



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE
MINOR VARIANCE APPLICATION UNDER SECTION 45(1)
OR APPLICATION FOR PERMISSION
UNDER SECTION 45(2) OF THE PLANNING ACT

For Township Use Only				
Township File Number :	Date of Receipt:	Payment of Required Fees:	Completion Initial Evaluation:	Date Circulated (if Parts A, C and D deemed complete)

PLEASE TYPE OR USE BLACK INK FOR REPRODUCTION PURPOSES. WHERE ADDITIONAL SPACE IS REQUIRED PLEASE ADD PAGES AT THE BACK OF THE APPLICATION IDENTIFIED BY THE SECTION NUMBER.

PART A: INFORMATION TO BE PROVIDED UNDER SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96 AMENDED O. REG. 432/96; O. REG. 508/98

1. Specify (x) the type of application being submitted:

Minor Variance () Application for permission under Section 45(2) ()

2. Date of Application Submission: _____

3. Name of Owner(s): _____

Address: _____

Postal Code: _____ Email: _____

Tel No.: _____ Fax No: _____

4. Name of Applicant: _____

Address: _____

Postal Code: _____ Email: _____

Tel No.: _____ Fax No: _____

5. Name of Authorized Agent (if any): _____

Address: _____

Postal Code: _____ Email: _____

Tel No.: _____ Fax No: _____

6. Please specify (x) to whom all communication should be sent:

Owner () Applicant () Agent ()

7. Names and Addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject property (if known):

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

8. Description of land for which application is being made.

(a) Legal description (Lot, Concession, Registered Plan and/or Reference Plan):

(b) Municipal Address (Street and Number):

(c) Property Roll Number: _____

(d) Frontage _____ m Depth _____ m Area _____ ha

(e) Are there any easements or restrictive covenants affecting the property?
 Yes No If yes, describe the easement or covenant and its effect:

9. Existing land use:

(a) What are the existing use(s) of the subject land?

(b) Are there any existing buildings on the subject lands? Yes No

If yes (Also include this on attached sketch):

<i>Type of Building / Structure</i>	<i>Date Constructed</i>	<i>Setbacks (metric)</i>			<i>Height (metric)</i>	<i>Dimensions or Floor Area (metric)</i>
		<i>Front Lot Line</i>	<i>Rear Lot Line</i>	<i>Side Lot Line</i>		

(c) If known:
 Date the subject land was acquired by the current owner _____
 Date of construction of existing buildings/structures _____

Length of time the existing uses of the subject land have continued _____

10. Proposed Changes

(a) The uses proposed for the subject lands

(b) Are there any buildings or structures proposed to be built on the subject lands?

Yes No

If yes (Also include this on attached sketch):

<i>Type of Building / Structure</i>	<i>Setbacks(metric)</i>			<i>Height (metric)</i>	<i>Dimensions or Floor Area (metric)</i>
	<i>Front Lot Line</i>	<i>Rear Lot Line</i>	<i>Side Lot Line</i>		

(c) Current Zoning: _____

(d) Explain what is proposed which makes the application necessary:

(e) Nature and extent of the relief requested from the Zoning By-law

(f) Explain why it is not possible to comply with the provisions of the Zoning By-law:

(g) What is the current Official Plan designation(s) of the subject land:

11. Status of Other Planning Applications

(a) If known, whether the subject land is the subject of an application under the Planning Act for approval of a plan of subdivision or for a consent: Yes No

If yes, file #: _____ status of application: _____
 File #: _____ status of application: _____

(b) If known, whether the subject land has ever been the subject of an application under section 45 of the Planning Act: Yes No

If yes, file #: _____ status of application: _____
 File #: _____ status of application: _____

12. Servicing

Indicate which services are available or proposed:

Water Supply			Sewage Treatment			Storm Drainage		
	A	P		A	P		A	P
Municipal Water			Municipal Sewers			Storm Sewers		
Communal System			Communal System			Open Ditches		
Individual Well(s)			Septic Tank & Tile Field			Swales		
Other (describe)			Other (describe)			Other (describe)		

*A = Available; P = Proposed

13. Property Access

Is access provided by: Provincial Highway _____ Regional Road _____
 Open Municipal Road _____ Private Road _____ Water _____
 Other _____

If access to the subject land is by water only, describe the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road:

PART B: ADDITIONAL INFORMATION

Depending on the nature of the application, in order for the Committee of Adjustment to carry out an appropriate evaluation with respect to the tests under the Planning Act, additional information beyond that prescribed in Part A may be required.. The precise requirements for each application will be determined in discussions with Township staff prior to submission of the application, or you will be contacted once your application has been reviewed and additional information requested. To assist the Township in determining the exact information requirements the applicant is requested to provide the following information.

