



The Corporation of the Town of Orangeville  
Committee of Adjustment  
Fee Schedule and Information Sheet  
**Minor Variance Application**

After completing the preconsultation process, the applicant shall make an appointment to:

1. The application shall be submitted to the Secretary-Treasurer, Committee of Adjustment, 87 Broadway, Orangeville, Ontario, L9W 1K1 along with the applicable (cash or cheque) made payable to the Treasurer, Town of Orangeville.

- Application Fee \$800.00
- Request for Deferral (applicant initiated) \$ 30.00
- Credit Valley Conservation (CVC) Plan Review \$478.00

(Cheque to be made payable to Credit Valley Conservation)

**Note:** Applicable if lands are located within a floodplain area or adjacent to conservation land CVC comment is required.

2. A consultation with the Planning Department is required prior to submission of an application. In addition, the applicant is required to consult with the Risk Management Official to ensure compliance with the Clean Water Act.
3. If the application is completed by an agent or solicitor, acting on behalf of the applicant, the Authorization Form attached to the application must be completed by the owner(s). If the applicant is a Corporation, the signing officer must affix the Corporation's seal over his/her signature.
4. All questions on the application must be completed in full by the applicant or agent, and shall clearly explain the intent of the proposal. An incomplete application may be returned to the applicant or agent. All necessary variances must be confirmed with the Planning Department prior to the application being considered by the Committee.
5. The applicant must submit 1 original and 1 copy of the application, along with the same number of plans, to clearly indicate the following information:
  - Boundaries of the lands which are the subject of the application.
  - Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the set backs of the buildings and/or structures from the lot lines (front, rear, sides).
  - Location of all natural and artificial features on the subject land and on abutting lands to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.
  - The current uses of land that is adjacent to subject property.

- 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.
  - Location and nature of any restrictive covenant or easement affecting the subject lands.
6. The Town will arrange for a public notice sign to be posted on the subject land at least 10 days prior to the hearing date. In addition to the sign being posted on the subject land, Committee of Adjustment staff will mail public notice to every owner of land within 60 metres. Once a decision has been made at the hearing it is up to the applicant (owner) to remove and dispose of the sign.
  7. The applicant may provide any information in addition to the application that they would like provided to the committee members in writing to [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca) no later than 4:00 p.m., 8 days prior to the meeting.
  8. The Committee of Adjustment typically meets on the first Wednesday of every month at 7 p.m. in the Council Chambers at the Municipal Offices, 87 Broadway. Please see the Committee of Adjustment meeting schedule for dates or contact the Secretary-Treasurer to confirm. Please note that all meeting dates and location are subject to change.
  9. The applicant (owner) or agent should attend the Committee of Adjustment Public Hearing to respond to any questions or concerns the Committee or members of the public may have.

Additional information regarding this application may be obtained by calling the Secretary-Treasurer, Committee of Adjustment, at (519) 941-0440, ext 2223 or 1-866-941-0440, or e-mail [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca)



File No. \_\_\_\_\_

87 Broadway  
Orangeville L9W 1K1  
Telephone (519) 941-0440 Ext. 2223  
Toll Free Line 1-866-941-0440  
Fax (519) 941-9569

**Town of Orangeville  
Committee of Adjustment  
Application for**

☐ Minor Variance s.45(1)      or      ☐ Special Permission s.45(2)

**(Under section 45 of the Planning Act for relief from Zoning By-law 22-90 as amended)**

**1. Name of Owner** \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

**2. Name of Authorized Agent (if any)** \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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

**3. Names and addresses of any mortgagees, holders or charges or other encumbrances:**

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

**4. Nature and extent of relief applied for:** \_\_\_\_\_

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

**5. Why is it not possible to comply with the provisions of the by-law?**

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**6. Legal description of subject land:**

Lot Number(s) \_\_\_\_\_

Plan Number/Concession Number \_\_\_\_\_

Municipal Address \_\_\_\_\_

**7. Dimensions of subject land:**

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Area \_\_\_\_\_

**8. Particulars of all buildings and structures on or proposed for the subject land:**

**Existing Building/Structures on subject land:**

Type \_\_\_\_\_ Front lot line setback \_\_\_\_\_ Height \_\_\_\_\_

Rear lot line setback \_\_\_\_\_ Dimensions \_\_\_\_\_

Date Constructed \_\_\_\_\_ Side lot line setback \_\_\_\_\_ Floor area \_\_\_\_\_

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

Type \_\_\_\_\_ Front lot line setback \_\_\_\_\_ Height \_\_\_\_\_

Rear lot line setback \_\_\_\_\_ Dimensions \_\_\_\_\_

Date Constructed \_\_\_\_\_ Side lot line setback \_\_\_\_\_ Floor area \_\_\_\_\_

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

**Proposed Buildings/Structures on subject land:**

Type \_\_\_\_\_ Front lot line setback \_\_\_\_\_ Height \_\_\_\_\_

Rear lot line setback \_\_\_\_\_ Dimensions \_\_\_\_\_

Date Constructed \_\_\_\_\_ Side lot line setback \_\_\_\_\_ Floor area \_\_\_\_\_

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

Type \_\_\_\_\_ Front lot line setback \_\_\_\_\_ Height \_\_\_\_\_  
Rear lot line setback \_\_\_\_\_ Dimensions \_\_\_\_\_  
Date Constructed \_\_\_\_\_ Side lot line setback \_\_\_\_\_ Floor area \_\_\_\_\_  
\_\_\_\_\_ Side lot line setback \_\_\_\_\_

