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**APPLICATION FOR MINOR VARIANCE**

For applying for approval under Section 45 of the Planning Act

<b>Office Use Only</b>	(Date Stamp)	Application Number:
Date Received:		Related Applications:

**Application Fees:**

[See Online Fees Schedule](#)

URL: [sarnia.ca/planning-building-department-fees](http://sarnia.ca/planning-building-department-fees)

**Method of Payment:**

Fees can be paid online. Follow the link on the Minor Variance webpage.

Fees can also be paid by cheque mailed or couriered to City Hall. Fees under \$5000 can be paid by credit or debit card at City Hall or by credit card over the phone.

(519-332-0330 ext. 3301)

**1. GENERAL INFORMATION****1.A Identification of Lands**

Municipal Address:

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Legal Description (Lot, Plan, Concession):

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**1.B Contact Information (Fill out all that are applicable)**

Property Owner:      Person      Corporation

Registered Landowner:

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Address:

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Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant: (if the person/corporation applying is not also the property owner)

\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Agent/Consultant: (if a third-party agent is applying on behalf of the owner/applicant)

\_\_\_\_\_  
(Authorized to apply on behalf of the owner)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Which of the above is the Primary Contact?      Owner      Applicant      Agent

### **1.C Variance Details**

Please describe the variance(s) being requested and specify what provision(s) of the by-law will be varied.

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

## **2. APPLICATION DETAILS**

### **2.A Property Details**

Frontage (m): \_\_\_\_\_ Depth (m): \_\_\_\_\_ Area (m<sup>2</sup>): \_\_\_\_\_

Existing Official Plan designation: \_\_\_\_\_

Existing zone: \_\_\_\_\_

Existing use(s) of the subject lands: \_\_\_\_\_

Length of time the existing uses on the subject property have existed: \_\_\_\_\_

Existing use(s) of abutting properties: \_\_\_\_\_

Proposed use(s) of the subject lands: \_\_\_\_\_

Date subject lands were acquired: \_\_\_\_\_

Number of existing buildings/structures: \_\_\_\_\_

Date existing buildings/structures were constructed: \_\_\_\_\_

### **2.B Structure and Property Details**

Describe all existing buildings and structures on the property (type, size, location, use, etc.):

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Describe all proposed buildings and structures on the property (type, size, location, use, etc.):

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Please identify all services available and connected.

Municipal Water	Available	Connected
Municipal Sanitary Sewers	Available	Connected
Municipal Storm Sewers	Available	Connected
Private Well	Available	Connected
Private Septic System	Available	Connected

Other Water, Sanitary or Storm services (please specify): \_\_\_\_\_

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## 2.C Access (How will the property be accessed?)

Provincial Highway

Year-Round Municipal Road

Seasonal Municipal Road

Right-of-way

Water

Other

If access is provided exclusively by water, please describe the parking and docking facilities to be used and the distance from these facilities to the subject property and the nearest public road. Please additionally include this information on the site plan.

Please provide details: \_\_\_\_\_

## 2.D Application History

To the best of your knowledge, has the property previously been the subject of a Committee of Adjustment application?

Yes

No

If yes, please describe: \_\_\_\_\_

Is the property the subject of a current application for a plan of subdivision or consent under the Planning Act?

Yes

No

If yes, please describe (file number and status): \_\_\_\_\_

\_\_\_\_\_

### **3. SITE PLAN AND STRUCTURE DRAWINGS**

Along with this application and associated payment, please include a site plan outlining your proposal. Building drawings may also be required if new structures are proposed. This site plan must include the following elements:

North arrow

Property lines with dimensions

Location and dimension of all existing and proposed buildings and structures

Setbacks from lot lines to existing and proposed buildings

Number of storeys and height of any existing and proposed buildings

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.

The current uses on land that is adjacent to the subject land.

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.

The location and nature of any easement affecting the subject land.

The following elements may be required, dependent on proposal details:

Location of off-street parking and loading areas and setbacks of such areas from property lines.

Width of driveways and aisles to access parking stalls and loading areas.

Location of outdoor containers for the storage of garbage, and other waste or recyclable materials.

Location of all existing and proposed sidewalks and pedestrian facilities, including connections to public sidewalks.

New and/or closed driveway entrances.

If access is provided exclusively by water, please include the parking and docking facilities to be used and the distance from these facilities to the subject property and the nearest public road.

**4. AUTHORIZATION OF AGENT BY OWNER (if applicable)**

**To be completed by the owner if an agent is acting on their behalf.**

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

I, the undersigned being the owner of the subject land or having authority to bind the owner, hereby authorize

\_\_\_\_\_ to act as my agent and make this application.

\_\_\_\_\_  
Signature of owner or person having authority  
to bind the owner

\_\_\_\_\_  
Date

**5. PERMISSION TO ENTER**

**To be completed by the owner, or by the agent if authorized in Section 4 above.**

The undersigned, being the registered owner(s) of the subject land, hereby authorize the Members of the City of Sarnia Committee of Adjustment and the City of Sarnia staff members, to enter upon the above noted property for the purpose of conducting a site inspection with respect to the attached application for Minor Variance.

\_\_\_\_\_  
Signature of owner or person having authority  
to bind the owner

\_\_\_\_\_  
Date

## STOP

### THE FOLLOWING SECTION MUST BE COMPLETED IN THE PRESENCE OF A COMMISSIONER OF OATHS

The undersigned hereby applies to the Committee of Adjustment for the City of Sarnia under section 45 of the *PLANNING ACT*, for relief, as described in this application from By-law No. 85 of 2002 (as amended).

#### 6. DECLARATION - TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER OF OATHS

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of  
\_\_\_\_\_ in the County of \_\_\_\_\_ do solemnly  
declare that all above statements contained in this application and in all of the exhibits  
submitted are true, and I/we make this solemn declaration conscientiously believing it  
to be true and knowing that it has the same force and effect as if made under oath  
and by virtue of the “**CANADA EVIDENCE ACT**”.

\_\_\_\_\_  
**SIGNATURE OF OWNER OR AGENT**

(To be signed in the presence of a Commissioner of Oaths)

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the County of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
**A COMMISSIONER, etc.**