1. Does the site or adjacent lands include any significant trees or other natural features?

2. Is the site adjacent to any significant source of noise or vibration (e.g. railway, major road, major industrial use)?

3. Does the site include a building or structure designated under the Ontario Heritage Act?

4. Are there any indications that the subject lands include any archaeological features?

5. Are there any outstanding work orders on this property? Yes ___ No ___

If yes, please explain _____

6. Is there an existing Site Plan Agreement for this property? Yes ___ No ___

7. Potentially Contaminated Land

7.1 Has there been an industrial or commercial use of the site?

Yes ___ No ___ Last Year of Use _____

7.2 Has there been filling on the site or subject land?

Yes ___ No ___ Last Year of Use _____

7.3 Is there reason to believe that the site may have been contaminated by former uses on the site or adjacent sites? (i.e. gas stations, petroleum or other fuel stored on site or adjacent site)?

Yes ___ No ___ Last Year of Use _____

If **YES**, then an environmental investigation including all former uses of the site, and if appropriate the adjacent site is required. The study must be prepared by a qualified consultant.

Report attached? Yes ____
If **NO**, on what basis was this determined?

8. **Drainage**

8.1 Have you consulted the Township Works Department regarding stormwater management?

Yes ____ No ____

8.2 Does a legal and adequate outlet for storm drainage exist?

Yes ____ No ____ Unknown ____

9.3 Has the existing drainage on the subject land been altered?

Yes ____ No ____ Unknown ____

**PART C: AFFIDAVITS REQUIRED AS PART OF THE INFORMATION TO BE PROVIDED UNDER
SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96
AMENDED O. REG. 432/96; O. REG. 508/98**

For the purposes of this application, the Owner/Applicant/Agent grants permission to the members of the Committee of Adjustment to enter said property for inspection purposes, and the owner will not be held responsible or liable if any accident or injury occurs.

14. CERTIFICATE - (to be signed by Owner, if Agent has been appointed)

As of the date of this application, I am the registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I concur with the submission of this application by _____ of _____ who I have appointed as my Agent.

Date: _____

Signed: _____
Signature(s) of Owner(s)

15. AFFIDAVIT

I, _____ of the _____ in the Region of _____ solemnly declare that all the above statements contained herein and in all exhibits transmitted herewith 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 "The Canada Evidence Act".

DECLARED BEFORE ME AT _____

In the _____ this _____
day of _____, 20 .

Registered Owner(s) or Agent

A Commissioner, etc.

NOTICE OF COLLECTION - MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected on this form is collected under the authority of the *Planning Act* as amended, and will be used to assist in making a decision on this matter. All names, addresses, opinions and comments will be made available for public disclosure. Questions regarding this collection should be forwarded to The Manager, Development Services, Township of Uxbridge, 51 Toronto Street South, P.O. Box 190, Uxbridge, Ontario L9P 1T1, telephone 905-852-9181.

PART D: MATERIALS REQUIRED AS PART OF THE INFORMATION TO BE PROVIDED UNDER SECTION 45 OF THE PLANNING ACT IN ACCORDANCE WITH O. REG. 200/96 AMENDED O. REG. 432/96; O. REG. 508/98

The Minor Variance application under Section 45(1) or application for permission under Section 45(2) of the Planning Act must include a scaled detailed drawing (in metric units) showing the following information (in some cases it may be appropriate to combine with a survey plan). A digital file of a completed application and drawings are required and **must be submitted** with the following information:

- (a) 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 their distance from the front lot line, rear lot line and side lot lines;
- (c) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - i) are located on the subject land and on land that is adjacent to it, and;
 - ii) in the applicant's opinion, may affect the application;
- (d) the current uses of 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 travelled road, a private road or a right of way;
- (f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used; and,
- (g) the location and nature of any easement affecting the subject land.

As noted in Part B of this application, further information and/or plans may be required after the application has been given a preliminary review by the Township staff and consultants.

APPENDIX B
FEE SCHEDULE

**FEE SCHEDULE FOR MINOR VARIANCE APPLICATION UNDER SECTION 45(1) OR
APPLICATION FOR PERMISSION UNDER SECTION 45(2) OF THE PLANNING ACT**
(made payable to the Township of Uxbridge except where noted)

(a)	Residential	\$877.00
(b)	Non-Residential	\$1,200.00
(c)	Plan of Subdivision (siting a particular model)	\$990.00
(d)	Tabling Fee (applicable whether applicant or committee requests tabling of application)	\$490.00
(e)	Retroactive Fee (where conditions of approval have not lapsed but the applicant anticipates that the conditions of approval will not be fulfilled in the required timeframe)	\$410.00
(f)	Emergency Meeting	\$1,605.00
(g)	Lake Simcoe Conservation Authority	In accordance with their fee schedule
(h)	Durham Region Health Department Review (required only for a lot with existing or private services)	In accordance with their fee schedule
(i)	Toronto Region Conservation Authority	In accordance with their fee schedule