**9. Date of acquisition of subject land:**

\_\_\_\_\_

**10. Existing uses of the subject land:**

\_\_\_\_\_

**11. Length of time the existing uses of the subject land have continued:**

\_\_\_\_\_

**12. Existing uses of abutting properties:**

\_\_\_\_\_

**13. Municipal services available (check appropriate box or boxes):**

Water ☐ Connected ☐  
Sanitary Sewers ☐ Connected ☐  
Storm Sewers ☐

**14. Present Official Plan designation applying to the land:**

\_\_\_\_\_

**15. Present Zoning By-law provisions applying to the land:**

\_\_\_\_\_

**16. Is the subject land the subject of an application under Section 51 or 53 of the Planning Act, R.S.O., 1990, as amended, for approval of a Plan of Subdivision or Consent?**

☐ Yes ☐ No If yes, File No. \_\_\_\_\_

**17. Has the subject land ever been the subject of an application under Section 45 of the Planning Act, R.S.O. 1990, as amended, for approval of a Minor Variance?**

☐ Yes ☐ No

If yes specify:

File No. \_\_\_\_\_ Decision: \_\_\_\_\_ Relief: \_\_\_\_\_

**18. Has the subject land ever been the subject of an application under the Planning Act, for an amendment to the Zoning By-law?**

☐ Yes      ☐ No      If yes, File No. \_\_\_\_\_

Date of Passing of Zoning By-law \_\_\_\_\_ By-law No. \_\_\_\_\_

**Note:** In accordance with Section 45(1.3) of the Planning Act, no person shall apply for a minor variance from the provisions of the by-law in respect of the land, building, or structure before the second anniversary of the day on which the by-law was amended.

**19. Drinking Water Source Protection Vulnerable Area(s):**

Is the subject property located wholly or partially within a drinking water source protection vulnerable area? See attached map or click on link.

<http://www.ctcswp.ca/are-you-affected/>

☐ Yes      ☐ No (Proceed to question 18.)

**Note:** If the subject land is located within a source protection vulnerable area additional submission requirements may apply. Consult the Town's Risk Management Official for more information.

**For Completion by the RMO**

- ☐ Residential Exemption; no further action required
- ☐ Notice to Proceed pursuant to S.59 of the CWA, 2006 issued by RMO
- ☐ Letter confirming S.59 of the CWA, 2006 does not apply issued by RMO

RMO Initial: \_\_\_\_\_

**20. Does the owner of this parcel own any adjacent parcels of land.**      ☐ Yes      ☐ No

\_\_\_\_\_  
Signature of Applicant, Solicitor or Authorized Agent

Dated at the \_\_\_\_\_ of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**If this application is signed by an agent, solicitor, or any other person than the owner of the subject land, written authorization of the owner must accompany the application. If the applicant is a corporation, the application shall be signed by an officer of the corporation and the corporation's seal shall be affixed. ("Authorization of Owner" form attached).**

**Notes:**

1. It is required that 1 original and 1 copy of this application be filed with the Secretary-Treasurer of the Committee of Adjustment, together with the plan referred to, accompanied by a fee of \$800.00 in cash or by cheque made payable to the Treasurer of the Corporation of the Town of Orangeville.
2. The application must be accompanied by a plan showing the following:
  - Boundaries of the land which is the subject of the application.
  - Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the set backs of the buildings and/or structures from the lot lines (front, rear, sides).
  - Location of all natural and artificial features on the subject land and on abutting lands to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, wetlands, wooded areas, wells and septic tanks.
  - The current uses of land that is adjacent to subject property.
  - 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.
  - Location and nature of any restrictive covenant or easement affecting the subject lands.
3. The Committee of Adjustment may require that the plan be signed by an Ontario Land Surveyor.

**Personal information contained on this form is collected pursuant to Section 45 of the Planning Act, R.S.O.1990, c.P.13, and will be used for the purpose of responding to this application. Questions should be directed to the Secretary-Treasurer, of the Committee of Adjustment at 87 Broadway, Orangeville, ON, L9W 1K1, Telephone 519-941-0440, ext. 2223 or email [committeeofadjustment@orangeville.ca](mailto:committeeofadjustment@orangeville.ca)**

**Declaration of Applicant or Authorized Agent**

To be signed in the presence of a Commissioner for taking affidavits

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

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.**

Declared before me at the \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant, Solicitor  
or Authorized Agent

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

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner, etc.

**Note: Information provided in this application will become part of a public record.**



## **Authorization of Owner**

I/We \_\_\_\_\_ (Name of Owner(s)),

hereby authorize \_\_\_\_\_  
(Name of person or agent authorized to sign application)

to act as my Agent and sign the application form to the Committee of Adjustment for the  
Town of Orangeville, on my behalf, in respect to the premises known as (provide municipal  
address and legal description).

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

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

Per: \_\_\_\_\_

\_\_\_\_\_  
Signature of Signing Officer(s) and Corporation  
Seal, if applicable

## **Permission to Enter**

Secretary-Treasurer  
Committee of Adjustment  
Town of Orangeville  
87 Broadway  
Orangeville, ON L9W 1K1

Re: Application to the Committee of Adjustment

Municipal Address of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

I/We hereby authorize the members of the Committee of Adjustment and members of the staff of the Town of Orangeville to enter onto the above-noted property for the limited purposes of evaluating the merits of this application.

Permission is also hereby given to permit a Notice of Hearing sign to be posted on the property in advance of the scheduled Hearing. The applicant agrees to remove the Notice sign following the Hearing.

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

Per: \_\_\_\_\_

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

Per: \_\_\_\_\_

\_\_\_\_\_  
Signature of Signing Officer(s) and Corporation  
Seal, if applicable