



Date Received: \_\_\_\_\_  
Fee Received: \_\_\_\_\_  
Roll No.: \_\_\_\_\_

**Township of Havelock-Belmont-Methuen  
Application for**

**Minor Variance – s. 45(1)  
Permission – s. 45(2)**

**1. Applicant/Agent Information:**

**1.1** Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*(An owner's authorization is required in Section 10.1 if the applicant is not the owner.)*

**1.2** Name of Applicant/Agent: \_\_\_\_\_  
*(if different from owner)*

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**1.3** Communication should be sent to: Owner  Applicant  or to the following:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**2. LOCATION OF THE SUBJECT LAND: *(Complete applicable lines)***

**2.1** Geographic Municipality/Township or Village: \_\_\_\_\_

Concession Number(s) \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Registered Plan  
Number: \_\_\_\_\_ Lot(s)/Block(s): \_\_\_\_\_

Reference Plan  
Number: \_\_\_\_\_ Part Number(s): \_\_\_\_\_

Road/Street Number and Name: \_\_\_\_\_

Attach Survey Plan, if available.

**2.2** Are there any easements or restrictive covenants affecting the subject land?  
Yes  No

If yes, describe the easement or covenant and its effect:

\_\_\_\_\_  
\_\_\_\_\_

**3. Planning Review Information:**

**3.1** Official Plan Designation

\_\_\_\_\_

**3.2** Zoning By-law

\_\_\_\_\_

**4. PURPOSE OF APPLICATION:**

**4.1** Nature and extent of relief from the zoning by-law

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4.2** REASON: *(Purpose of the proposed amendment – why proposed use is unable to comply with the zoning by-law provisions)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Description of Subject Land:**

**5.1 Dimensions of Land:**

Frontage: \_\_\_\_\_ m/ft. Depth: \_\_\_\_\_ m/ft.

Area: \_\_\_\_\_ sq.m/sq. ft. \_\_\_\_\_ ha/ac

Existing Use(s) of the subject land: \_\_\_\_\_  
\_\_\_\_\_

Length of Time the existing uses of the subject land have continued: \_\_\_\_\_  
\_\_\_\_\_

**5.2 Date subject land was acquired by current owner: \_\_\_\_\_**

**5.3 Existing Buildings and Structures: Please identify each existing building on the sketch and provide information for each building. (If more than one building, attach a separate sheet to this application.)**

Building 1

Type \_\_\_\_\_ Date Constructed \_\_\_\_\_

Existing Use \_\_\_\_\_

Date Existing Use Commenced \_\_\_\_\_

Ground Floor Area\* \_\_\_\_\_ Gross Floor Area \*\* \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Rear lot line setback \_\_\_\_\_

Side lot line setback \_\_\_\_\_ Side lot line setback \_\_\_\_\_

Building Height \_\_\_\_\_ Dimensions \_\_\_\_\_

Building 2

Type \_\_\_\_\_ Date Constructed \_\_\_\_\_

Existing Use \_\_\_\_\_

Date Existing Use Commenced \_\_\_\_\_

Ground Floor Area\* \_\_\_\_\_ Gross Floor Area \*\* \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Rear lot line setback \_\_\_\_\_

Side lot line setback \_\_\_\_\_ Side lot line setback \_\_\_\_\_

Building Height \_\_\_\_\_ Dimensions \_\_\_\_\_

Building 3

Type \_\_\_\_\_ Date Constructed \_\_\_\_\_

Existing Use \_\_\_\_\_

Date Existing Use Commenced \_\_\_\_\_

Ground Floor Area\* \_\_\_\_\_ Gross Floor Area \*\* \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Rear lot line setback \_\_\_\_\_

Side lot line setback \_\_\_\_\_ Side lot line setback \_\_\_\_\_

Building Height \_\_\_\_\_ Dimensions \_\_\_\_\_

**5.4** Nature of Proposed Development: Please provide the information for each proposed building (If more than one building, attach a separate sheet to this application. If a proposed plan showing location of proposed buildings is available, please attach.)

