

Box 5000, Station 'A'
 200 Brady Street, Tom Davies Square
 Sudbury ON P3A 5P3
 Tel. (705) 671-2489 Ext. 4376/4346
 Fax (705) 673-2200

MINOR VARIANCE OR PERMISSION APPLICATION GUIDE

SUBMISSION CHECKLIST:

A complete Application – all questions must be completed in full with all registered owners, complete addresses, full legal description and required signatures.

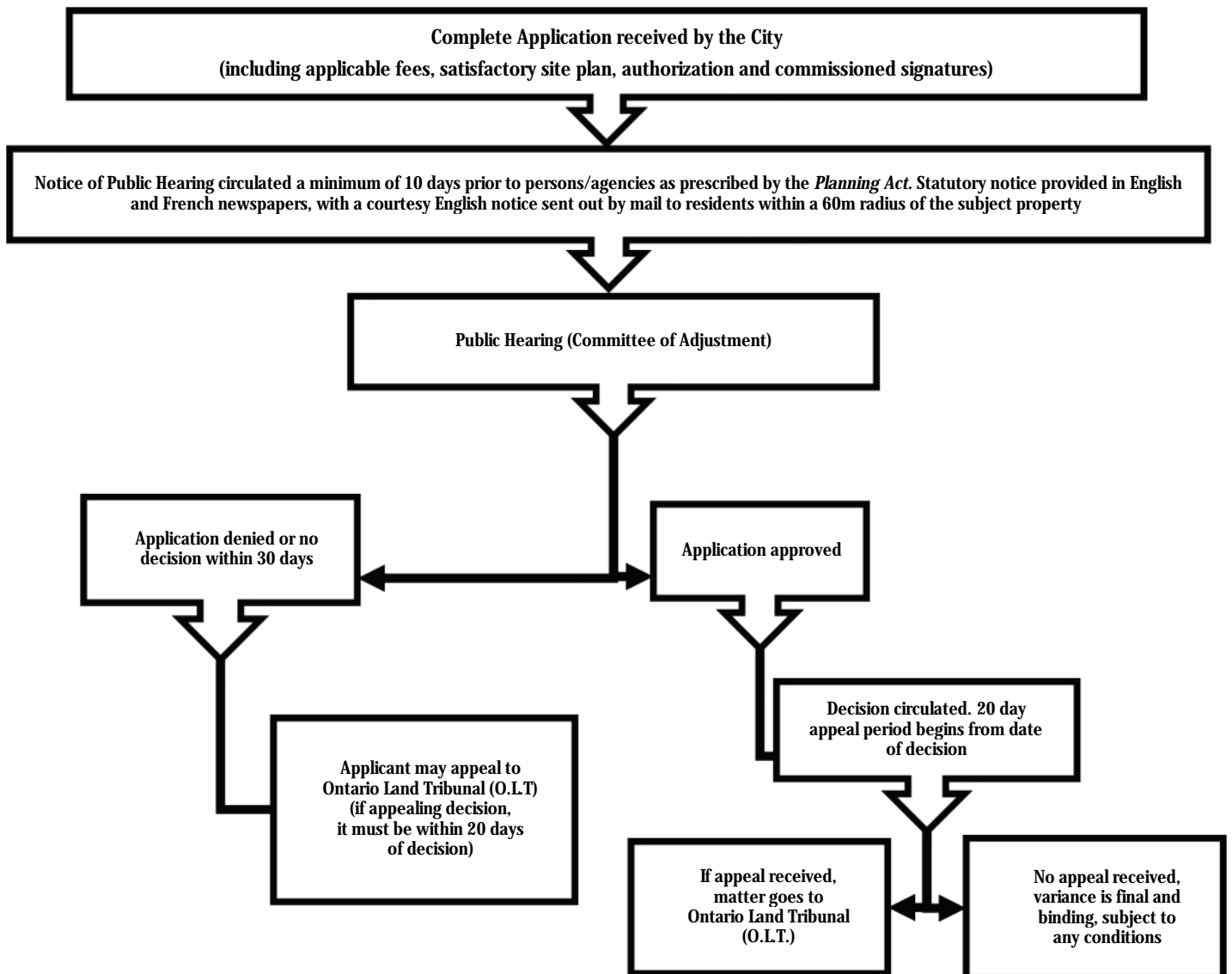
Site Plan (as explained in the guide).

Application fee.

Supporting documentation, if applicable (i.e. planning justification, elevation drawings, photographs, etc.).

