

# SAULT STE. MARIE NORTH PLANNING BOARD

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669 WELLINGTON STREET EAST, SAULT STE. MARIE, ONTARIO P6A 2M6

TELEPHONE (705) 254-6649 - 254-6640

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## Instruction Sheet for Application for Minor Variance

### A. Applying for a Minor Variance

A minor variance is required if an owner of land wishes to deviate slightly from the standards set out in the zoning by-law or wishes to alter a legal non-conforming use or building location. The attached application form is only to be used when applying to the Sault Ste. Marie North Planning Board for a Minor Variance.

### B. Using the Application Form

To assist in completing the application, we request that applicants and agents ensure the following when submitting applications:

- That a fee of \$400.00, by cash, cheque or money order payable to the Sault Ste. Marie North Planning Board, accompanies the application.
- That the application for is complete and accurate; and clearly states the reason.
- Please ensure that you keep a copy for yourself.
- That the application is submitted with a declaration stating that the applicant is the registered land owner of the lands applied for in the application (including or excluding subsurface rights). If the application is being made by an agent then the land owner should also make a declaration in writing which authorizes the agent to act for the owner and to submit this application.
- Please note that your application will be assigned a file number which should be used on all correspondence.
- That the sketch and key map are legible and contained on one page.
- Metric units should be used.
- To avoid delays, information must be complete and accurate.

### C. Dealing with the Application:

1. It is strongly recommended that applicants pre-consult with Board Staff to determine if additional studies are required to support this application.
2. When the application form is complete, the applicant may be required to obtain certain pre-consultation reports, i.e. the Ministry of Transportation, Algoma Public Health. Public Notice will then be given as required by Ontario Regulation 200/96.
3. If your application does not conform to the local official plan or other agency concerns, then it may be refused. You should investigate an official plan amendment with the local Planning Board office before you submit application. If the minor variance application is refused, you may ask the Planning Board to refer the decision to the Ontario Municipal Board.
4. For help in filling out this form you may need to consult an agent working on your behalf, such a planner, lawyer, or surveyor. Questions on the process can be referred to the Planning Board Office.
5. You must answer all questions as completely as possible and provide a sketch and key map that are clear and accurate. You must also submit a complete legal description including a photocopy of your deed or reference plan. The legal description may be a metes and bounds description, a reference plan which has been deposited in the local Registry Office or Land Titles Office, or if it is a Registered Plan, the Registered Plan Number and Lot Number.

**Note: Applications that are incomplete will be returned.**

**Do not return this instruction sheet with completed application.**



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APPLICATION FOR MINOR VARIANCE

SECTION 45 OF THE PLANNING ACT, R.S.O. 1990

## Office Use

FILE NO. \_\_\_\_\_

Roll Number: 5727-

Pre Application Consultation Date: \_\_\_\_\_

**Note:** To avoid delays, the information supplied on both parts must be complete and accurate. A sketch map and a legal description are required.

### 1. Application Information

**1.1 Owner(s) Information:** (Note: An Owner's authorization is required, if the applicant is not the owner.)

Name of Owner(s)	Home Telephone No.
	Business Telephone No.
	Cell Telephone No.

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

Email: \_\_\_\_\_

**1.2 Applicant Information** (if different than the owner.)

Name of Applicant/Agent(s)	Home Telephone No.
	Business Telephone No.
	Cell Telephone No.

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

Email: \_\_\_\_\_

**1.3 Agent Information** (Person who is to be contacted about the application, if different than the owner or applicant.)

Name of Applicant/Agent(s)	Home Telephone No.
	Business Telephone No.
	Cell Telephone No.

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

Email: \_\_\_\_\_

Please specify to whom all communications should be sent:

Owner  Applicant  Agent

### 2. Description/ Location of the Subject Land

**2.1 Legal Description** (from Deed or PIN Report)

\_\_\_\_\_

<b>2.2 Section or Lot &amp; Concession and Township</b>					
<b>2.3 Tax (Assessment) Roll Number:</b> (begins with 5727)					
<b>2.4 911 Address:</b>					
<b>2.5 Property Dimensions:</b>	<b>Frontage</b>		<b>Depth</b>		<b>Area</b>
<b>3. Purpose of Application</b>					
<b>3.1 Present Zoning on the Property:</b>					
Urban Residential (R1)		Rural Residential (RR)		Seasonal Residential (SR)	Mobile Home Park (RMP)
General Industrial (MI)		Institutional (I)		Open Space (OS)	Rural (RU)
General Commercial (CG)		Resort Commercial (CR)		Environmental Protection (EP)	Waste Disposal (WD)
<b>3.2 Please explain what you propose to do on the land/premises which makes this application necessary. (If additional space is required, please attach a separate sheet)</b>					
<b>3.3 Nature and extent of relief applied for:</b>					
<b>Development Standard</b>	<b>Required</b>	<b>Proposed</b>		<b>Deficiency</b>	
Lot Area					
Lot Frontage					
Front Yard Setback					
Side Yard Setback					
Opposite Side Yard Setback					
Rear Yard Setback					
Gross Floor Area					
Height of Building					
% Lot Coverage					
Accessory Building					
Other					
Other					
<b>3.4 Why is it not possible to comply with the provisions of the by-law?</b>					
<b>4. Property Use</b>					
<b>4.1 Official Plan Designation of the Property:</b>					
<b>4.2 Present Use(s) Of Subject Land</b>					
<b>How long has the property been used as described below?</b>					
Residential		Mobile Home Park		Seasonal Residential	Local Commercial
General Commercial		Highway Commercial		Resort Commercial	Institutional
Industrial		Forest Management		Aggregate Extraction	Mineral Extraction
Agricultural		Home based Business		Waste Management	Conservation
Kennel		Open Space		Vacant	Remote Development
Other: (explain)					
<b>4.3 Date the Subject Land was acquired by the current owner:</b>					
<b>4.4 List Any Existing Buildings or Structures on the Land</b>					