Proposed Use(s) of the subject land: \_\_\_\_\_

Building 1

Type \_\_\_\_\_

Ground Floor Area\* \_\_\_\_\_ Gross Floor Area \*\* \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Rear lot line setback \_\_\_\_\_

Side lot line setback \_\_\_\_\_ Side lot line setback \_\_\_\_\_

Building Height \_\_\_\_\_ Dimensions \_\_\_\_\_

Building 2

Type \_\_\_\_\_

Ground Floor Area\* \_\_\_\_\_ Gross Floor Area \*\* \_\_\_\_\_

Front lot line setback \_\_\_\_\_ Rear lot line setback \_\_\_\_\_

Side lot line setback \_\_\_\_\_ Side lot line setback \_\_\_\_\_

Building Height \_\_\_\_\_ Dimensions \_\_\_\_\_

\* Ground Floor Area means the area that the building occupies on the ground.

\*\* Gross Floor Area means the sum of the area of each floor of the building counting each floor at or above ground level (not basement or cellar) based on the exterior dimensions of the building.

**6. Services:**

**6.1** Access is/will be provided to the subject land by: *(check appropriate space)*

		<u>Maintenance</u>	
Provincial Highway	<input type="checkbox"/>	Public	<input type="checkbox"/>
Municipal Road	<input type="checkbox"/>	Private	<input type="checkbox"/>
Private Road	<input type="checkbox"/>	Year Round	<input type="checkbox"/>
Right of Way	<input type="checkbox"/>	Seasonal	<input type="checkbox"/>
Unopened Road Allowance	<input type="checkbox"/>	Unmaintained	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>		
(Specify) _____			
Water Access	<input type="checkbox"/>		

Mainland Access – where access to the subject land is only by water:

Docking Facilities (specify) \_\_\_\_\_

Parking Facilities (specify) \_\_\_\_\_

Distance from Subject Land \_\_\_\_\_

Distance from Nearest Public Road \_\_\_\_\_

**6.2** Water Supply is provided to the subject land by: *(check appropriate space)*

Publicly-owned/operated piped water system	<input type="checkbox"/>
Privately-owned/operated individual well	<input type="checkbox"/>
Privately-owned/operated communal well	<input type="checkbox"/>
Lake or other water body	<input type="checkbox"/>
Other means (specify) _____	<input type="checkbox"/>

**6.3** Sewage Disposal is provided to the subject land by: *(check appropriate space)*

Publicly-owned/operated sanitary sewage system	<input type="checkbox"/>
Private individual septic tank	<input type="checkbox"/>
Public-owned/operated communal sewage system	<input type="checkbox"/>
Private communal sewage system	<input type="checkbox"/>
Privy	<input type="checkbox"/>
Other means (specify) _____	<input type="checkbox"/>

**6.4** Storm Drainage is provided to the subject land by: *(check appropriate space)*

Sewers	<input type="checkbox"/>
Ditches	<input type="checkbox"/>
Swales	<input type="checkbox"/>
Other means (specify) _____	<input type="checkbox"/>

**6.5** Other (Check if service is available)

<input type="checkbox"/> Electricity	<input type="checkbox"/> School bussing
<input type="checkbox"/> Telephone	<input type="checkbox"/> Garbage Collection
<input type="checkbox"/> Cable	<input type="checkbox"/> Recycling Collection

**6.6 Notice to Applicants:**

Should the location of the property which is the subject of this application be within the Wellhead Protection Area for the Havelock Municipal Well System then you are required to include a Section 59 Notice; in order to have your application deemed 'complete' in accordance with the Planning Act. Please Contact:  
 Terri Cox, Otonabee Region Conservation Authority  
 Email: [tcox@otonabeeconservation.com](mailto:tcox@otonabeeconservation.com)  
 Tel: 705-745-5791 Ext 219

**7. Other Applications** (If known, indicate whether the subject land is a subject of application under the Act in any of the following):

**7.1** Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?

Yes # \_\_\_\_\_, Status \_\_\_\_\_  No  Unknown

**7.2** Is the subject land currently the subject of a zoning by-law amendment, Minister's zoning order amendment, consent or approval of plan of subdivision?