Updated: January 2025

APPENDIX C
SIGNAGE REQUIREMENTS



SIGNAGE REQUIREMENTS – MINOR VARIANCE APPLICATIONS

Deadline to Post Sign: Date to be Provided

(10 days prior to Hearing)

Reason for Receiving Sign

A Notice of Hearing Sign for your Minor Variance Application under Section 45(1) or application for permission under Section 45(2) of the *Planning Act* will be provided to you by the Secretary-Treasurer of the Committee of Adjustment, Marc Anthony Miller or his delegate.

How to Post Sign

The sign must be attached to a stake and put in the ground in the boulevard in front of the property so that it is clearly visible from the road. **(Do not post the sign on a tree or in a building)**. If it is not possible to post the sign on a stake, a stand may be used to post the sign.

In the case of a corner lot, one sign must be posted for either road frontage in the manner described above

Evidence of Sign Posting

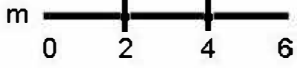
Once the sign has been posted you must contact **Marc Anthony Miller** at mmiller@uxbridge.ca at the Township Offices to advise that the sign has been posted by sending a picture of the posted sign.

Failure to comply will result in your application being tabled until the next meeting. The application will be tabled until the sign is posted, and you have complied with the requirements of the *Planning Act*.

Removal of Sign

Please remove the sign twenty-one (21) days after the Committee has made a decision on your application.

