



CITY OF TIMMINS

FENCE VARIANCE APPLICATION

(In the matter of applications under by-law 2011-7128 to regulate fences in the City of Timmins)



City Use Only		
Date Received	Date Accepted	File Number
Roll 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 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.
 - Existing
 - Proposed

MUNICIPAL FREEDOM OF INFORMATION

In submitting this 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

COMPLETENESS OF THE APPLICATION

The information requested by this application form must be provided by the applicant or authorized agent. If the information, including copies of the required sketch 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 to ensure the document is complete. If application is incomplete, Clerks Department will contact the applicant.
3. Once the application is complete, the Clerks Department 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.
4. A Notice will be circulated to owners within 60 metres of the subject property and various departments and agencies for comment.
5. 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.
6. 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. The Committee's decision is final. The applicant can appeal to the Superior Court of Justice by notifying the City Clerk in written and by applying to the court within 14 days after a copy of the decision is sent.

REGISTERED OWNER INFORMATION	
<i>If more than one person owns the subject lands, the authorization of all owners is required.</i>	
Name: _____	Tel. No.: _____
Address: _____	
Town: _____	Postal Code: _____
E-mail: _____	
Preferred method of communication: <input type="checkbox"/> Mail <input type="checkbox"/> E-mail	

AUTHORIZED AGENT INFORMATION

Name: _____ Tel. No.: _____

Address: _____

Town: _____ Postal Code: _____

E-mail: _____

Preferred method of communication: Mail E-mail

All contact with the City of Timmins regarding this application will go through a single point person. Please indicate who the primary point of contact is:

Registered Owner Agent

NATURE AND EXTENT OF RELIEF APPLIED FOR

Type of Proposal (Please select one of the following):

<input type="checkbox"/>	Existing
<input type="checkbox"/>	Proposed

LEGAL DESCRIPTION OF THE SUBJECT LAND

Property Address	
Township, Concession, Lot	
Plan (Plan/Lot or Plan, Part)	
Parcel	

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

EXISTING USES OF THE SUBJECT LAND _____

EXISTING USES OF ABUTTING LANDS _____

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 _____

Commissioner of Oath

} _____
Owner/ Agent's Signature

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

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

Applications Shall be Submitted To:

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

For information on Fence By-Law, please contact the Enforcement Services Department

220 Algonquin Boulevard East,
Timmins, ON, P4N 1B3
Tel: 705-360-2614

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

Fence 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 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>