



**Application for Minor Variance  
(Section 45(1) of the Planning Act  
Or Application for Permission  
(Section 45(2) of the Planning Act)**

**Instructions:**

Prior to making an application a proponent is required to pre-consult with the County Planning and Development Department to determine the appropriateness of the request and review submission requirements. Each application must be accompanied by the application fee in the form of either cash or a cheque payable to the Township of Perth East. **A drawing of the proposal, consistent with Section 12.0 of this form, must also be submitted with the application.**

If the applicant is not the owner of the subject land, a written statement by the owner which authorizes the applicant/agent to act on behalf of the owner as it relates to the subject application, must accompany the application (See Section 14.0).

Additional information and studies may be required by the municipality to evaluate the proposal. The requirements for additional information are identified in the County of Perth Official Plan. The type and scope of studies that are required will be determined through the required pre-consultation process with the County Planning and Development Department. If the required additional information is not provided the application cannot be deemed to be complete and will not be processed.

In accordance with the Clean Water Act, 2006, a number of Source Protection Plans have been developed that apply within the various watersheds within Perth County. The policies of these Source Protection Plans may affect this Planning Act application. More information about the applicable Source Protection Plans is available at:

1. Maitland Valley Source Protection Plan [sourcewaterinfo.on.ca](http://sourcewaterinfo.on.ca)
2. Ausable Bayfield Source Protection Plan [sourcewaterinfo.on.ca](http://sourcewaterinfo.on.ca)
3. Thames-Sydenham and Region Source Protection Plan [sourceprotection.on.ca](http://sourceprotection.on.ca)
4. Grand River Source Protection Area [sourcewater.ca](http://sourcewater.ca)

**Application Checklist:**

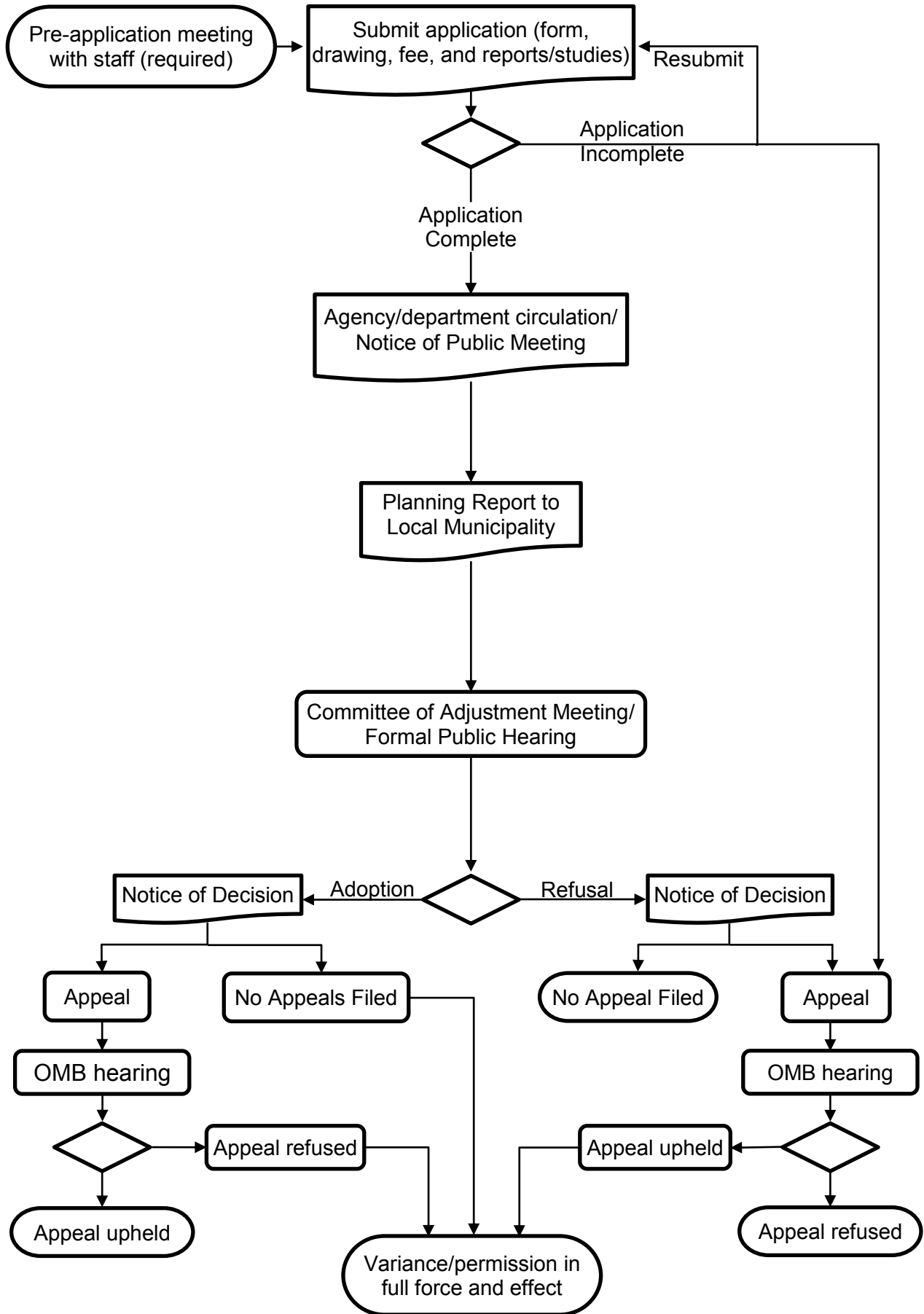
- One Copy of Completed Application Form
- Application drawing (See Section 12.0)
- Application fee, payable to the Township of Perth East