Conservation Authority fee and Source Protection Plan fee, if applicable.

APPLICATION PROCEDURE



NOTE: It is only after the release of the “Final Notice” and the fulfillment of conditions of approval (if any), that a building permit or license, if required, will be issued.

REQUIRED MINOR VARIANCE SKETCH INFORMATION

A sketch drawn to scale in **METRIC UNITS** showing the following:

- 1) The boundaries and dimensions of the subject land.
- 2) 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 yard lot line, rear yard lot line and the side yard lot lines. **Measurements must be in metric.**
- 3) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- 4) The current uses on land that is adjacent to the subject land.
- 5) 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.
- 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- 7) The location and nature of any easement affecting the subject land.
- 8) If a height variance is required, elevation drawings for all sides indicating height, grade, window and door openings must be provided. **Measurements must be in metric.**
- 9) If the subject land is a waterfront lot or any other lot abutting a navigable waterbody, the high water mark, the 30.0m setback from the high water mark of a lake or a river (12.0m setback from the high water mark of a permanently flowing stream) and the 20.0m setback for the shoreline buffer (12.0m for a permanently flowing stream) must be provided.”

NOTE:

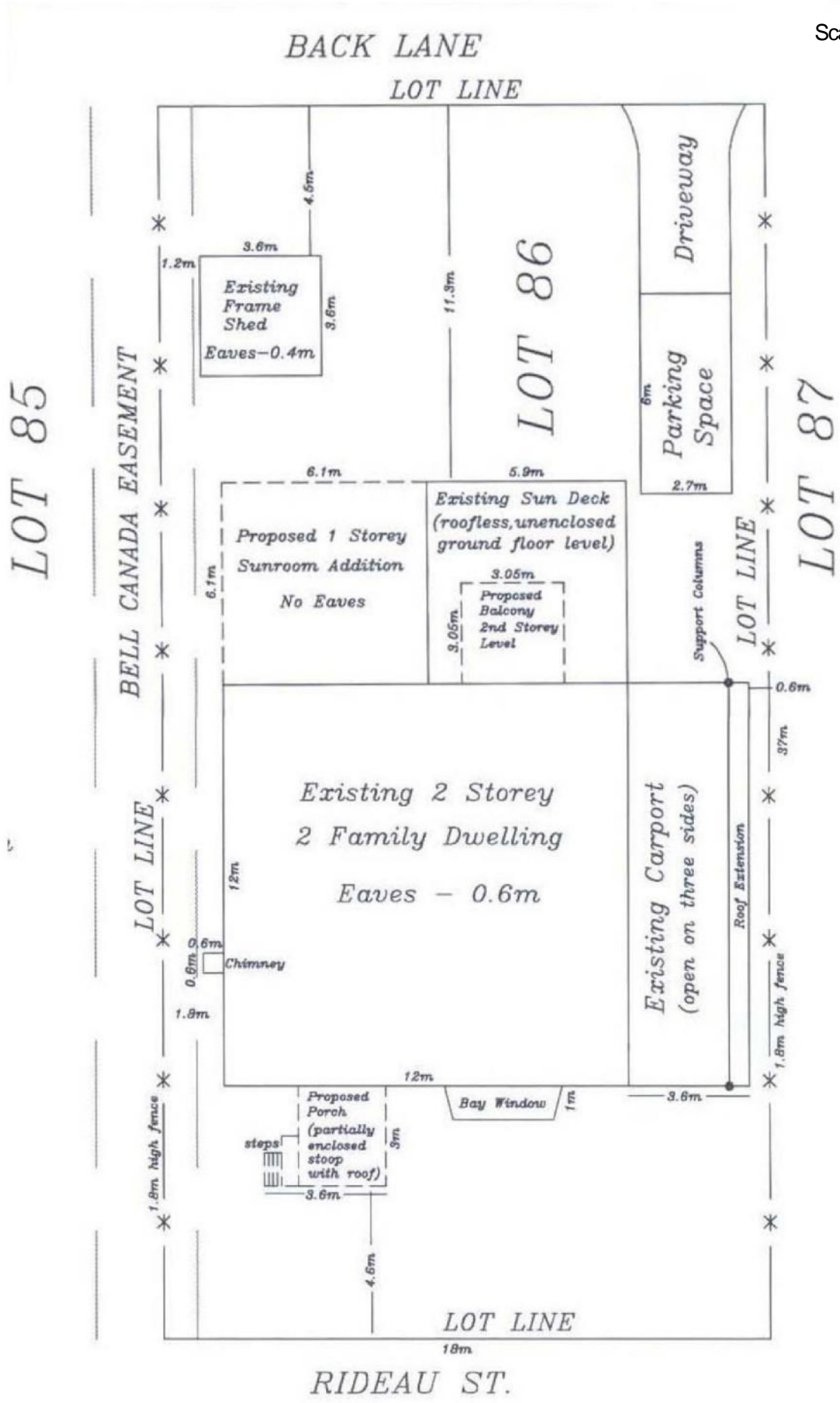
- a) It is recommended that applicants consult with Building Services and Planning Services prior to submission of application, in order to properly identify the variances being sought.
- b) If a parking variance is required, it is recommended that the number of parking spaces required and the proposed parking layout be confirmed by a member of Building Services staff prior to submission of the application. A schedule outlining uses of the building and the floor area occupied by each use should accompany the application.
- c) It is recommended that applicants discuss the proposal with adjacent residents in order to address or alleviate concerns that may affect the disposition of the application.
- d) Comments provided by various City departments and agencies regarding the application will be available for review at Planning Services, the day before the meeting. You are encouraged to review your comments prior to the start of the meeting to address any concerns that may have arisen.
- e) If the subject land is a waterfront lot or any other lot abutting a navigable waterbody, please visit the City's website for information on shoreline development: [Shoreline Development \(greatersudbury.ca\)](http://Shoreline Development (greatersudbury.ca))
- f) **IMPORTANT:** The applicant's and/or authorized agent's failure to attend the public hearing may result in a deferral of the application and the imposition of a deferral fee.

