



**Minor Variance / Permission Application  
Committee of Adjustment**  
Section 45 of the *Planning Act*

**Notice of public record**

Information and material required in support of your application shall be made available to the public pursuant to the *Planning Act*. Also, pursuant to the *Municipal Freedom of Information and Protection Act*, personal information on this form is collected under the authority of the *Planning Act* and will be used to process this application.

**Committee staff are available by appointment to review an application before filing.**

**Applications will be placed on hold if required information is not provided.**

## Section 1: Pre-application consultation checklist

**Indicate who you consulted before filing your application.**

Development Information Officer ([dioinquiry@ottawa.ca](mailto:dioinquiry@ottawa.ca))

City Planning staff

City Infill Forester ([cofa\\_trees@ottawa.ca](mailto:cofa_trees@ottawa.ca))

Conservation Authority (if applicable)

Local community association(s)

Neighbours

Hydro Ottawa (<http://hydroottawa.com/en>)

Other

## Section 2: Submission requirements

1. A completed **Application Form – 1 copy**
2. A **detailed cover letter** explaining your proposal and addressing the statutory tests under section 45 of the *Planning Act*, and including all planning evidence necessary to support your application. – **1 copy**
3. A **Tree Information Report (TIR)** as required under the Tree Protection By-law **or written confirmation from the City's Infill Forester that a TIR is not necessary.** – **1 copy**
4. An up-to-date **Survey Plan**, in metric, of the subject property – **1 full-sized copy and 1 reduced copy**
5. A **Site Plan**, in metric, with a scale bar showing all existing structures, all proposed construction, and all trees protected under the Tree Protection By-law – **1 full-sized copy and 1 reduced copy**
6. **Elevation Drawings**, in metric, for all sides where new construction is proposed, identifying height, grade, and window and door openings. – **1 full-sized copy and 1 reduced copy**
7. The **application fee**.

Office Use Only		
Application No:	Application received (yyyy/mm/dd)	
Client service centre staff:	File lead:	
Fee received:	Ward No.:	Panel No.

### Section 3: Subject property

#### 1. Location

- a) Municipal address:
- b) Neighbourhood:
- c) City Ward:
- d) Legal description:

#### 2. Planning information (Please contact a Development Information Officer):

- a) Official Plan designation:
- b) Zoning designation:
- c) Zoning By-law #:

#### 3. Registered owner(s) and authorized agent

- a) Registered property owner information (all owner or company names must be listed):

Check this box if you are applying under an agreement to purchase and sale

Name(s):

Mailing address:

Telephone:

Email:

- b) Agent information:

Name:

Mailing address:

Telephone:

Email:

If applicable, all communications will be sent to the owner's authorized agent.

- 4. Do you require matters to be conducted in French?      Yes      No

## Section 4: Application details

### 1. Type and purpose of application:

Variance(s) to Zoning By-law

Permission (non-conforming use)

### 2. Relief required:

a) Requested variance:

By-Law requirement:

By-law section:

b) Requested variance:

By-Law requirement:

By-law section:

c) Requested variance:

By-Law requirement:

By-law section:

d) Requested variance:

By-Law requirement:

By-law section:

e) Requested variance:

By-Law requirement:

By-law section:

f) Requested variance:

By-Law requirement:

By-law section:

*Attach a separate sheet if additional variances are required.*

### 3. Property information:

#### a) Dimensions:

Frontage (m)	
Depth (m)	
Area (m <sup>2</sup> / ha)	
This parcel fronts on (street/ road)	
Easements / Rights of way	

#### b) Use of property:

Existing	
Proposed	

#### c) Services:

Water supply (municipal water, private well or waterbody)	
Sewage disposal (municipal sanitary sewer, private septic or privy)	
Stormwater drainage (municipal storm sewer, roadside ditch or swale)	

#### d) Access:

Type (public street/road highway, right of way or private road)	
Name of street, etc.	

### 4. Buildings / structures:

#### a) Existing

Building size and use

Construction date

Use Established (Year)

#### Setbacks from lot lines:

Front (m)	Rear (m)	Side (m)	Height (m)	Floor Area (m <sup>2</sup> )

#### b) Proposed

Building size and use

#### Setbacks from lot lines:

Front (m)	Rear (m)	Side (m)	Height (m)	Floor Area (m <sup>2</sup> )

Current use(s) of adjacent land

5.If access is by water only, the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject lands and nearest public road:

6.Will this proposal result in a reduction or increase in dwelling units?      Yes      No

If the answer is Yes, please indicate the total number of **existing and proposed** units that are owner or tenant occupied.

Existing owner occupied

Existing rental

Proposed owner occupied

Proposed rental

7.Heritage status: (contact [heritage@ottawa.ca](mailto:heritage@ottawa.ca) to confirm heritage status)

No heritage status      Part IV      Part V      Listed      Other

8.Current or past applications:

Has this property been the subject of:	File Number	Approval Date	Active (Yes / No)
Official Plan Amendment			
Zoning By-law Amendment			
Subdivision Application			
Site Plan Application			
Consent Application			
Minor Variance Application			
Building Permit Application			
Other (Road Opening, Tree Permit, etc.)			

## Section 5: Affidavit / declaration

I, \_\_\_\_\_, of the City of \_\_\_\_\_,  
solemnly declare that all of the above statements contained in the 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.

**Sworn / declared before me**

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

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

Commissioner of Oaths, etc.

Signature of applicant

## Section 6: Authorization of owner for agent to make the application

If the application is to be signed by an agent/solicitor on behalf of the owner, one of the  
following authorizations must be completed or the owner must submit a letter of  
authorization. Authorization must be signed by all Registered Owners.

**A.** Where the property is owned by one or more natural persons:

I, \_\_\_\_\_ am the owner of the land that is the subject  
of this application and I authorize \_\_\_\_\_ to make this  
application on my behalf.

Date

Signature of owner

**B.** Where the property is owned by a corporation:

I, \_\_\_\_\_ having signing authority for  
\_\_\_\_\_  
(name of corporation or number company)  
that is the owner of the land that is the subject of this application, authorize  
\_\_\_\_\_ to make this application on the corporation's  
behalf.

Date

Signature of signing officer