

Planning Application Information Sheet

1. Completion of Application

All applicable information, including supporting studies, requested throughout any preconsultation must be provided to conduct an initial review.

The initial review of the application will determine if any other information is required.

Note: Prior to submitting this application, applicants are strongly advised to pre-consult with the Town's Planning Department to discuss application and project requirements. To book an appointment please call 613.354.3351

2. Statutory Declaration

The application requires a Statutory Declaration which must be declared in the presence of a Commissioner for taking affidavits.

3. Proposal Justification

The application must be accompanied by a written justification which provides a complete explanation of the requested consent within context of the Town's Official Plan, Zoning By-law and Provincial Planning Statement.

4. Required fee

Application fees, payable to the Town of Greater Napanee by cash, debit or cheque, are required upon submission of the application.

5. External Agencies

External agencies will be circulated on the application as part of the technical review process. Additional costs beyond the application fee will be invoiced to the applicant for services rendered.

The Conservation Authority review fee must be paid by the applicant, directly to the applicable authority. Proof of payment must be included with the application to the Town of Greater Napanee. Should the Conservation Authority incur costs beyond the initial review fee, associated with the application, the costs may be invoiced to the applicant.

6. Submission

Planning applications and supporting documents can be submitted by:

- Email to: **planning@greaternapanee.com**

or

- To: Town of Greater Napanee Planning Department, 99-A Advance Avenue, Napanee, ON K7R 3Y5 by mail or in person.



Town of Greater Napanee
 Development Services
 99-A Advance Ave
 Napanee, Ontario
 K7R 3Y5

Application for a Minor Variance

for office use only

Date Received	File No.	Fee(s) Paid
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1.0 APPLICANT INFORMATION

1.1 Complete the information below and indicate which contact is the Prime Contact (to whom all communications will be directed).

Name	Address	Phone/E-mail
Registered Owner(s)*		Business
		Home/Cell
		E-mail
Applicant(s)		Business
		Home/Cell
		E-mail
Agent, if any (eg. Planning Consultant)		Business
		Home/Cell
		E-mail
Solicitor		Business
		Home/Cell
		E-mail

*If a company, please give name and phone number(s) of principal owner (or president).

2.0 PROPERTY INFORMATION

Lot(s)/Block(s)	Concession	Registered Plan No.
Reference Plan No.	Part(s)	Parcel No.
Former Municipality	Municipal Address	
Assessment Roll #:		

2.1 Particulars of the Subject Land (use metric units):

Frontage	Average Depth	Area
Current Official Plan Designation		Current Zoning Designation

2.2 Date the subject land was acquired by the current owner: _____

3.0 EXISTING AND PREVIOUS USES OF THE SUBJECT LANDS

3.1	Existing use(s) and duration	
3.2	Previous use(s) and duration	

3.3 List any existing Buildings or Structures on the Property

Building / Structure	Yard Setbacks				Year Built	Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side				

3.4 Is the subject land (or buildings) subject to a demolition control by-law or is it designated or identified for possible designation under the Ontario Heritage Act? YES NO

4.0 PROPOSED USE OF THE SUBJECT LANDS

4.1 What is the proposed use of the subject lands?

4.2 List any proposed buildings and structures

Building / Structure	Yard Setbacks				Number of Storeys	Building Height	Ground Floor Area
	Front	Rear	Side	Side			

4.3 Attach a sketch showing (in metric units):

- a) The boundaries and dimensions of the subject land;
- b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the lot lines;
- c) The approximate location of all natural and artificial features located on the subject land or adjacent land that might affect that application;
- d) The current uses of land that is adjacent to the subject land;
- e) The location, width, name and type of any roads within or abutting the subject land;
- f) The location of parking and docking facilities if access is to be by water only; and
- g) The location and nature of any easements affecting the subject land.

5.0 NATURE OF PROPOSED MINOR VARIANCE

5.1 Describe the nature and extent of the relief sought from the Zoning By-Law.

5.2 State the reason(s) why the proposed use cannot comply with the provisions of the Zoning By-Law.

6.0 STATUS OF OTHER PLANNING APPLICATIONS

6.1 Is there currently an application for a consent or approval of a plan of subdivision involving the subject land, or has there ever been an application for a minor variance? YES NO

If YES, and if known, list below or attach on a separate page:

Type of Application	File # / Ontario Regulation #	Details	Status

7.0 SERVICING

7.1 Indicate the existing and proposed servicing type for the subject land.

<u>Water Supply</u>	<u>Existing</u>	<u>Proposed</u>	<u>Sewage Disposal</u>	<u>Existing</u>	<u>Proposed</u>
Public piped water system			Public piped sewage system		
Private communal well(s)			Private communal septic system		
Private individual well(s)			Individual septic system(s)		
Lake or other water body			Other means		
Other means					

<u>Storm Drainage</u>	<u>Existing</u>	<u>Proposed</u>	<u>Access</u>	<u>Existing</u>	<u>Proposed</u>
Sewers			Provincial highway		
Ditches or swales			County road		
Other means			Municipal road		
			Water		
			Other means		

8.0 DECLARATION

I, _____, of the _____ in the _____
 (name of applicant) (name of municipality/township)

County of _____ solemnly declare that all the information contained in this application and any supporting documents is true.

Declared before me at the Town of Greater Napanee in the County of Lennox and Addington

this _____ day of _____, _____.

 Commissioner of Oaths Applicant

9.0 OWNER'S AUTHORIZATION (If the applicant is not the owner)

I, _____, of the _____ in the _____
 (name of owner) (name of municipality/township)

County of _____ am the owner of the land that is the subject of this application for a minor variance and I hereby authorize _____ to act as my agent in this application.

 Signature of Owner

10.0 ACKNOWLEDGEMENT

In accordance with the provisions of the *Planning Act*, it is the policy of the Town of Greater Napanee to provide public access to all development applications and supporting documentation.

I, _____, agree and acknowledge that this application and any supporting
(name of applicant)

material, including studies and drawings, filed with the application is public information, and forms part of the public record. As public information, I hereby consent to the Town photocopying and releasing the application and supporting materials for either its own use in the processing of the application or at the request of any third party.

Signature

Date

SCHEDULE "B"

TO

PLANNING FEES BY-LAW

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless The Corporation of the Town of Greater Napanee ("the Municipality") from all costs and expenses that the Municipality may incur in connection with the processing of the applicant's application for approval under *the Planning Act*.

Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Municipality to process the application together with all costs and expenses arising from or incurred in connection with the Municipality being required, or requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeals Tribunal from any decision of the Council or Committee of Adjustment, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Municipality in respect of the application is not paid when due, the Municipality will not be required to process or to continue processing the application, or to appear before the Ontario Land Tribunal (OLT) in support of a decision approving the application until the amount has been paid in full.

The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Municipality may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Witness

Applicant

Witness

Applicant



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

Name

Signature

Date