



Township of Lanark Highlands  
 P.O. Box 340, 75 George Street  
 Lanark, ON K0G 1K0  
 T: 613.259.2398 F: 613.259.2291  
 www.lanarkhighlands.ca

**APPLICATION FOR MINOR VARIANCE**  
 Information and material to be provided under Section 45 of the *Planning Act*

**FOR OFFICE USE ONLY**

Application Number: \_\_\_\_\_

Assessment Roll Number: 0940 - - - - -

Date Received: \_\_\_\_\_

Date Application Deemed Complete: \_\_\_\_\_

**NOTE:** All questions on this application **must** be answered or the application will be deemed incomplete and will be returned.

**Part 1: Applicant Information**

**Registered Owner**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Agent (if applicable)**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please specify to whom all correspondence should be sent: Owner  Agent**

*If the applicant is not the owner, the owner must appoint the applicant his/her agent see page 9.*

**Part 2: Property Information**

**Legal Description of the Property**

Assessment Roll Number: \_\_\_\_\_

Geographic Township: \_\_\_\_\_ Concession: \_\_\_\_\_ Lot: \_\_\_\_\_

Registered Plan Number (if any): \_\_\_\_\_ Lot Number: \_\_\_\_\_

Civic Address: \_\_\_\_\_

**Part 3: Land Use**

Existing Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

**Official Plan**  
Official Plan Designation \*: \_\_\_\_\_

**Zoning**  
Zoning \*: \_\_\_\_\_  
  
Nature and Extent of the relief requested from the Zoning By-law: \_\_\_\_\_  
\_\_\_\_\_  
  
Reason why the proposed use cannot comply with the provisions of the Zoning By-law: \_\_\_\_\_  
\_\_\_\_\_

***\*If you are unaware as to the Official Plan and/or the current Zoning, please contact the Township of Lanark Highlands for this information.***

**Purpose of the Application** (describe your project)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Characteristics**  
Lot Frontage (Road) \_\_\_\_\_ ft \_\_\_\_\_ m      (Water) \_\_\_\_\_ ft \_\_\_\_\_ m  
Lot Depth \_\_\_\_\_ ft \_\_\_\_\_ m      Lot Area \_\_\_\_\_ ac \_\_\_\_\_ ha

**Part 4: Existing Buildings or Structures for Subject Lands** *this includes dwellings, shed, etc.*

*Setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)*

Item	Building # 1	Building # 2	Building # 3	Building # 4	Building # 5
Existing type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line – other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m2)					
Year Building or structure constructed					

**Proposed Buildings or Structures for Subject Lands**

*Setbacks are measured from the closest part of the structure to the nearest lot line or high watermark. (if a waterfront property, the water is considered to be the front yard)*

Item	Building # 1	Building # 2	Building # 3	Building # 4	Building # 5
Proposed type or use for each building					
Height (m)					
Setback from front lot line (m)					
Setback from rear lot line (m)					
Setback from side lot line one side (m)					
Setback from side lot line – other side (m)					
Setback from shoreline (m)					
Dimensions (m) or floor area (m2)					
Year Building or structure constructed					

Will the proposal add any of the following:

	Yes	No
Living Area		
Bedrooms		
Bathrooms		
New Plumbing		

**Part 5: Servicing the Property**

**5.1 Access** (Check appropriate box and state road name):

- Provincial Highway (#) \_\_\_\_\_
- Municipal road, maintained year round \_\_\_\_\_
- Municipal road, seasonally maintained \_\_\_\_\_
- County Road (#) \_\_\_\_\_
- Private Road \_\_\_\_\_
- Right of Way \_\_\_\_\_
- Water Access \_\_\_\_\_

If water access only, describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private.