WHO MAY SIGN THE APPLICATION

1. **All** registered owners must sign unless whomever of the owners submits written authorization of the other owner(s).
2. An agent or solicitor appointed by **all** registered owners of the property with the submission of written authorization.
3. An officer who has the authority to bind the corporation if the registered owner is a corporation.
4. Photo identification must be shown if application is to be commissioned by City Staff.



Scale 1:200



The required sketch **must** be shown to scale, in **metric units**.

The preferred size is on paper no larger than 8.5" x 14". Larger plans will be accepted provided a reduction for circulation purposes is also submitted.



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Office Use Only 2025.01.01
A
S.P.P. AREA
YES ___ NO ___

NDCA REG. AREA
YES ___ NO ___

City of Greater Sudbury

APPLICATION FOR MINOR VARIANCE

APPLICATION FEE: \$1,400.00 (includes \$330.00 legal notice fee)
APPLICATION FEE FOR HEDGEROWS: \$422.00 (includes \$330.00 legal notice fee)
 CASH, DEBIT OR CHEQUE MADE PAYABLE TO: **CITY OF GREATER SUDBURY**

Personal information on this form is collected pursuant to the *Planning Act*, R.S.O. 1990 c.P.13. Any questions regarding the collection of this information may be directed to the Manager of Development Approvals. In accordance with Section 1.0.1 of the *Planning Act*, R.S.O. 1990 information and material required to be provided to a municipality or approval authority as part of this application shall be considered public information and shall be made available to the public.

PLEASE PRINT. SCHEDULES MAY BE INCLUDED, IF NECESSARY.

1) The undersigned hereby applies to the Committee of Adjustment of the City of Greater Sudbury under Section 45 of the *Planning Act* R.S.O. 1990, c.P. 13 for relief, as described in this application, from the By-Law, as amended.

Registered Owner(s): _____	Email: _____
Mailing Address: _____	Home Phone: _____
	Business Phone: _____
City: _____	Postal Code: _____ Fax Phone: _____

2) If the application will be represented by someone other than the registered owner(s) and/or the application is prepared and submitted by someone other than the registered owner(s), please specify.

Name of Agent: _____	Email: _____
Mailing Address: _____	Home Phone: _____
	Business Phone: _____
City: _____	Postal Code: _____ Fax Phone: _____

Note: Unless otherwise requested, all communication will be sent to the agent, if any.

3) Current Official Plan designation: _____ Current Zoning By-law designation: _____

4) a) Nature and extent of relief from the Zoning By-law for which the application is being made. **(If more than five variances are being sought, a schedule may be attached to the application form). Measurements must be in metric.**

Variance To	By-law Requirement	Proposed	Difference

b) Is there an eave encroachment? Yes No If 'Yes', size of eaves: _____(m)

c) Description of Proposal:

5) Provide reason why the proposal cannot comply with the provisions of the Zoning By-law:

6) Legal Description (include any abutting property registered under the same ownership).

