and proposed buildings and structures on the subject property, indicating their distance from each other, the front lot line, rear lot line and side lot lines.

The location, area, and dimensions of any new lots to be created, parking areas (including the dimensions of all parking spaces and aisles), landscaping, amenity areas, etc.

As applicable - fire access route, outdoor equipment and storage areas, walkways, curbing, fencing, etc.

Existing municipal infrastructure immediately adjacent to the site (roads, lanes, sidewalks, existing driveway entrances, boulevard trees, fire hydrants, hydro poles, easements etc.)

The approximate location of all natural and artificial features (e.g. buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells, and septic fields) that are located on the subject property and/or on an adjacent property, and in the applicant's opinion, may affect the application.

The current uses of properties adjacent to the subject property (e.g. office, dwelling, store, etc.).

The location, width and name of any roads within or abutting the subject property, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.

If access to the subject property will be by water only, the location of the parking and docking facilities to be used.

The location and nature of any easement affecting the subject property.

Any items identified during pre-consultation (e.g. location and size of openings on existing building).

Please note:

1. The site sketch you provide in your submission will be included in notices to the public and eventually to the Committee.
2. The site sketch must be legible at the scale required to fit on a letter sized paper (8.5 x 11 inches). Avoid including details that are not required (e.g. elevation points, drainage arrows, etc.) as doing so can reduce legibility at this scale.
3. More detailed drawings can be provided in addition to the smaller site sketch. These will assist City staff in reviewing the application.
4. Providing the original PDF files (not scans) is preferred for preparing the required notices and signs. Digital files can be sent via email or secure file share service.

## Appendix C: Sample site sketch