\_\_\_\_\_

\_\_\_\_\_

**5.2 Water Supply** (Check appropriate box for type of service proposed):

- Publicly owned and operated piped water system
- Privately owned and operated piped water system (communal)
- Drilled well
- Sand point
- Lake or other water body
- Other means (*please state*) \_\_\_\_\_
- Water service not proposed

**5.3 Sewage Disposal** (Check appropriate box for type of service proposed):

- Publicly owned and operated sanitary sewage system
- Privately owned and operated individual septic system\* (if checked please see section 4.3a)
- Privately owned and operated communal septic system\* (if checked please see section 4.3a)
- Privy
- Holding tank
- Other (*please state*) \_\_\_\_\_
- Sewage disposal service not proposed

Where development will produce more than 4500 litres of effluent a day, applicants are required to submit a servicing options report and a hydrogeological report:

Title and date of servicing options report: \_\_\_\_\_

Title and date of hydrogeological report: \_\_\_\_\_

**5.4 Other Services** (Check if the service is available):

- Electricity
- School Bussing
- Garbage Collection

**5.5 Storm Drainage** (Indicate the proposed storm drainage system):

- Storm Sewers
- Ditches
- Swales
- Other (*please state*) \_\_\_\_\_

**Part 6: Additional Information**

<p><b>Existing Uses of Adjacent Lands</b></p> <p>To the North: _____</p> <p>To the South: _____</p> <p>To the East: _____</p> <p>To the West: _____</p> <p>The length of time the existing uses of the subject property have continued? _____</p>
---

<p><b>Parking Spaces</b></p> <p>How many existing parking spaces are provided on the subject land? _____ spaces.</p> <p>Indicate the number of additional parking spaces to be provided? _____ spaces.</p>
--

**Uses on or within 500m of subject land**

Use or feature	On the Subject Land	Within 500 m of subject land, unless otherwise specified. ( <i>indicate approximate distance</i> )
An agricultural operation including a livestock facility (i.e. barn) or manure storage facility		
A landfill site (active or closed)		
A sewage treatment plant or sewage lagoon		
An industrial use		
A licensed pit or quarry or an aggregate reserve		
An operating mine		
A non-operating mine or mine hazard within 1 km of the subject lands		
An active rail line		
A municipal or federal airport		

A flood plain		
A natural gas or oil pipeline		
A hydro easement		
A provincially significant wetland (within 120 m)		
A designated heritage building, historic site or cemetery (within 100 m)		

### History of the Subject Land

Has the subject land ever been the subject of an application for approval of a previous official plan or zoning amendment?  
 Yes No Unknown (please circle one) If yes, provide the details and decision of the previous application.

\_\_\_\_\_

\_\_\_\_\_

If this application is a re-submission of a previous application, describe how it has been changed from the original application. \_\_\_\_\_

\_\_\_\_\_

Provide the date when the subject land was acquired by the current owner. \_\_\_\_\_

Provide the length of time that the existing uses of the subject land have continued. \_\_\_\_\_

\_\_\_\_\_

### Simultaneous Applications

Is the subject land or any land within 120 m subject to any other planning applications at this time?  
 Yes No *If yes, indicate the type and file number (i.e. consent, subdivision, minor variance, site plan control). Please complete following Table:*

Item	Application # 1 (type):	Application # 2 (type):	Any land within 120 m of the subject land:
File Number			
Name of approval authority considering application			
Land affected by application			
Purpose			
Status			
Effect on requested amendment			

## Disclaimer

Personal Information contained on this form is collected under the authority of the Planning Act, Section 45, and will be used to determine the eligibility of the proposed minor variance.

---

### NOTE

**THE APPROVAL OF A MINOR VARIANCE DOES NOT RELIEVE THE OWNER FROM THE REQUIREMENTS OF THE BUILDING CODE. ALL OTHER APPLICABLE PERMITS MUST BE APPLIED FOR BY THE OWNER.**