**For Help:**

For help completing the application form, please call the Perth East Building/Planning Administrative Assistant at (519) 595-2800 Ext. 224. You can also call the County of Perth Planning and Development Department at (519) 271-0531 (ext. 415) and ask for the Planner that handles your municipality.

Mapping information for your property is available at [maps.perthcounty.ca/Public](http://maps.perthcounty.ca/Public)  
The County Official Plan can be found at [www.perthcounty.ca](http://www.perthcounty.ca)  
Perth East planning documents can be found at [www.pertheast.ca](http://www.pertheast.ca)

### Minor Variance/Permission Process Flowchart



<b>1.0 Applicant Information</b>			
<b>Owner(s)</b>			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>Applicant</b> (complete if applicant is not the owner)			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>Agent</b> (if applicable)			
Name:			
Address:		Postal Code:	
Phone:		Email:	
<b>1.1 Which of the above is correspondence to be sent to?</b> (check one)			
Owner <input type="checkbox"/>		Applicant <input type="checkbox"/>	Agent <input type="checkbox"/>
<b>2.0 Location and Size of the Subject Land</b>			
Local Municipality: Perth East		Ward:	
Concession:	Lot:	Reg. Plan:	Lot/Block:
Ref. Plan:	Part:	Street Address:	
Lot Frontage (m):		Lot Area (m <sup>2</sup> or ha):	
<b>2.1 Name and address of mortgages or charges:</b> (if applicable)			
<b>2.2 Description of any easements or covenants and their effects:</b> (if applicable)			
<b>2.3 Date the subject lands were acquired by the current owner:</b>			
<b>3.0 Current and Proposed Land Use</b>			
Current Use:		Proposed Use:	
<b>4.0 Status</b>			
County Official Plan Designation:			
Milverton Ward Official Plan Designation:			
Current Zone:			