Type of Building or Structure	Indicate all Yard Setbacks				Building Dimensions		Year of Construction
	Front	Back	Side	Side	Floor Area Dimensions	Height	

**4.5 Proposed Use(s) Of Subject Land**

Residential		Mobile Home Park		Seasonal Residential		Local Commercial	
General Commercial		Highway Commercial		Resort Commercial		Institutional	
Industrial		Forest Management		Aggregate Extraction		Mineral Extraction	
Agricultural		Home based Business		Waste Management		Conservation	
Kennel		Open Space		Vacant		Remote Development	
Other: (explain)							

**4.6 List Any Proposed Buildings or Structures on the Land**

Type of Building or Structure	Indicate all Yard Setbacks				Building Dimensions		Year of Construction
	Front	Back	Side	Side	Floor Area Dimensions	Height	

**5. Types of Servicing – The property will be serviced by (please check appropriate box)**

**5.1 Water**

Private Well		Communal Well		Lake	
Other Water Body: (describe)					
Other Means: (describe)					

**5.2 Sewage Disposal – (Note: If more than 4500 litres of effluent would be produced per day as a result of the development being completed, a servicing options report and a hydrogeological report will be required)**

Communal Sewage System		Individual Septic Tank and Tile Field		Privy	
Other: (Describe)					

**5.3 Access**

Provincial Highway		Public Road maintained by the Ministry of Transportation		Public Road maintained by a Local Roads Board or Statute Labour Board	
50/50 Agreement Road		Private Road		Resource Access Road	
Rail Only		Water Access Only		Right-of-way	
Other:					

If access is by Private Road or Right-of-way indicate:

Who is the Owner of land or road?	
Who is responsible for maintenance?	
Is the maintenance seasonal or year round?	

If Water Access Only, identify the parking and docking facilities to be used, the approximate distance of these facilities from the subject land and the nearest public road access :