---

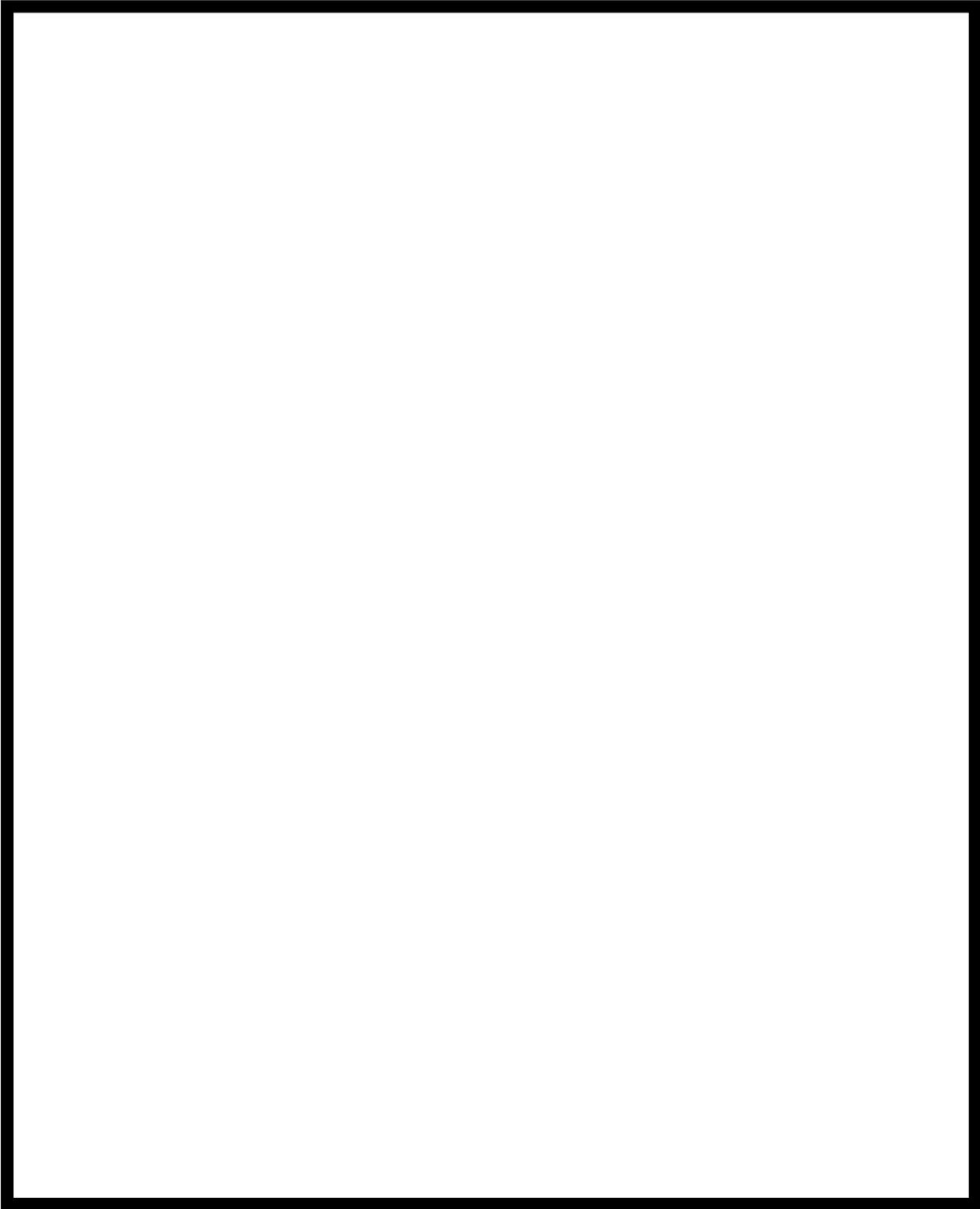
### Submit your application to:

Planning Department  
Township of Lanark Highlands  
75 George Street, PO Box 340  
Lanark, ON K0G 1K0

T: 613-259-2398 x 250 or 1-800-239-4695 F:  
613-259-2291 E: [planningadmin@lanarkhighlands.ca](mailto:planningadmin@lanarkhighlands.ca)

---

SITE PLAN DIAGRAM



**AFFIDAVIT**

I/We, \_\_\_\_\_ of the \_\_\_\_\_ in  
the \_\_\_\_\_ solemnly declare that this application is  
consistent with the policy statement issued under subsection 3(1) of the Planning Act, I/We  
declare that this application conforms or does not conflict with any provincial plan or plans, I/We  
declare that the information contained in this application and on the attached plan and any  
associated information submitted with the application are, to the best of my/our knowledge, a  
true and complete representation of the purpose and intent of this application

Declared before me at the

\_\_\_\_\_  
in the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

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

\_\_\_\_\_  
A Commissioner of Oaths

Owner/Agent Signature

**OWNER'S AUTHORIZATION**

I/We, \_\_\_\_\_being the registered owner(s)  
of the subject lands hereby authorize \_\_\_\_\_to prepare  
and submit the application for Minor Variance on my/our behalf to the Corporation of the  
Township of Lanark Highlands.

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

Signature(s)

\_\_\_\_\_

Date

**CONSENT OF OWNER**

Consent of Owner(s) to the use and disclosure of personal information and to allow site visits to be conducted.