<b>5.0 Site Information</b>					
	Existing Buildings	Proposed Buildings		Existing Buildings	Proposed Buildings
Front Yard:	m	m	Height:	m	m
Rear Yard:	m	m	Dimensions:	m x m	m x m
Side Yard:	m	m	Date Built:		
Side Yard:	m	m	<input type="checkbox"/> See attached drawing		
<b>6.0 Minor Variance/Permission Description</b>					
6.1 What is the nature and extent of the requested relief from the Zoning By-law?					
6.2 What is the nature of the requested permission?					
<b>7.0 Previous Industrial or Commercial Uses</b>					
7.1 Has there previously been an industrial or commercial use on the subject land or adjacent land? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If Yes, please specify the uses and dates:					
7.2 Is there reason to believe the subject land may have been contaminated by former uses on or near the site? Yes <input type="checkbox"/> No <input type="checkbox"/>					
What information did you use to determine the answers to the above questions?					
If Yes to (7.1) or (7.2), a previous use inventory showing all former uses of the subject land, or if appropriate, the adjacent land, is needed. This study must be prepared by a qualified consultant.					
Is the previous use inventory attached? Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>8.0 Status of Other Applications under the Planning Act</b>					
Is the subject land also the subject of an application for:					
Consent	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Plan of Subdivision/Condominium	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Minor Variance	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Site Plan	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	
Zoning By-law Amendment	Yes <input type="checkbox"/> - File #:			No <input type="checkbox"/>	

<b>9.0 Servicing</b>					
9.1 Indicate the existing/proposed sewage disposal type.					
	Existing	Proposed		Existing	Proposed
Public piped sewage system	<input type="checkbox"/>	<input type="checkbox"/>	Individual septic system(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal system	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Indicate the existing/proposed water supply type.					
Public piped water system	<input type="checkbox"/>	<input type="checkbox"/>	Individual well(s)	<input type="checkbox"/>	<input type="checkbox"/>
Public or private communal well(s)	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
9.3 Indicate the existing/proposed storm drainage type.					
Storm sewers	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Ditches or swales	<input type="checkbox"/>	<input type="checkbox"/>			
9.4 Indicate the existing/proposed road access type.					
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	Public road, seasonal maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Public road, full maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
<b>10.0 Justification</b>					
Explain how the proposed development will be compatible with the surrounding uses.					
<b>11.0 Wellhead Protection Area (WHPA)</b>					
Is any part of the subject lands within a WHPA?                      Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>12.0 Other Information</b>					
<b>13.0 Application Drawing</b>					
Please submit an accurate, scaled drawing of the proposal showing the following information:					
<ul style="list-style-type: none"> <li>a) The subject land, including its boundaries and dimensions, and the location, and nature of any easement or restrictive covenants which affect the subject land;</li> <li>b) The uses of adjacent and abutting land;</li> <li>c) The location of all existing as well as proposed buildings and their dimensions, uses, and setbacks from lot lines;</li> <li>d) The location of all natural and man-made features on the land and the location of these features on adjacent and abutting lands; and</li> <li>e) Scale and north arrow.</li> </ul>					

**14.0 Applicant Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ make oath and say (or solemnly declare) that the information contained in the documents that accompany this application is true. Sworn (or declared) before me at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**15.0 Authorization of Owner for Agent to Make the Application**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ am/are the owner(s) of the land that is the subject of this application and I/we hereby authorize \_\_\_\_\_ to act as my/our agent in the application.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**16.0 Acknowledgement**

With the filing of this application, the applicant is aware of, and agrees, that if the decision of the Township of Perth East regarding this application is appealed by a third party (a party other than the applicant), all costs incurred by the Township of Perth East for legal counsel and other associated costs to represent the Township in defending the decision before the Ontario Municipal Board will be solely the responsibility of, and paid for by the applicant.

Dated at the \_\_\_\_\_ in the County/Region of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**17.0 Consent to Use and Disclose Personal Information**

With the filing of this application, I/we \_\_\_\_\_, the owner(s)/applicant/authorized agent authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application for the purposes of the Freedom of Information and Privacy Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date