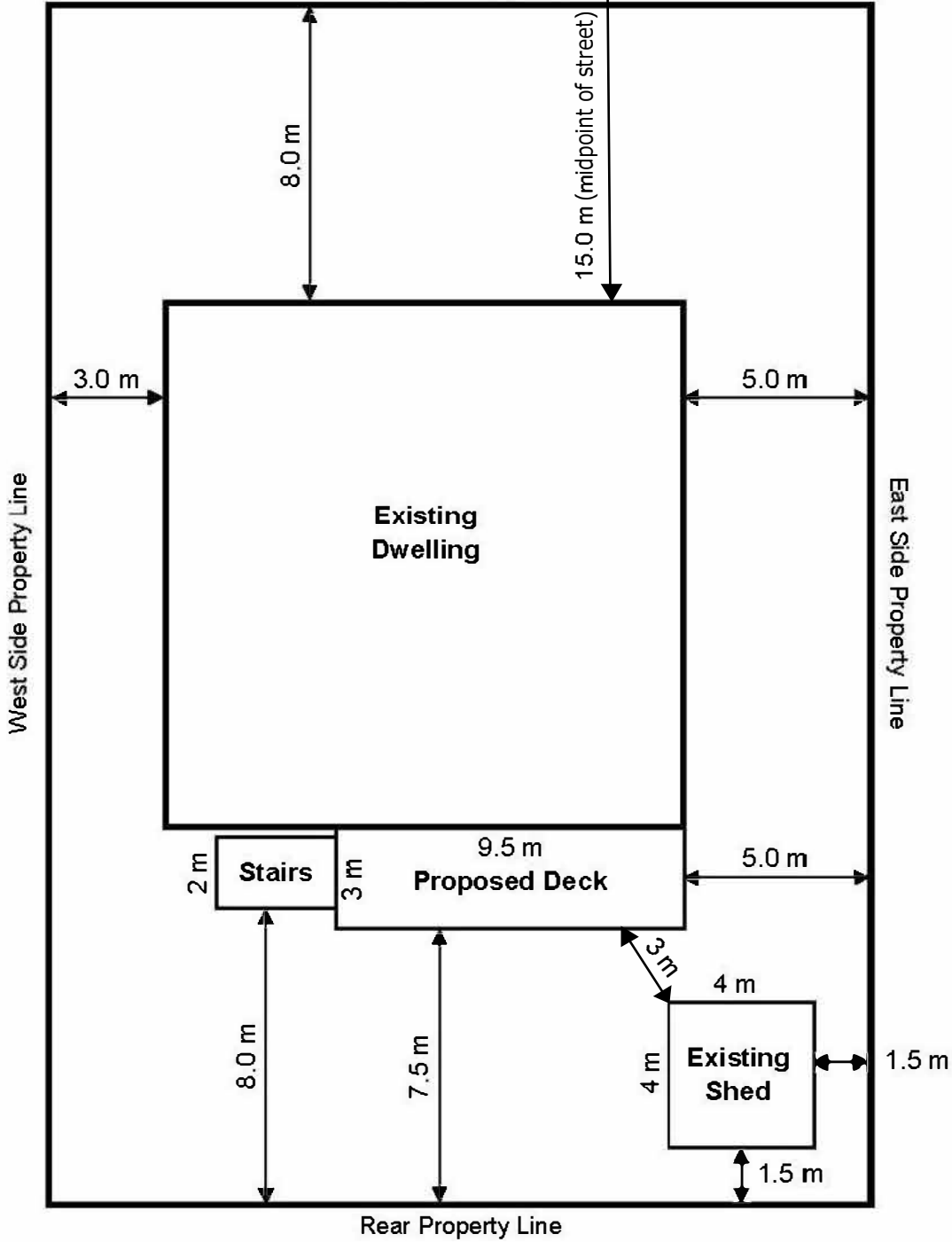
APPENDIX D
DRAWING REQUIREMENTS



ROAD NAME

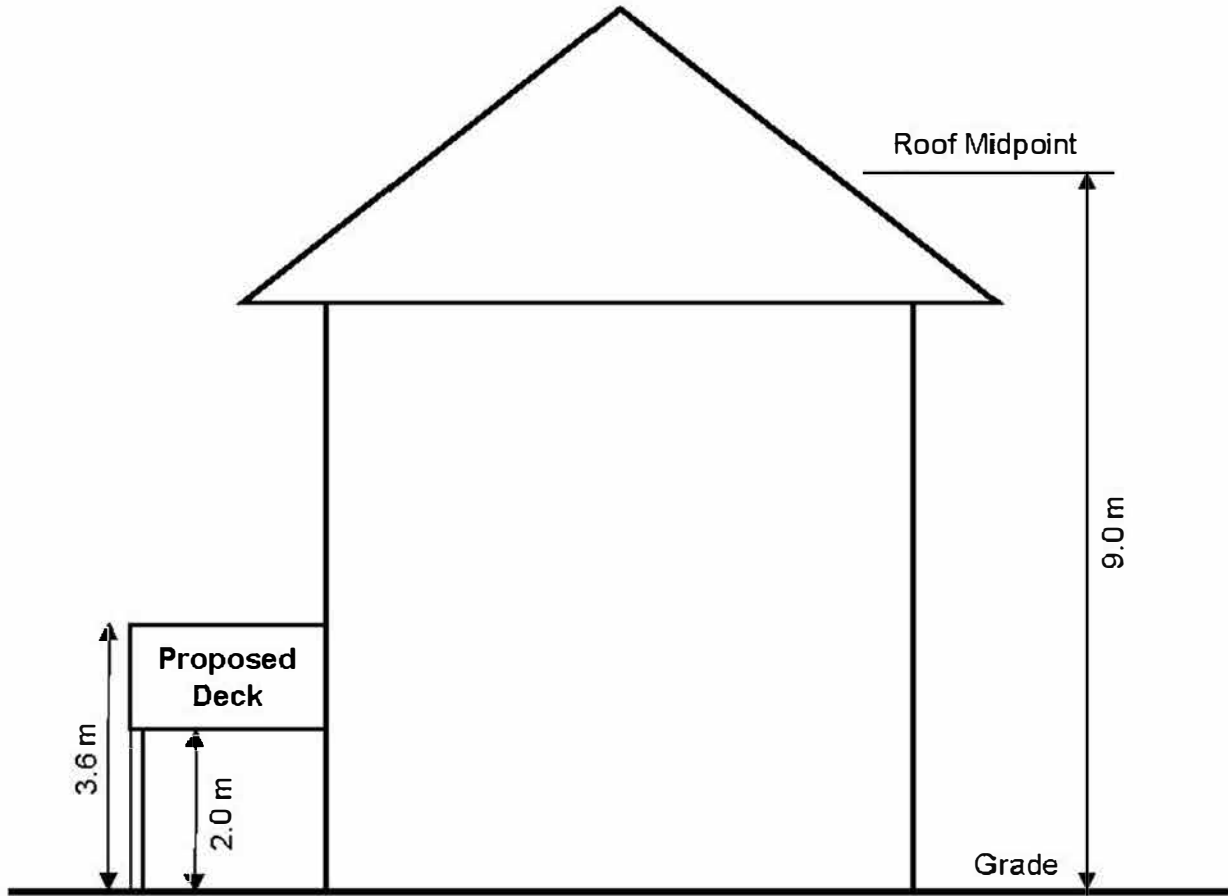
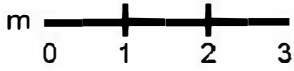


Front Property Line



Plans and Elevation Requirements for Applications for Minor Variance and Permission

Example of a Site Plan



West Side Elevation



Plans Requirements for Applications for Minor Variance and Permission

Example of an Elevation Plan