Yes # \_\_\_\_\_, Status \_\_\_\_\_  No  Unknown

**7.3** Has the subject land been the subject of a previous minor variance application?

Yes # \_\_\_\_\_, Status \_\_\_\_\_  No  Unknown

**8.0 History of Subject Land**

**8.1** If this is a re-submission of a minor variance application, explain how the proposal has changed.

**8.2** Has there ever been an industrial or commercial use on the subject land or adjacent land? Yes  No  Unknown

If YES, please specify the use. \_\_\_\_\_

**8.3** Has the grading of the subject land ever been changed by adding earth or other material? Yes  No  Unknown

**8.4** Has a gas station ever been located on the subject property or adjacent land? Yes  No  Unknown

**8.5** Has there been gasoline or other fuel stored on the subject land or adjacent land? Yes  No  Unknown

**8.6** Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent site? Yes  No  Unknown

**9. Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_  
 (owner or applicant) (Township, City, Village)  
 of \_\_\_\_\_ in the \_\_\_\_\_  
 (County, Province )  
 of \_\_\_\_\_ make oath and say (or  
 solemnly declare) that the information contained in this application is true and that the  
 information contained in the documents that accompany this application in respect of  
 the application is true.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
 in the \_\_\_\_\_ of \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Commissioner of Oaths

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**10. AUTHORIZATIONS**

**10.1 Consent of the Owner(s) to make Application**

If the applicant is not the sole owner of the land that is the subject of this application,  
 the written authorization of the owner(s), that the applicant is authorized to make the  
 application, must be included or the authorization set out below must be completed  
 by the owner(s).

I/We, \_\_\_\_\_,  
 am/are the owner(s) of the land that is the subject of this application and I/We  
 authorize \_\_\_\_\_ to make this  
 application on my/our behalf and to provide any of my/our personal information that  
 will be included in this application or collected during the processing of the  
 application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**10.2 Consent of Owner(s) to Enter Upon Lands**

I/We, \_\_\_\_\_, hereby authorize the Township of Havelock-Belmont-Methuen Council and/or their agents/representative(s) to attend upon the lands subject of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

Personal information contained on this form, collected pursuant to the *Planning Act*, will be used for the purpose of responding to the initial application. Questions should be directed to the Freedom of Information and Privacy Coordinator at the institution conducting the procedures under the Act.

**10.3 Payment/Acknowledgement**

Any complete application submission must be accompanied by a deposit fee in the amount of \$1500.00 in cash, debit, online payment or cheque made payable to the Township of Havelock-Belmont-Methuen.

By virtue of signature(s) hereon, I/We as the owner(s) further agree to pay any further costs incurred by the Township associated with the processing of my/our application; including, but not restricted to Municipal costs, Professional Planning Fees, Engineering and Legal Fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

**11. SKETCH PLAN:**

The application must be accompanied by a sketch showing the following:

- the boundaries and dimensions of the subject land;
- 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, rear and side lot lines;
- the boundaries and dimensions of land that abuts the subject property, or any land owned by the owner of the subject land and that abuts the subject land;
- the location, size and type of all existing and proposed buildings and structures on abutting lands, indicating the distance of the buildings or structures from the front, rear and side lot lines;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, abandoned or active railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks and tile beds;
- the existing use(s) on adjacent lands;
- 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;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easement affecting the subject land;
- all present entrances onto the subject property;
- if there are agricultural buildings capable of housing animals within 500 metres of the proposed lot, then the location of these buildings must be shown on the sketch.

Measurements on the sketch **SHALL** correspond to those identified in the application. Photocopies of your survey, if you have one, should be used. If no survey is available, a detailed hand-drawn sketch to scale is acceptable.

**In some instances, it may be necessary for a locational survey to be submitted with the application in order to accurately determine property and building dimensions, setbacks, etc. A locational survey may be required in situations where existing/proposed building or structures are in proximity to property line(s) and/or shoreline.**

**FOR OFFICE USE ONLY**

1. Is application deemed complete? **Yes**  **No**

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

Site Visit Date: \_\_\_\_\_

2. What is the current Official Plan designation(s) of the subject lands?

\_\_\_\_\_

3. What is the current Zoning of the subject lands?

\_\_\_\_\_

4. Does application conform to both the County and Township Official Plan?

**Yes**  **No**

If no, describe nature of non-conformity.

\_\_\_\_\_  
\_\_\_\_\_

5. Is the application consistent with the Provincial Policy Statement?

**Yes**  **No**

6. Is the proposed Minor Variance compatible with adjacent/surrounding land uses?

**Yes**  **No**

If no, describe nature of incompatibility.

\_\_\_\_\_  
\_\_\_\_\_

7. Is this considered suitable for the intended use (physical characteristics such as topography, drainage, soils and wet areas)

**Yes**  **No**

If no, describe nature of issues.

\_\_\_\_\_  
\_\_\_\_\_