



**PLANNING & DEVELOPMENT DEPARTMENT**  
**APPLICATION FOR MINOR VARIANCE**  
**OR FOR PERMISSION**

**NOTES:**

1. Personal information on this form is collected and retained under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
2. Please submit this application form to the Secretary-Treasurer of the Committee of Adjustment, Pickering Planning & Development Department, One The Esplanade, Pickering, Ontario L1V 6K7.
3. Application fee of \$350.00 for existing building, \$1,500.00 for vacant land, and \$200.00 for residential decks or accessory structures (shed, detached garage, gazebo), payable to the City of Pickering upon submission of application. The application fee for a special meeting is \$750.00. A \$200.00 fee if the owner/applicant requests the application to be Deferred/Tabled. If comments are required by a Conservation Authority or the Region of Durham Health Department they are subject to an additional fee.
4. Submission of this application constitutes tacit consent for the authorization of City of Pickering staff, or their representatives, to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required.
5. Studies submitted with an application will be available to the public for review and may be reproduced for public use.

**ADDITIONAL FEES:**

1. The City, on behalf of the applicable Conservation Authority, may collect a preliminary analysis fee of \$350.00 (and TRCA Planning Application form), if the subject property is located in an area in which the Conservation Authority will have an interest (i.e. if the property is located in proximity to a watercourse, shoreline, flood plain, stream valley, or wetland).
2. The City, on behalf of the Region of Durham Health Department, may collect a fee of \$225.00 to cover a review process to ensure that all changes in use on properties serviced by a private sewage system and well are reviewed, to ensure compliance with Division B – Part 8 of the Ontario Building Code and Pertinent Local By-laws.
3. At the time of submission of the application, Planning & Development staff will advise you if the preliminary fees for either the Conservation Authority or the Region of Durham Health Unit are required. Cheques should be made payable to the appropriate Conservation Authority or to the Region of Durham Health Department.

**PLANS REQUIRED:**

1. A plan of survey showing the dimensions of the subject lands and location of all buildings on the subject land is required with each copy of this application. Other information regarding abutting structures may be required. **(SUCH PLAN SHALL BE SIGNED BY AN ONTARIO LAND SURVEYOR, UNLESS OTHERWISE PERMITTED BY THE SECRETARY-TREASURER).**
2. If a large-scale drawing accompanies this application a REDUCTION (maximum size 21.5 cm x 35.5 cm) suitable for reproduction must also be submitted. The applicant is to provide, if possible, a copy of the submitted plan(s) on disk in AutoCAD format (.dwg or .dxf).

## **GENERAL INFORMATION**

### **Procedure**

1. This form will not be accepted as an application until all questions have been answered and all requirements have been met. If the application form is not complete (or surveys, drawings missing), the application may not be heard at the next Committee meeting, and will be held up until the information is received.
2. The completed application form is submitted to the Planning & Development Department. Notification summarizing the application, date, time and place of the Committee of Adjustment meeting is sent to various government agencies and departments. Notice is also sent to the owner, agent and all property owners within 60.0 metres of the subject property for their information and comments in support of or objection to the requested variance(s).  
**The applicant is required to post a sign, supplied by the Planning & Development Department, at least 10 days prior to the meeting date. Failure to do so may result in the application not being heard by the Committee on the scheduled meeting date.**
3. A report is prepared by staff, which includes any comments received, for the Committee members and applicant. The Monday prior to the meeting the staff report will be faxed or is available for pick up at the Planning & Development Department.
4. The Committee of Adjustment meets to hear applications approximately every three weeks (a yearly meeting schedule is adopted by the Committee each year). The applicant or somebody representing the applicant is required to attend the hearing.
5. Please note that a member of staff from the Planning & Development Department or a Committee of Adjustment member (or both; together or separately) may attend at the property in question to complete a site inspection. Please also be aware that photographs may be taken of the subject property.
6. The Committee will render its decision at the hearing or at a later date only upon deferral of the application. From the date of the decision there is a 20 day period during which the Committee's decision may be appealed to the Ontario Municipal Board.
7. If no appeal is lodged within 20 days, the Committee's decision becomes final and binding.

### **Timing**

1. Under normal circumstances, approximately 8 to 10 weeks from the date of application may be required before the decision of the Committee becomes final.

### **Appeals**

1. The Decision of the Committee may be appealed to the Ontario Municipal Board as provided in Section 45, Sub-section 12, of the *Planning Act*, R.S.O. 1990, chapter P.13.

If you have any questions, please do not hesitate to contact the Planning & Development Department at 905.420.4617 or 905.683.2760. The fax number is 905.420.7648.

**CITY OF PICKERING  
PLANNING & DEVELOPMENT DEPARTMENT**

**APPLICATION FOR MINOR VARIANCE  
OR FOR PERMISSION**

**PART A: OWNER/AGENT/MORTGAGEE**

The undersigned hereby applies to the Committee of Adjustment for the City of Pickering under Sections 44 and 45 of the *Planning Act, R.S.O. 1990*, chapter P.13 for relief, as described in this application, from Zoning By-law Number \_\_\_\_\_, as amended.