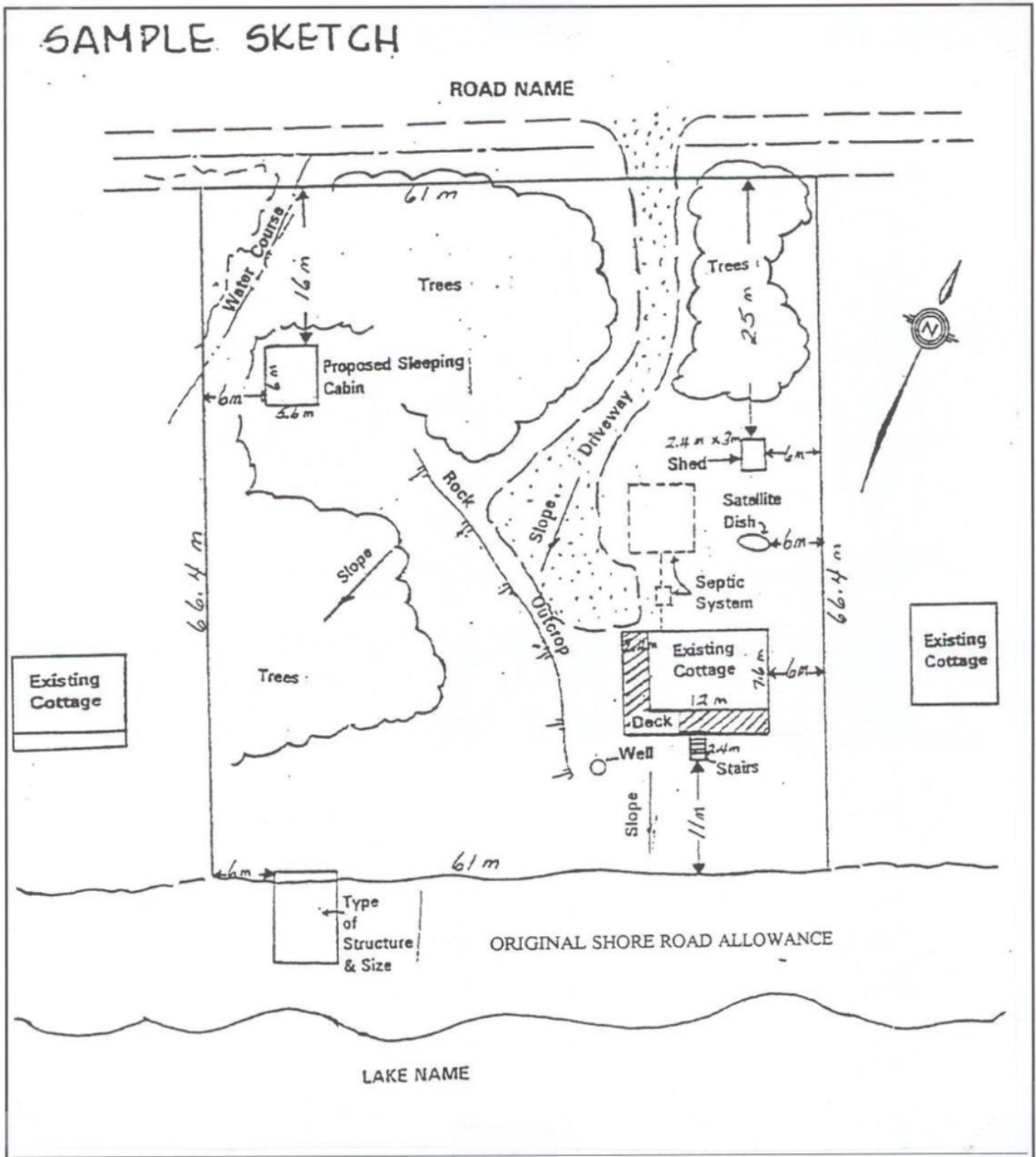
<b>5.4 Storm Drainage will be provided by:</b>		<b>Ditches</b>		<b>Swales</b>		<b>Other:</b> (describe)
<b>6. Other Applications for the Subject Land</b>						
<b>6.1 If known, have these lands been subject to any of the following development application:</b>						
<b>Application Type:</b>	<b>Yes</b>	<b>No</b>	<b>Unknown</b>	<b>File No.</b>	<b>Status</b>	
Minor Variance						
Zoning Amendment						
Official Plan Amendment						
Deeming By-law						
Site Plan Agreement						
Shore Road/ Road Closing						
Plan of Subdivision/ Condominium						
Severance/ Consent						
<b>6.2 Is the subject land currently the subject of:</b>						
<b>Application Type:</b>	<b>Yes</b>	<b>No</b>	<b>File No.</b>	<b>Status</b>		
Plan of Subdivision/ Condominium						
Severance/ Consent						
<b>7. Other information</b>						
<b>7.1 Is there any other information that you think may be useful to the Planning Board or other agencies in reviewing this application? If so, explain below or attach on a separate page.</b>						

**8. Sketch (See Example on the following page)**

A sketch must be included, drawn at suitable scale, and must show:

- a) The boundaries of the subject land, with dimensions.
- b) The location, widths and names of all roads or highways within or abutting the property, indicating whether they are publicly-owned, and maintained travelled roads, or private right-of-way and the location of the closest public road as well as public access points.
- c) The boundaries of all of the land adjacent to the subject land that is owned by the applicant or in which the applicant has an interest. (This can be shown on a small key plan.)
- d) The relationship of the boundaries of the subject land to the boundaries of the township lot/section and to the boundaries of any adjacent lots or registered plans.
- e) The location and dimensions of all existing and proposed structures on the subject land, and all yard setbacks.
- f) Natural and artificial features such as buildings, (siting measurements may be required for some applications, i.e. where the siting of a building would encroach on a required side yard or front yard, etc.), railways, highways, pipelines, watercourses, drainage ditches, swamps, and wooded areas within or adjacent to the subject land.
- g) The nature of the existing uses of land within a radius of 300 metres of the property.
- h) The slope of the land, in order to establish the relationship between the grade of abutting highways and the grade of the subject land and to determine the drainage of the land (this information may be given in the form of contours, spot elevations, or written description).
- i) Easements, right-of-way, and/or restrictive covenants.

EXAMPLE OF SKETCH



**Affidavit or Sworn Declaration**

I, \_\_\_\_\_ of the \_\_\_\_\_  
in the \_\_\_\_\_ 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 is true.

\_\_\_\_\_  
Applicant's Signature

**9. Authorized Agent**

I/We \_\_\_\_\_ am/are the registered owner(s) of the  
subject lands for which this application is to apply. I/We do hereby grant authorization to  
\_\_\_\_\_ to act on my/our behalf in regard to this  
application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

**10. Consent Of Owner(s) to the Use and Disclosure of Personal Information**

I/We \_\_\_\_\_, am/are the owner(s) of the land that is the  
subject of this consent application and for the purposes of the *Municipal Freedom of Information and Protection of  
Privacy Act*, I 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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent

**11. Permission To Enter**

I/We hereby authorize the members of the staff of the Sault Ste. Marie North Planning Board to enter upon the  
subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority  
for doing so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s) or Authorized Agent