



PLANNING DEPARTMENT

988 County Road 10
Millbrook, Ontario
L0A 1G0

Tel: (705) 932-9334
Fax: (705) 932-2784

www.cavanmonaghan.net

Application For Minor Variance			
(Under Section 45 (1) of the Planning Act, R.S.O., 1990 c. P. 13)			
Date of Application (D / M / Y): / /			
Information			
Name of Owner:		Email Address:	
Address:	City:	Province:	Postal Code:
Telephone: ()		Fax: ()	
Applicant/Agent Information			
Name of Applicant or Agent (if different from the Owner):		Email Address:	
Address:	City:	Province:	Postal Code:
Telephone: ()		Fax: ()	
Please check to whom all communication should be sent:			
<input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Agent			
Official Plan			
County Official Plan Designation:			
Township Official Plan Designation:			
Zoning By-law			
Zoning:			
Relief			
Nature and extent of the relief requested:			

Reason		
Why the proposed use/buildings and structures cannot comply with the existing zoning requirements.		
Legal Description of Subject Land		
Ward:	Lot:	Concession:
Registered Plan of Subdivision:		
Reference Plan Number and Part Numbers:		
Street Address:		
Dimensions of Land		
Frontage:	Depth:	Area:
Access		
Provincial Highway:		
Municipal:		
County Road:		
Right-of-way:		
Existing Uses		
Existing Uses of Subject Land:		
Existing Buildings and Structures		
1 st Building:	Front lot line setback:	
Height (m):	Rear lot line setback:	
Dimensions:	Side lot line setback:	
Floor Area:	Date Constructed:	
2 nd Building:	Front lot line setback:	
Height (m):	Rear lot line setback:	
Dimensions:	Side lot line setback:	
Floor Area:	Date Constructed:	
3 rd Building:	Front lot line setback:	
Height (m):	Rear lot line setback:	
Dimensions:	Side lot line setback:	
Floor Area:	Date Constructed:	

Proposed Development Information	
Proposed Use of Subject Land/Development (indicate net floor area for each use):	
Proposed Buildings or Structures	
1 st Building:	Front lot line setback:
Height (m):	Rear lot line setback:
Dimensions:	Side lot line setback:
Floor Area:	Date Constructed:
2 nd Building:	Front lot line setback:
Height (m):	Rear lot line setback:
Dimensions:	Side lot line setback:
Floor Area:	Date Constructed:
3 rd Building:	Front lot line setback:
Height (m):	Rear lot line setback:
Dimensions:	Side lot line setback:
Floor Area:	Date Constructed:
Date Subject Land was Acquired (D / M / Y): / /	
Water Supply	
<input type="checkbox"/> Private well <input type="checkbox"/> Municipally owned <input type="checkbox"/> Other	
Sewage Disposal	
<input type="checkbox"/> Private septic system <input type="checkbox"/> Municipally owned/operated <input type="checkbox"/> Other	
Storm Drainage	
<input type="checkbox"/> Sewers <input type="checkbox"/> Ditches <input type="checkbox"/> Swales	
Other Means (Specify):	
Other Applications	
Plan of Subdivision File No.:	Status:
Severance File No.:	Status:
Condition of Council Approval:	Condition of Committee Adjustment:
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Information to Applicants

Application Form

The application form must be complete at time of submission. Dark blue or black ink only – do not use pencil. The original copy of the application must be submitted to the Township. Incomplete applications will not be accepted. The applicable Official Plan and Zoning By-law should be consulted by the applicant when preparing an application for Minor Variance.

For additional information, please contact the Township of Cavan Monaghan Planning and Building Services Department at 988 County Road 10, Millbrook ON L0A 1G0 or by telephone at (705) 932-9334 between 8:30 a.m.-4:30 a.m.

Species at Risk

The applicant and any prospective owners are advised that endangered and threatened species exist in the area and may exist on the site. Property owners are responsible for identifying endangered and threatened species and their habitat within the property prior to undertaking work. They must also ensure that the work/activity will not result in negative impacts. Property owners are encouraged to consult with their local Ministry of Natural Resources District Office if they have questions about the *Endangered Species Act, 2007*. The Peterborough District Office is located at 300 Water Street in Peterborough. The telephone number for the office is 705-755-2000 or 1-800-667-1940.

Any sightings of a threatened or endangered species during development and construction on the property must be reported to the local Ministry of Natural Resources Species at Risk Biologist. For more information on the Endangered Species Act, 2007 or the full list of species at risk, please visit www.ontario.ca/speciesatrisk. A list of the Species at Risk in the Township of Cavan Monaghan is also available from the Township Planning Department.

Sworn Declaration

I/We (applicants(s)) _____

of the _____ of _____

solemnly declare that all of the statements and information contained in all the exhibits transmitted herewith 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 by virtue of the Canada Evidence Act and agree to allow the Township of Cavan Monaghan, its employees and agents, to enter upon the subject property for the purposes of conducting surveys and tests that may be necessary to process this application.

Declared before me at the _____

of _____

this _____ day of _____, 20_____.

A Commissioner, etc.

Signature of Applicant

Signature of Property Owner (if different from Applicant)

Date

I/We also acknowledge that the information requested on this form is collected under the authority of the Planning Act, R.S.O. 1990, Chapter P13, as amended. The information is required in order to process the application. The name and business address of the applicant and/or authorized agent is public information. Any other personal information collected will only be used for internal purposes. Questions about this collection can be made to the Planning Department, 705-932-2929.