I/We, \_\_\_\_\_, being the registered owner(s) of the lands subject of this application, and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*, hereby authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

I/We also authorize and consent to representatives from the Township of Lanark Highlands and the persons and public bodies conferred with under the *Planning Act* entering upon the subject lands of this application for the purpose of conducting any site inspections as may be necessary to assist in the evaluation of this application.

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

Signature of Owner(s)

\_\_\_\_\_

Date

## SITE PLAN CHECKLIST

A site plan shall be submitted with this application that provides the following information.

- The boundaries and dimensions of the subject land;
- The location size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, the rear lot line, each side yard lot line and the shoreline of any water body, where applicable;
- The approximate location of all natural and artificial features such as railways, roads, water body, drainage ditches, wetlands, wooded areas, wells and septic tanks, all easements, flood plain, organic (muck) soils or leda clay;  
*(Note: these features must be shown for both the subject land and on any adjacent lands where these features may affect the application.)*
- The current uses of 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 road, a private road or a right-of-way;
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- Location and nature of any easement affecting the subject land; North arrow and scale;
- Other (as indicated by Municipality) \_\_\_\_\_

## APPLICATION FEES

### Applicable Fees:

The processing fee, made payable to the Township of Lanark Highlands, is payable at the time application is made.

Township	\$ 720.00
Planning Deposit (Professional Planner Review) <i>*Balance of deposit is refunded or costs beyond deposit is payable upon receipt of invoice</i>	\$2,000.00
<b>Sub-Total</b> (payable to Township of Lanark Highlands)	<b>\$2,720.00</b>

### Other Possible Fees:

" Mississippi Rideau Septic System Office Review (if applicable)	\$ 340.00
MVCA (Residential)	\$ 400.00
MVCA (Commercial-minor/major)	\$1,065.00/ \$2,655.00
<p>Depending on the nature of the application, special background studies or reports may be required to address issues related to the application.</p> <ul style="list-style-type: none"> <li>• Agricultural Soils Assessment Report</li> <li>• Archaeological Resource Study</li> <li>• Concept Plan showing ultimate use of land</li> <li>• Engineer's Report</li> <li>• Environmental Impact Study</li> <li>• Environmental Site Audit</li> <li>• Flood Plan Study</li> <li>• Hydrogeological and Terrain Analysis Report</li> <li>• Market Study</li> <li>• Mineral Aggregate Study</li> <li>• Noise Study</li> <li>• Servicing Option Statement</li> <li>• Site Plan Control</li> <li>• Storm Water Management Report/Master Drainage Plan</li> <li>• Transportation or Traffic Study</li> <li>• Other Studies deemed necessary to support the application</li> </ul>	To be determined.

**FEE DEPOSIT SCHEDULE AND COSTS  
PLANNING APPLICATIONS  
TOWNSHIP OF LANARK HIGHLANDS**

**STATUTORY DECLARATION  
PAYMENT OF APPLICATION FEE, DEPOSIT AND  
ANY ADDITIONAL PROCESSING COSTS**

I/We \_\_\_\_\_, applicant(s) for approval of the attached application for review and approval in accordance with the provisions of the Planning Act in respect of lands located at \_\_\_\_\_ in the Township of Lanark Highlands do herewith covenant and agree to pay the Township of Lanark Highlands the initial application fee and deposit at the time of submitting the application and all costs beyond the amount of the initial application fee and deposit associated with processing and defending this application within thirty (30) days of receipt of an itemized statement from the municipality.

In the event the Municipality is required to appear before the Ontario Land Tribunal, or any court or other administrative tribunal, to defend the Municipality's decision approving the application, the Applicant will indemnify and save harmless the Municipality from any fees and expenses of consultants, planners, engineers, lawyers and such other professional or technical advisors as the Municipality may, in its absolute discretion, acting reasonably, consider necessary or advisable to more properly process or support the application. The Municipality may require a deposit not to exceed \$5,000.00 that the Municipality will hold in trust, to be applied to any expenses contemplated here. The Municipality may require the Applicant to refresh the deposit from time to time. Any deposit not used as contemplated by this clause shall be returned to the Applicant, without interest.

IN WITNESS WHEREOF this covenant is executed under my seal and I make this 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 Township of Lanark Highlands, in the County of Lanark this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
CLERK or CAO

\_\_\_\_\_  
APPLICANT