



CITY OF TIMMINS MINOR VARIANCE OR CHANGE OF USE APPLICATION

(Pursuant to Section 45 of the *Planning Act*, R.S.O. 1990,
c.P. 13, as Amended)



This application form is to be used by persons or public bodies wishing to obtain a variance of a minor nature from the regulations provided for in the City Timmins Zoning By-law. In this form, the term “subject land” means the land that is the subject of the proposed Minor Variance to the Zoning By-law.

City Use Only		
Date Received	Date Accepted	File Number

CHECKLIST

- One original signed copy of the application.
- One copy of the sketch. Following are the requirements:
 - Sketch must be drawn on a single 8.5 x 11 letter sheet and in black and white (no color).
 - Indicate the boundaries and dimensions of the subject land.
 - The location, size, height, and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines. *The Committee of Adjustment may require a building location survey by an Ontario Land Surveyor.*
 - The location and name of any roads within or abutting the subject land
 - The location and dimensions of all driveways/accesses.
- Any other relevant plans, photos or documentation that may contribute to the application.
- The application fee, as per the *City of Timmins User Fee By-law*. Payment types accepted are cash, debit or cheque payable to the City of Timmins.
 - Minor Variance
 - Minor Variance (Construction started without building permit)

APPLICATION COMPLETE	
Roll Number:	
<p><i>The application is deemed complete once it has been reviewed and signed off by the City of Timmins Planning Division.</i></p>	
Reviewed by Planning:	_____
Date:	_____

MUNICIPAL FREEDOM OF INFORMATION

In submitting this development application and supporting document, the owner/authorized agent, hereby acknowledge the City of Timmins will provide public access to all development applications and supporting documentations, and provide their consent, that personal information, as defined by Section 2 of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA. Information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be part of the public record and will also be available to the general public. Therefore, information on this application and any supporting documentation provided by the owner/authorized agent, consultants and solicitors, will be posted online and available to the general public. Questions regarding the collection, use, and disclosure of this information may be directed to the Information and Access Coordinator at clerks@timmins.ca or 705-360-2602.

I understand and provide my consent, that personal information, as defined by Section 2 of the MFIPPA is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of MFIPPA.

I agree

PRE-CONSULTATION

If you wish to schedule a pre-consultation meeting to assist in completing this form, please contact the Planning Division at 705-360-2600 Ext. 3336.

Was the Planning Division Staff consulted? Yes No

COMPLETENESS OF THE APPLICATION

The information requested by this application form must be provided by the applicant, and will be used to process the request under Section 45 of the *Planning Act*, and Ontario Regulation 200/96 as amended. If the information, including copies of the required plans and the applicable fees are not provided, the City may return the application or refuse to consider the application further until receipt of all the required information and fees.

To ensure a prompt and complete review, all information must be submitted at the time of the application. In the absence of this information, it may not be possible to complete the review within the legislated time frame for making a decision. As a result, the application may be deferred or refused.

THE APPLICATION FORM

This application form must be completed by the owner or the owner's authorized agent. Where an agent makes the application, the owner's written authorization is required. If more than one person owns the subject lands, the authorization of all owners is required.

PROCESS

1. The formal application along with sketch and fees are submitted to Service Timmins
2. The application is forwarded to the Clerks Department
3. The application is forwarded to Planning Division staff. The Planning Division staff will ensure that the applicant has answered the fields of the application that deals with Planning matters, including the site plan. If changes are required on the application pertaining to Planning matters, the Planning Division will contact the applicant to advise of the changes required and provide an explanation, if needed. The application will be resubmitted to the Planning Division.

4. Once complete, the Planning Division will add the roll number to the application, sign off on the application and forwarded to the Clerks Department. Once received the application will be added to the next Committee of Adjustment meeting for review and decision.
5. Once the Clerks Department receives the signed application, they will contact the applicant either by e-mail or phone to advise that the application is complete and that it will be added to the next committee meeting.
6. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
7. The Committee of Adjustment will conduct a public hearing on each application. Prior to the hearing, members of the Committee of Adjustment may examine the subject lands. Notice of the public hearing will be circulated at least 10 days prior to the date of the hearing.
8. Following the hearing, notice of the decision of the Committee of Adjustment will be provided to the owner/applicant within 10 days as well as any other person or agency that filed a written request for the decision.

DECISION

The Committee of Adjustment will make a decision at the meeting. Any person or public body may appeal the decision or any condition imposed by the Timmins Committee of Adjustment within 20 days of the decision by filing with the Secretary-treasurer the appeal package from the Ontario Land Tribunal and cheque or money order, as per the fee set by the Ontario Land Tribunal, payable to the Minister of Finance. Should the application not be appealed, the decision shall become final and binding.

1. REGISTERED OWNER INFORMATION

If more than one person owns the subject lands, the authorization of all owners is required.