1. **NAME OF REGISTERED OWNER(S):** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**CONTACT NAME** (*if different from above*) \_\_\_\_\_

2. **NAME OF AGENT (if any):** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**CONTACT NAME** (*if different from Agent*) \_\_\_\_\_  
*(Unless otherwise requested, all communications will be sent to the Agent, if any)*

3. **NAME OF MORTGAGEE, HOLDERS OF CHARGES OR OTHER ENCUMBRANCERS:**

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**PART B: DETAILS OF APPLICATION**

4. **PROOF OF OWNERSHIP ACCOMPANYING THIS APPLICATION:** (*Check One*)  
Copy of Registered Deed or Transfer \_\_\_\_\_  
Other (*please specify*) \_\_\_\_\_  
*(Copy of document indicated above **MUST** be attached hereto)*

5. **NATURE AND EXTENT OF RELIEF APPLIED FOR:**

*(Please specify detailed nature and dimensions of the variance in metric units).*

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

6. **PROVIDE PLANNING RATIONAL FOR WHY IT IS NOT POSSIBLE TO COMPLY WITH THE PROVISIONS OF THE BY-LAW (JUSTIFICATION FOR THE APPLICATION):**

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7. **MUNICIPAL ADDRESS AND LEGAL DESCRIPTION OF SUBJECT LANDS** *(registered plan number and lot number or other legal description and where applicable, street and street number):*

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8. **DIMENSIONS OF LAND AFFECTED:**

Frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Lot Area \_\_\_\_\_ Width of Street \_\_\_\_\_

9. **PARTICULARS OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND** *(specify ground floor area, gross floor area, number of stories, width, length, height):*

If *All* particulars are indicated on submitted plan, check here \_\_\_\_\_

Existing:

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Proposed:

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10. **LOCATION OF ALL BUILDINGS AND STRUCTURES ON OR PROPOSED FOR THE SUBJECT LAND** *(specify distance from side, rear and front lot lines):*

If *All* distances are indicated on submitted plan, check here \_\_\_\_\_

Existing:

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Proposed:

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11. **DATE OF ACQUISITION OF SUBJECT LAND:** \_\_\_\_\_

12. **DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON THE SUBJECT LAND:**

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a) Main Building(s) \_\_\_\_\_

b) Accessory Building(s) \_\_\_\_\_

13. **EXISTING USE(S) OF SUBJECT PROPERTY:**

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14. **LENGTH OF TIME THE EXISTING USE(S) OF THE SUBJECT PROPERTY HAVE CONTINUED:**

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15. **EXISTING USE(S) OF ABUTTING PROPERTIES:**

a) North \_\_\_\_\_ c) East \_\_\_\_\_  
b) South \_\_\_\_\_ d) West \_\_\_\_\_

16. **SERVICES AVAILABLE:** *(check appropriate spaces)*

a) Municipal services:  
Water \_\_\_\_\_ Connected \_\_\_\_\_  
Sanitary Sewers \_\_\_\_\_ Connected \_\_\_\_\_  
Storm Sewers \_\_\_\_\_ Connected \_\_\_\_\_

b) Private services:  
Private well \_\_\_\_\_  
Septic System \_\_\_\_\_

17. **PRESENT OFFICIAL PLAN PROVISIONS APPLYING TO THE LAND:**

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18. **PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE LAND:**

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19. **HAS ANY VARIANCE APPLICATION PREVIOUSLY BEEN APPLIED FOR ON THE SUBJECT PROPERTY?** YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please indicate nature and application number:

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20. **STATUS OF SUBJECT PROPERTY:**

Is the subject property currently:

a) the subject of an application for a plan of subdivision under Section 51 of the *Planning Act, R.S.O. 1990, chapter P.13?* YES \_\_\_\_\_ NO \_\_\_\_\_

b) the subject of an application for consent under Section 53 of the *Planning Act, R.S.O. 1990, chapter P.13?* YES \_\_\_\_\_ NO \_\_\_\_\_

**PART C: DECLARATION/AUTHORIZATION**

- 21. a) If the property owner or applicant is a corporation or a limited company, the application shall be signed by an officer of the corporation or company and its seal shall be affixed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant (affix company seal)

- b) To appoint an authorized agent, please complete this section.

I/We \_\_\_\_\_ hereby authorize  
(Owner of property)  
 and direct \_\_\_\_\_ to act as my/our  
 agent in applying to the Committee of Adjustment for the City of Pickering for a  
 minor variance and/or for permission as outlined above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant

\_\_\_\_\_  
Signature of Owner/Applicant

- 22. The following section is to be completed in the presence of a Commissioner of Oaths by the applicant or authorized agent: A Commissioner of Oaths is usually available in the Municipal Offices.

I/We \_\_\_\_\_ of the  
(Owner /Applicant/Agent)

City of \_\_\_\_\_ in the Region of \_\_\_\_\_  
(City) (Region)

solemnly declare that all the statements contained in this application 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 *Canada Evidence Act*.

Declared before me at the

City of \_\_\_\_\_

in the Region of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

\_\_\_\_\_  
Signature of Owner/Applicant/Agent

\_\_\_\_\_  
A Commissioner, etc.