PIN(s): _____		Township: _____	
Lot No.: _____	Concession No.: _____	Parcel(s): _____	
Subdivision Plan No.: _____	Lot: _____	Reference Plan No.: _____	Part(s): _____
Municipal Address or Street(s): _____			

7) Date of acquisition of subject land: _____

8) Dimensions of land affected.

Frontage	(m)	Depth	(m)	Area	(m ²)	Width of Street	(m)
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9) Particulars of all buildings and structures (if more room is needed, please fill out Schedule A, attached):

	<u>Existing</u>	<u>Proposed</u>
Type of Building/Structure: _____		
Ground Floor Area: _____	(m ²)	(m ²)
Gross Floor Area: _____	(m ²)	(m ²)
No. of storeys: _____		
Width: _____	(m)	(m)
Length: _____	(m)	(m)
Height: _____	(m)	(m)

10) Location of all buildings and structures on or proposed for the subject lands (specify distances from side, rear and front lot lines). If more room is needed, please fill out Schedule B, attached.

	<u>Existing</u>	<u>Proposed</u>
Type of Building/Structure: _____		
Front: _____	(m)	(m)
Rear: _____	(m)	(m)
Side: _____	(m)	(m)
Side: _____	(m)	(m)

11) What types of water supply, sewage disposal and storm drainage are available?

What type of access to the land?

Municipally owned & operated piped water system	i	Provincial Highway	i
Municipally owned & operated sanitary sewage system	i	Municipal Road	
Lake	i	Maintained Yearly	i
Individual Well	i	Maintained Seasonal	i
Communal Well	i	Right-of-way	i
Individual Septic System	i	Water	i
Communal Septic System	i	If access is by water only, provide parking and docking facilities to be used.	
Pit Privy	i		
Municipal Sewers/Ditches/Swales	i		

12) Date(s) of construction of all buildings and structures on the subject land. _____

13) Existing use(s) of the subject property and length of time it / they have continued.

Use(s): _____	Length of time: _____
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14) Proposed use(s) of the subject property.

Same as #13 i or, _____

15) What is the number of dwelling units on the property? _____

16) If this application is approved, would any existing dwelling units be legalized? i Yes i No

If "yes", how many? _____

17) Existing uses of abutting properties: _____

Schedule A

(Additional Building/Structure Dimensions)

9. Particulars of all buildings/structures:

	Existing	Proposed
Type of Building/Structure:	_____	_____
Ground Floor Area:	_____ (m ²)	_____ (m ²)
Gross Floor Area:	_____ (m ²)	_____ (m ²)
No. of storeys:	_____	_____
Width:	_____ (m)	_____ (m)
Length:	_____ (m)	_____ (m)
Height:	_____ (m)	_____ (m)

	Existing	Proposed
Type of Building/Structure:	_____	_____
Ground Floor Area:	_____ (m ²)	_____ (m ²)
Gross Floor Area:	_____ (m ²)	_____ (m ²)
No. of storeys:	_____	_____
Width:	_____ (m)	_____ (m)
Length:	_____ (m)	_____ (m)
Height:	_____ (m)	_____ (m)

	Existing	Proposed
Type of Building/Structure:	_____	_____
Ground Floor Area:	_____ (m ²)	_____ (m ²)
Gross Floor Area:	_____ (m ²)	_____ (m ²)
No. of storeys:	_____	_____
Width:	_____ (m)	_____ (m)
Length:	_____ (m)	_____ (m)
Height:	_____ (m)	_____ (m)

Schedule B

(Additional Building/Structure Setbacks)

10) Location of all buildings and structures on or proposed for the subject lands (specify distances from side, rear and front lot lines).

	Existing	Proposed
Type of Building/Structure: _____		
Front: _____	(m)	(m)
Rear: _____	(m)	(m)
Side: _____	(m)	(m)
Side: _____	(m)	(m)

	Existing	Proposed
Type of Building/Structure: _____		
Front: _____	(m)	(m)
Rear: _____	(m)	(m)
Side: _____	(m)	(m)
Side: _____	(m)	(m)

	Existing	Proposed
Type of Building/Structure: _____		
Front: _____	(m)	(m)
Rear: _____	(m)	(m)
Side: _____	(m)	(m)
Side: _____	(m)	(m)