Name: _____ Tel. No.: _____

Address: _____

Town: _____ Postal Code: _____

E-mail: _____

Preferred method of communication: Mail E-mail

2. AUTHORIZED AGENT INFORMATION

Name: _____ Tel. No.: _____

Address: _____

Town: _____ Postal Code: _____

E-mail: _____

Preferred method of communication: Mail E-mail

7. DIMENSIONS OF SUBJECT LAND	
Frontage (metres)	
Depth (metres)	
Area (square metres)	

8. DATE OF ACQUISITION OF SUBJECT LAND

9. DATE OF CONSTRUCTION OF ALL BUILDINGS AND STRUCTURES ON SUBJECT LAND

10. EXISTING USES OF THE SUBJECT LAND

11. PROPOSED USES OF THE SUBJECT LAND

12. EXISTING USES OF ABUTTING LANDS

13. LENGTH OF TIME THE EXISTING USES OF THE SUBJECT LAND HAVE CONTINUED

14. AVAILABLE SERVICES			
	Water	<input type="checkbox"/>	Connected
	Sanitary Sewer	<input type="checkbox"/>	Connected
	Storm Sewer	<input type="checkbox"/>	
	Septic Tank	<input type="checkbox"/>	Connected
	Well	<input type="checkbox"/>	Connected

15. PRESENT OFFICIAL PLAN POLICIES APPLYING TO THE SUBJECT LAND

16. PRESENT ZONING BY-LAW PROVISIONS APPLYING TO THE SUBJECT LAND

17. IS THE PROPERTY SUBJECT TO AN APPLICATION UNDER THE *PLANNING ACT* FOR APPROVAL OF A PLAN OF SUBDIVISION, CONSENT OR REZONING?

Yes (If yes, and if known, please provide the following):			
Application File No.:		Application Status:	
No			
Unknown			

18. HAS THE OWNER PREVIOUSLY APPLIED FOR A MINOR VARIANCE IN RESPECT OF THE SUBJECT LAND

Yes

No

If answer is yes, describe briefly:

19. IS THE SUBJECT PROPERTY THE SUBJECT OF A CURRENT APPLICATION FOR CONSENT UNDER SECTION 53 OF THE *PLANNING ACT*?

Yes

No

Completeness of Application

I/we understand that receipt of this application by the City of Timmins does not guarantee it to be a 'complete' application. Further review of the application will be undertaken and I/we may be contacted to provide additional information and/or resolve any discrepancies or issues with the application as submitted. Once the application is deemed to be fully complete, the application fee will be deposited and the application will be processed.

Reproduction and Distribution of Documents

The applicant/owner grants the City of Timmins permission to reproduce, in whole or in part, any document submitted as part of a complete application for internal use, inclusion in staff reports or distribution to the public either online or through other means (such as email) for the purpose of application review.

20. APPLICANT DECLARATION

I, _____ of the City/Town of _____
in the County/District/Regional Municipality 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 and by virtue of the *Canada Evidence Act*.

Declared before me at the City of Timmins
in the District of Cochrane, this _____
day of _____ 20 _____

} _____
Owner/ Agent's Signature

Commissioner of Oath

21. OWNER AUTHORIZATION

I/We _____, the owners of the property subject of this
application, hereby authorize _____ to make this
application on my/our behalf to the Corporation of the City of Timmins.

Witness (other than applicant)

Owner's Signature

22. PERMISSION TO ENTER THE PROPERTY

Submission of this application constitutes consent for authorized municipal staff and Committee of Adjustment members to inspect the subject land.

I/We _____ hereby authorize the members of the
Committee of Adjustment, members of the staff of the City of Timmins and designated consultants
to enter onto the above-noted property for the limited purposes of evaluating the merits of this
application over the time this application is under consideration by the City of Timmins.

Date

Owner/ Agent's Signature

CONTACT INFORMATION

Consultation with Planning Staff prior to submission (optional but suggested):

Planning Division
220 Algonquin Boulevard East,
Timmins, ON, P4N 1B3
Tel: 705-360-2600 Ext. 3336

Applications Shall be Submitted to:

Service Timmins
City Hall, Main Floor
220 Algonquin Boulevard East,
Timmins, ON, P4N 1B3
Tel: 705-264-1331

Committee of Adjustment

Secretary-Treasurer

Keshia Horbul, Secretary-treasurer
Timmins Committee of Adjustment
220 Algonquin Boulevard East,
Timmins, ON, P4N 1B3
Tel: 705-360-2600 Ext. 2467

Minor Variance applications will be advertised in the newspaper, distributed to neighbors within a 60 metres radius and on our online Portal. Comments from commenting departments will be uploaded to the online portal three (3) days prior to the meeting for viewing. Below is the link to the online portal.

<https://timmins.civicweb.net/Portal/MeetingInformation.aspx?Id=1627>